

**MOST IMMEDIATE**  
**No. 131/29/ADM/DE/18(FMS:61655)**  
Govt of India, Ministry of Defence,  
Directorate General Defence Estates,  
Raksha Sampada Bhawan,  
Ulaanbaatar Marg, Delhi Cantt.-110010.  
Dated the 28 June, 2018.

To

The Principal Director  
Defence Estates  
Central/ Eastern /Northern /Southern/South-Western /Western Command  
Lucknow/ Kolkata /Jammu / Pune/Jaipur /Chandigarh.

Subject: **LIMITED DEPARTMENTAL EXAMINATION FOR RECRUITMENT TO THE POST OF CHIEF EXECUTIVE OFFICER (GROUP 'B' GAZETTED) IN THE DEFENCE ESTATES ORGANIZATION.**

It is proposed to hold a Limited Departmental Examination for recruitment to the posts of Chief Executive Officer (Group 'B' - Gazetted) in the Pay Scale of Level-7 (pre-revised pay scale of Rs. 9300-34800 (PB-2) with Grade Pay of Rs.4600/-) in the Defence Estates Organization subject to the decision of Ld. CAT, Allahabad Bench in O.A. No. 1511/2017 titled as Rajkumar Kushwaha & another Vs. UOI & Ors. As per existing recruitment rules, the vacancies for the year 2018 (excluding the 02 posts reserved for ex-serviceman) are as under:-

SN	Category	No. of posts
1.	Cantonment Board Stream	06
2.	Defence Estates Stream :-	
	(i) Office Supdt. Gde-I ( <i>now OS</i> ) in the Indian Defence Estates Service with 3 years' regular service in the Grade	02
	(ii) Officers in the grade of Office Supdt. Gde-I ( <i>now OS</i> ), Stenographer Gde-I and Junior Translator who have rendered 20 years of total regular service.	08
	Total	16

The number of posts to be filled up is provisional and is likely to vary.

2. The date of examination and detailed programme will be intimated in due course. The eligibility criteria for employees of Defence Estates Organization and Cantonment Board employees are given below:-

Contd.....P-2.

For Defence Estates Employees

- (a) Office Supdt. Gde-I (now OS) in the Indian Defence Estates Service with 3 years' regular service in the Grade as on 01.08.2018
- (b) Officers in the grade of Office Supdt. Gde-I, Stenographers Grade-I and Junior Hindi Translators who have rendered 20 years total regular service as on - 01.08.2018.


*Note: While computing 20 years of qualifying service experience of an employee in any other department of the Central Government will be taken into account provided he has been permanently absorbed in the Defence Estates Service/Cantt. Board as the case may be.*

For Cantonment Board Employees

Employees of the Cantonment Boards drawing Basic Pay of not less than Rs.1400/- P.M. (pre-revised)(revised Level-6) and must have passed Matriculation Examination from a recognized University/Board/School or equivalent; and;

have rendered 20 years total regular service in the Cantonment Board as on 01.08.2018

3. You are requested to circulate this widely in your Directorate and field offices, including Cantonment Boards under your administrative control and obtain applications in prescribed form (enclosed) and forward the same duly supported by testimonials to this Dte. General (Adm.Section). The last date for receipt of applications in this Dte General is 01.08.2018. Applications received thereafter will not be entertained.
4. A copy of the syllabus for the examination is also enclosed for circulation to all concerned.
5. Please ensure that the contents of this circular are brought to the notice of all DEOs and CEOs well in time. A confirmation to this effect may be given.

  
(Sharmistha Maitra)  
Deputy Director General(Adm)  
Defence Estates

Copy to :-  
The Director, NIDEM, Delhi Cantt.-10.  
Sr. PPS to DGDE  
DGDE(Coord) - for circulation in DGDE.  
All CEOs/DEOs/ADEOs(Indep.)  
Rajbhasha Anubhag/AU&RC  
DMS/Guard/Float files

**APPLICATION FORM FOR APPEARING IN THE LIMITED DEPARTMENTAL  
EXAMINATION TO THE POST OF CHIEF EXECUTIVE OFFICER (CEO GROUP 'B'  
GAZETTED) IN THE DEFENCE ESTATES ORGANIZATION.**

PART-I

1. Name of candidate :
2. Designation :
3. Office Address :
4. Permanent Address :
5. Date of Birth :
6. Educational Qualifications :
7. Date of entry into continuous service :
8. Period of Qualifying service :
9. Present Pay on the date of submission of application form :
10. Whether appeared in Examination previously :
11. If the answer is "Yes", please give details of chances availed:-
  - (i) Month & year when appeared and Roll No. :
  - (ii) Result of the previous attempt(s) –  
Papers-

I	II	III	Total	Result
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CERTIFICATE

Certified that the information given above is correct. I am eligible in all respects to appear in the Common Competitive Examination. In the event of anything found incorrect, my candidature may be cancelled.

