

## GUIDELINES TO SUBMIT APPLICATION

Step 1: Open <https://wellington.cantt.gov.in/recruitment/>

Step 2: Download the Excel Template as shown below

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 **वेलिंग्टन छावनी परिषद**  
**WELLINGTON CANTONMENT BOARD**  
Ministry Of Defence



BOARD ▾ ABOUT CITY ▾ DEPARTMENTS ▾ SERVICES ▾ INFORMATION ▾ MOBILE TOILETS OTHERS ▾ LOGIN ▾

Home > Recruitment

**PUBLIC SERVICES**

- Performance SmartBoard
- School Management System
- Trade Licence
- Public Grievance Redressal
- mCollect
- Lease Renewal/Extension
- SWAJAL – GIS based Water Supply
- Property Tax
- Online Birth and Death Registration
- Online OPD Registration
- Community Hall Booking

**RECRUITMENT**

S.NO	TITLE	VIEW/DOWNLOAD
1	RECRUITMENT NOTIFICATION FOR THE POST OF LOWER DIVISION CLERK, SAFAIWALA AND MALE NURSING ASSISTANT DATED 17-08-2022	
2	APPLICATION TEMPLATE IN EXCEL FORMAT	 
3	GUIDELINES TO SUBMIT APPLICATION	
4	HELP TO SET PHOTOGRAPH AND SIGNATURE IN PRESCRIBED SIZE	

Step 3: Fill the Excel Sheet

Step 4: Save the Excel Sheet

Step 5: Save recent scanned Photograph and signature of the Candidate in prescribed size.

(Refer Page No 5 and 6 of this document regarding **HELP TO SET THE PHOTOGRAPH IN PRESCRIBED SIZE**)

Step 6: Open your email account, Compose mail, attach the saved Application along with Photograph and signature of the Candidate and sent an email to [cbwell.rect@gmail.com](mailto:cbwell.rect@gmail.com).

