

CHIEF SIGNAL OFFICER, HQ EASTERN COMMAND

KOLKATA – 900285, C/O 99 APO

EMPLOYMENT NOTICE

1. Applications on prescribed format are invited for the post of **CSBO (Civilian Switch Board Operator) Gde – II**, Group – 'C' from citizens of India on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period, with all India service liability (including field service). Applications completed in all respect alongwith all the requisite documents, duly attested to be forwarded to Colonel Signals, HQ Eastern Command (Signals), PIN – 900285, C/o 99 APO.

2. **Pay Band:** Rs. 21700/- + allowances (Level – 3, Cell – 1) as per new pay matrix of 7th CPC.

3. **Details of vacancies:-**

SC	OBC	UR	UR			Total	Remarks
			EWS	PHC	ESM		
04	03	06	01	01	01	16	

Number of posts is likely to change.

4. **Qualification:-**

(a) **Essential**

- (i) Matric or equivalent from recognized Board.
- (ii) Proficiency in handling Private Board Exchange (PBX) board.

(b) **Desirable**

- (i) Fluency in spoken English and Hindi.

5. **Terms of engagement:-**

- (i) New entrants to Government service, entering on or after 01 Jan 2004 are governed by National Pension System.
- (ii) The appointment will be on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period.
- (iii) As per the Govt orders retention of Govt servant beyond 55 yrs of age/30 yrs of qualifying service (whichever is applicable) will be carried out by screening committee, if found suitable Govt servants whose integrity is doubtful will not be retained.
- (iv) If found suitable for retention, the Government service on attaining age of 60 yrs.
- (v) The candidate will disqualify for Govt Service in case he or she has more than one spouse living.

6. **Age limit:- (As on 01 Apr 2022)**

- (a) Between 18 to 25 yrs

(b) **Extend of age concession:-**

- (i) OBC - 3 years and above the prescribed age limit.
- (ii) SC/ST - 5 years
- (iii) PHC - 10 years (15 years for SC/ST and 13 years for OBC).
- (iv) Ex-Serviceman – Service rendered in Army, Navy and Air Force plus three years.

- (c) Cut off date for determining age will be last date of receipt of application. The age relaxation will be applied only in case candidates produce valid caste certificate.

- 7. **Photographs:-** One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application duly self attested. Two additional photographs duly self-attested (on front side) are to be attached separately with application.

- 8. **Closing date for receipt of applications: 30 days from the date of publication of this advertisement.**

- 9. **Scheme of Examination:-** The selection will be made strictly on the basis of merit which will be decided as per marks obtain in written test comprising of 100 marks. Applicants shortlisted for written test will also have to undergo a skill test which will be of qualifying in nature and carries no separate marks.

- (a) **Written Test:-** The written test will comprising as giving below:-

	Paper	Subject
(i)	Paper – I	General Intelligence & Reasoning (Objective Multiple Choice Type)
(ii)	Paper – II	General Awareness (Objective Multiple Choice Type)
(iii)	Paper – III	General English (Objective Multiple Choice Type)
(iv)	Paper - IV	Numerical Aptitude (Objective Multiple Choice Type)

Note:- The question paper will be bilingual i.e. English and Hindi. However, the question of English language subject will be in English only. No extra weightage will be given for additional/extra/higher qualification for recruitment.

- (b) **Skill Test:-** Skill test will be conducted to check candidate's proficiency in handling exchange operation and this will be conducted for qualifying purpose only.

- (c) If the number of applications received in response to the advertisement are large and it is not convenient or possible to arrange the examination for all the candidates, the selection board reserves the right to restrict the number of candidates to a reasonable limit on the basis to percentage of marks obtained in the prescribed minimum essential qualification i.e Matric or equivalent.

10. **Important instructions for the Applicants:-**

- (a) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
- (b) Only shortlisted candidates based on performance in written examination (Top ten or twenty times of number of vacancies in each category will be called for Skill test by the SB).

- (c) The date of written test and skill test will be intimated to eligible applicants only.
- (d) Persons working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection to release them in case of selection.
- (e) The selection board will not be responsible for any postal delay/failure.
- (f) The candidates must clearly suber-scribe "APPLICATION FOR THE POST OF CSBO, GDE – II" on the top of the envelop in capital letters. The reserved category candidate should also write their category on the left corner of the envelop.
- (g) **Candidates applying for the post must enclose following supporting documents:-**
 - (i) Self-attested copies of Birth certificate (Matriculation Certificate/Mark Sheet can be produced in lieu).
 - (ii) Educational Qualification/Technical Qualification
 - (iii) Experience Certificate
 - (iv) Residential Certificate
 - (v) Caste Certificate in support of their claim of belonging to the reserve category.
 - (vi) Two self-addressed envelopes duly affixed postage stamp of Rs. 10/- on each envelop must be enclosed with the application.
 - (vii) Legible copy of self attested valid photo id proof issued by central /state government eg adhaar card, driving licence, voter id etc.
 - (h) Application with following deficiencies will be rejected summarily and no correspondence in this regard will be entertained :-
 - (i) Incomplete or unsigned application and without Left/Right Thumb Impression on application form.
 - (ii) Late receipt of application i.e after closing date.
 - (iii) Submission of supporting documents without duly self-attested.
 - (iv) Non submission of two additional photographs duly self-attested and mismatch of submitted photographs.
 - (v) Non submission of self-addressed 12 x 24 cms envelopes duly affixed postal stamp of Rs. 10/- on each.
 - (vi) Mismatch of information filled in application with regards to their supporting documents.
 - (j) The application can be filled by the candidates either in English or Hindi.
 - (k) For any enquiry individual may contact **Tele No.033-22438701**.
 - (l) No TA/DA will be paid for appearing in the test.
 - (m) Candidates should be prepared to come to Kolkata for a stay of 4-5 days under own arrangements.

FORMAT OF APPLICATION

APPLICATION FOR THE POST OF: **CSBO (CIVILIAN SWITCH BOARD OPERATOR), GDE II, HQ EASTERN COMMAND (SIGNALS), PIN – 900285 C/O 99 APO**

Ref Newspaper _____

Advertisement No. _____

Date _____

NOTE: ALL COLUMNS TO BE FILLED IN BLOCK LETTERS ONLY

1. Name of the candidate :
(As written in Matric/SSC Certificate)
2. Father's/Husband's Name:
3. Mother Name
4. Sex (Male/Female)
5. Date of Birth
(As per matric certificate)
6. Age as on closing date of receipt of application:
____ Years ____ Months ____ Days
7. Category (UR/SC/ST/OBC/PHC/ESM)
(Enclosed Caste Certificate on prescribed format)
8. Nationality/ Religion :
9. Postal address for communication (in Block letters) with PIN Code :
10. Mobile No./Land Line No. with STD Code:
11. Experience certificate :
12. Whether Govt Servant if yes, details of post held :
(Enclose cert showing pay scale and date of entry in Govt Service)
13. Details of Academic/Technical & Professional Qualification:

Affix latest passport size photograph duly attested (not more than 3 months)

Name of the exam passed	Year	Name of Recognized University/Board of Examination	Percentage of marks obtained	Division	Remarks

(Self-attested copies of certificates in support of above to be enclosed)

DECLARATION

I hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligible being detected before or after the written test/skill test, my candidature will stand automatically cancelled.

(Signature of candidate)

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