Dated

Signature of the candidate

PART-II

The particulars regarding age, educational qualifications, pay and qualifying service of the above-named official have been verified by me from his service records and it is certified that the information given above is correct.

Station :  
Dated :

Signature & Designation of the  
Sponsoring officer with seal

## SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION

### PAPER-1 : CANTONMENT ADMINISTRATION

1. Definition and delimitation of Cantonments.
2. Constitution of Cantonment Boards.
3. Preparation of Electoral Rolls and conduct of Elections.
4. Financial management including development and resource inoculation through tax and non-tax measures.
5. Duties of the President, Cantonment Board, the Vice President, the Chief Executive Officer, the Health Officer and the Garrison Engineer, Inter action between the elected members and the executive wing.
6. Democratization of civic administration in Cantonment areas. Constitution and powers of Civil Area Committee.
7. Control and supervision of Cantonment administration by General Officer Commanding-in-Chief and Central Government.
8. Powers of Cantonment Boards for enforcement of public safety measures, rendering of public and community services including public health, water supply, sanitation, medical relief, vaccination and inoculation, environmental hygiene, primary education, public convenience, public transport, libraries, parks, cultural and recreation facilities.
9. Regulatory functions of the Cantonment Board, public markets, slaughter houses, prevention of food adulteration.
10. Compulsory and discretionary duties of the Cantonment Boards.
11. Application of Cantonment funds and administration of property.
12. Regulation of building activity and management of lands in civil areas.
13. Provisions relating to delegated legislation including framing of bye-laws and business regulations.
14. Beautification measures in Cantonments.

Contd....2/-

**PAPER-II :LAND ADMINISTRATION**

1. Various land tenures in Cantonment-Old Grants/Cantonment Code leases, leases under CLAR 1925 and CLAR 1937.
2. Maintenance of land records under Cantt. Land Administration Rules.
3. Classification of lands for purposes of custody, management and control by various agencies under the Ministry of Defence.
4. Allotment of building sites on lease hold basis.
5. Conditions of grant of agricultural leases of defence lands.
6. Revised land policy for civil and bungalow areas.
7. Principles and procedure for preparation of Standard Table of Rent.
8. Custody, control and management of various types of defence lands outside Cantonments.
9. Law relating to and procedure for resumption of land.
10. Disposal of surplus lands and assets.
11. Functional role of Defence Estates Service for hiring, requisitioning and acquisition of properties (lands and buildings) for defence purposes.
12. Detection, removal of encroachment and recovery of damages.
13. General application of Rent Control Laws in the Cantonment Areas.

**PAPER-III : GENERAL ENGLISH**

The paper will consist of two parts :-

**PART-I : GENERAL ENGLISH**

An essay on a subject of topical interest to test the General awareness of the candidate and his ability to express himself fluently and logically. Some of the suggested topics are :- National Integration, Unemployment, Population control, Energy Crisis, Capitalism Vs. Socialism, Non-Violence, Life in Indian Villages, Democracy Vs. Dictatorship, Adult education, Place of Women in Indian Society, Untouchables, Nuclear War, Human Rights,

Contd.....3/-

2. Precis Writing.
3. Drafting of official correspondence like letters, Office Memorandum.

**PART-II : GENERAL KNOWLEDGE**

1. The Constitution of India with special reference to the Preamble, Fundamental Rights, Directive Principles of State Policy, the President and the Vice President, Council of Ministers, the Parliament, the Union Judiciary, Comptroller and Auditor General of India, relations between the Union and the States, Unitary features in the Constitution, Services under the Union and the States, Reservation for Scheduled Castes and Scheduled Tribes in Services, Distribution of revenue between Union and the States, Official Languages.
2. Indian History-Gandhian Philosophy and Independence Movement.
3. Current Affairs.

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## JOB DESCRIPTION OF CEO GROUP – ‘B’

The Defence Estates Organization is a subordinate department of the Ministry of Defence. The department is primarily concerned with the municipal administration of 62 notified cantonments in the country and Chief Executive Officer is directly responsible to carry out executive functions and duties of the Cantonment Board. The Cantonment Boards are democratic local bodies. Station Commander of the Cantonment is the ex-officio president of the Cantonment Board.

2. Besides the civil administration of the Cantonments, the other major task of the DE organization is to manage Defence lands spread all over the country as well as hiring/acquisitioning and requisitioning of other properties. Chief Executive Officer works in close liaison with the Defence Estates Officer for the management of Defence and Cantonment Board lands. He is also the Estate Officer under the PPE Act, 1971 for lands entrusted to the management of Cantt. Board.

4. The job of the Chief Executive Officer is transferable anywhere in India. CEO Group – ‘B’ has adequate opportunities to be promoted to Group – ‘A’ post of Indian Defence Estates Service (IDES).