

JHANSI CANTONMENT BOARD

HOW TO APPLY

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE RECRUITMENT APPLICATION

1. Online Applications are invited to capture information related to Personal Profile, Contact detail, Age Relaxation, Fee Concession, Educational Qualification, Experience etc.
2. The Application form is designed in Google Form for ease of the candidates. Following steps may be adopted for filling the application form -
 - a) Log on to our website <https://jhansi.cantt.gov.in>
 - b) Go to Information -> Recruitment.
 - c) Download and read carefully all the instructions provided.
 - d) For filling up the application form, click the link provided on the page.
 - e) Candidate must sign in with his / her google account for filling up the Application Form.
 - f) Upload your passport size photograph and signature in jpg format as specified in the form. The example is given here also –



Signature

- g) Scan each of your document (whichever is required) separately in pdf format (High School Marksheet / Intermediate Marksheet / Caste Certificate / Technical Qualification Certificate / Id Proof etc.).

- h) Candidates are requested not to upload any other additional / unwanted document.
- i) Candidates must select appropriate category as this will be used for Age Relaxation and Fee Exemption. No age relaxation will be provided to SC/ST candidates applying for unreserved category. Candidates must submit valid Govt Certificate in support of their claim for the selected category, in case of failure, they will be treated as General Candidate and no exemption / relaxation will be provided.
- j) An amount of Rs. 200/- (Rs. Two hundred only) is to be paid by the candidates as Application Fee. However, candidates belonging to SC/ST category, person with disabilities, ex-serviceman, departmental candidate and women candidates are exempted from payment of Application Fee.
- k) The Application Fee may be paid by clicking the link 'Pay Application Fee', provided on the recruitment page of our website. Examination Fee cannot be paid by any other method.
- l) After payment of Application Fee, mention the Transaction / Reference ID in the space provided in the form.
- m) The form may be filled in multisesion. Information filled by you, will be saved automatically.
- e) On the Application Form, fields marked as * are mandatory.
- f) Candidates may apply for multiple posts. They have to submit separate application for each post they wish to apply for. Candidates have to pay separate application fee for each post they are applying.
- g) Submitted application form will also be sent to the candidate's registered email address.

3. The Admit Card will be sent to the candidate's registered email address only, no admit card will be sent by post or any other mode.

4. Scanned Photograph and Signature Uploaded must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected.
5. Candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates will be allowed at any subsequent stage of the Online Recruitment Application process, once the same is submitted.
6. The candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all aspects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.
7. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable to be terminated without any notice.