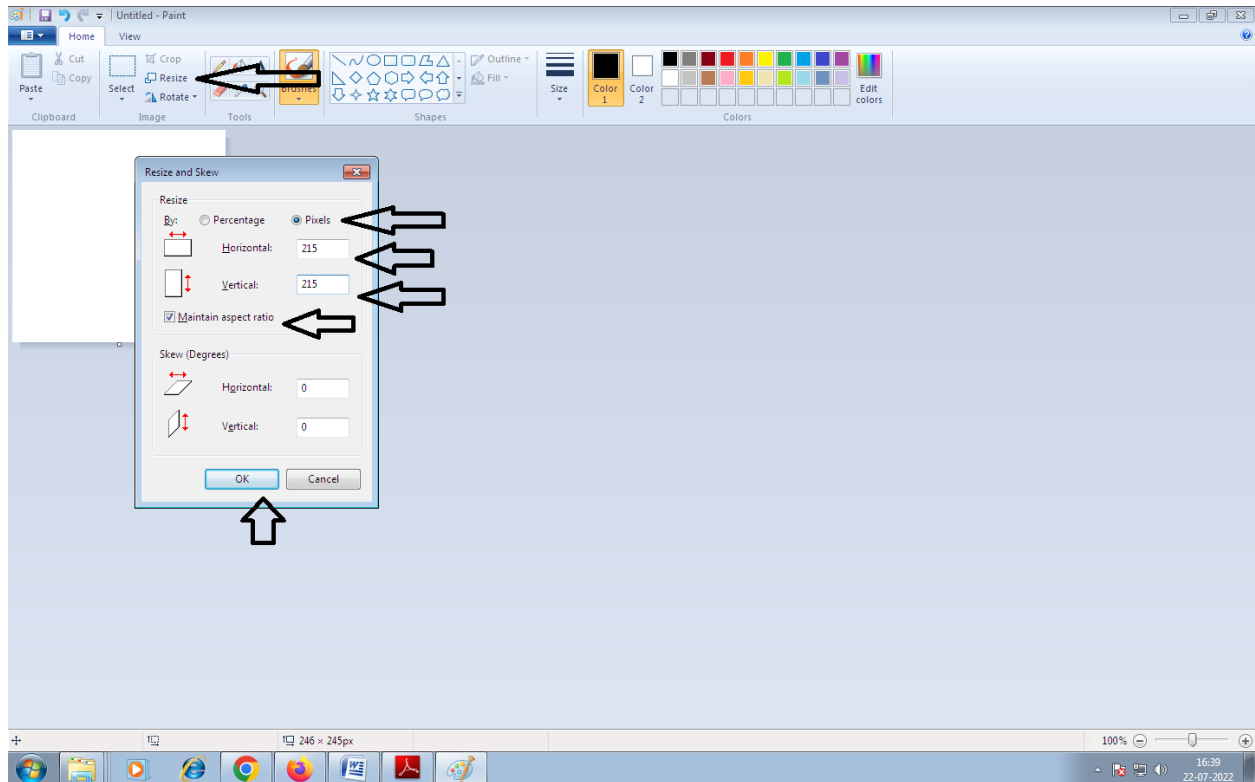
## HELP TO SET THE PHOTOGRAPH IN PRESCRIBED SIZE

Step 1: Open scanned photograph of the candidate in Microsoft paint

Step 2: Click resize in image tab

Step 3: Select pixels and uncheck 'Maintain aspect ratio' in the opened window

Step 4: Enter 140 in horizontal and 215 in vertical as shown in the below image



Step 5: And save the image in JPEG format

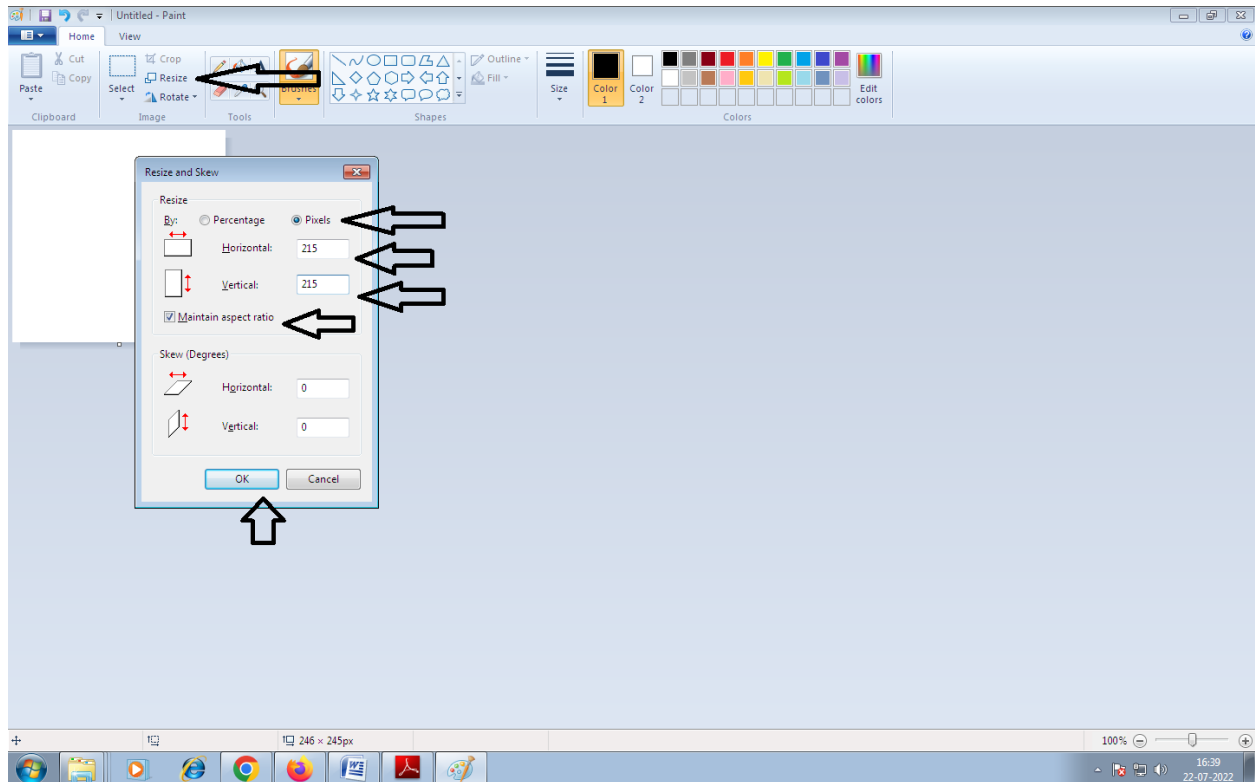
## HELP TO SET THE SIGNATURE IN PRESCRIBED SIZE

Step 1: Open scanned photograph of the candidate in Microsoft paint

Step 2: Click resize in image tab

Step 3: Select pixels and uncheck 'Maintain aspect ratio' in the opened window

Step 4: Enter 140 in horizontal and 70 in vertical as shown in the below image



Step 5: And save the image in JPEG format