

Government of Jammu and Kashmir
J&K Services Selection Board

(www.jkssb.nic.in)

Advertisement No.06 of 2020.

Dated: 29-12-2020

Subject:-Advertisement for District/Divisional/UT Cadre posts of various Departments under provisions of the Jammu & Kashmir Civil Services – Decentralization and Recruitment Act, 2010 and rules made there under read with other rules governing the subject.

Reference:-Requisitions of Posts/Vacancies received from various Indenting Departments as per the details given below:

S.No.	Department	No. of posts received	Vide Indent No./reference of indent
1.	Higher Education	138	HE/Coll/Sel-Prpl/52/2018-II Dated 29-09-2020 followed by HE/Coll/Sel-Prpl/52/2018-II Dated 22-12-2020
2.	Hospitality and Protocol Department	10	HP/Estt/13/2020 dated 30-09-2020 followed by HP/Estt/13/2020 dated 22-12-2020
3.	Home	84	Home/GB/187/2019 Dated 24-10-2020 followed by Home/GB/187/2019 dated 18-12-2020
	Total	232	

- a) Date of Commencement for submission of online applications=**10-01-2021**.
- b) Last Date for submission of online applications = **31-01-2021**.
- c) **Annexure "A"** = Name of the Post, Cadre, Pay Level, Category wise break up of posts, Qualification and Criteria for selection.
- d) **Annexure "B"**=Certificate regarding physical limitation.
- e) **Annexure "C"**=letter of undertaking for using own Scribe.

Total Number of posts advertised = 232

The J&K Services Selection Board invites online application from eligible candidates for participating in the selection process for District/Divisional/UT Cadre posts shown in Annexure "A" to this Notification.

The detailed terms and conditions with regard to eligibility, educational qualification, domicile, reservation, etc are as follows:-

(1) Appointment of the candidates: -

- i. The Appointment and other service conditions in respect of the candidate selected through this selection process, shall be governed by the provisions of the Jammu & Kashmir Probationer (Condition of Services, Pay & Allowances) and Fixation of Tenure Rules, 2020, notified vide S.O 192 dated 17th of June 2020.
- ii. The reservation under this Advertisement Notification shall be applicable in accordance with the provisions of the Jammu & Kashmir's SO 127 of 2020 dated 20.04.2020.

(2) Domicile: -The candidate should be a Domicile of the Union Territory of Jammu & Kashmir as defined in terms of the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31-03-2020 and S.O 1245(E) dated 03-04-2020 read with the General Administration Department, Government of Jammu and Kashmir's S.O 166 dated 18-05-2020.

The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose, **on or before the last date of submission of online application form.**

(3) Vacancies: -The UT, Divisional & District Cadre Wise details of notified posts are given in **Annexure "A"** to this notification.

(4) Age limit: - (as on 01-01-2020)

The requirement of age for Open Merit & various Reserved Categories candidates is as follows: -

S.No	Category	Age limit	Not born before	Not born After
(i)	OM	40	01-01-1980	01-01-2002
(ii)	SC	43	01-01-1977	01-01-2002

(iii)	ST	43	01-01-1977	01-01-2002
(iv)	RBA	43	01-01-1977	01-01-2002
(v)	ALC/IB	43	01-01-1977	01-01-2002
(vi)	EWS(Economically Weaker Section)	43	01-01-1977	01-01-2002
(vii)	PSP (Pahari Speaking People)	43	01-01-1977	01-01-2002
(viii)	OSC (Other Social Caste)	43	01-01-1977	01-01-2002
(ix)	Physically Challenged Person	42	01-01-1978	01-01-2002
(x)	Ex-Servicemen	48	01-01-1972	01-01-2002
(xi)	Government Service/Contractual Employment	40	01-01-1980	01-01-2002

(5) Qualification Required: -

(I) As per the Indent(s) received from the respective Indenting Department(s), the qualification for the posts notified are shown in **Annexure "A"** to this Advertisement Notification.

(II) The candidates who are declared qualified by the Board for Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates, etc. for completion of Graduation /Post-Graduation Degree/PhD Degree in original as proof of having acquired the prescribed educational qualification on or before the cut off date fixed for filling online application form, failing which the candidature of such candidates shall be cancelled by the Board. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date **i.e 31-01-2021** and he/ she has been declared passed, will also be considered to meet the educational qualification.

- (III)** Candidates may note that their candidature will remain provisional till the genuineness of their documents relating to educational qualification is verified by the Appointing Authority.
- (IV)** In case of candidates claiming possession of equivalent educational qualification (where it is applicable/required), it shall be mandatory to produce relevant Equivalence Certificate from the concerned competent authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Board/concerned Departments, as the case may be.
- (V)** Any candidate having his/her qualification other than prescribed, shall not be eligible for posts advertised in this notification.
- (VI)** The degrees/ diplomas obtained through distance mode which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained, subject to fulfilment of other terms and conditions.

(6) Reservation:

- (I)** Reservation for Scheduled Castes (SC), Scheduled Tribes(ST), Economically Weaker Section(EWS), Persons with Disabilities (PwD), Pahari Speaking People(PSP), etc for the above posts, wherever applicable and admissible, would be as determined & communicated by the Indenting Department, in accordance with the provisions of S.O 127 dated 20-04-2020.
- (II)** A candidate seeking his /her consideration under Reserved Categories must ensure that he/she possess a valid/ Category Certificate as on the **Cut Off Date**.
- (III)** Candidates may note that their candidature will remain provisional till the genuineness of the Reserved Category Certificate is verified by the Appointing Authority.
- (IV)** Candidates are cautioned to note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the Board, in addition to any other action as may be deemed appropriate.

(7) Horizontal Reservation (wherever applicable under rules)-

- I)** The Horizontal Reservation for Ex-Servicemen and Physically Handicapped persons to the extent of 6% and 4% respectively means the reservation which would cut across the vertical reservation and the

persons selected shall have to be placed in the appropriate category by making necessary adjustments. In respect of Physically Handicapped persons, reservation shall be available only for services, posts and type of disability identified for the purpose by the competent authority.

II) The Horizontal Reservation to the extent of 6% of the available vacancies shall be provided to the Ex- Servicemen, upto such pay scales, as has been specified by the competent authority in S.O 127 dated 20-04-2020, and other applicable rules.

III) Permissible Disabilities for PwD candidates: -

(a) The disabilities identified/ permissible for the instant posts advertised through this notification, shall be notified separately in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules/Orders issued thereunder and in consultation with the Indenting Department, before finalization of the selection process.

(b) The posts may be declared as identified for additional disabilities as per the provisions of the "Rights of Persons with Disabilities Act, 2016" and Rules /Orders issued thereunder at any later date in consultation with the Indenting Department. Candidates with such disabilities for which the posts are declared as identified will also be eligible for final selection.

8) Application Fee:-

(I) Fee payable: Rs 350/- (Rs Three Hundred Fifty only)

(II) Fee can be paid only online through Net Banking, Credit or Debit cards.

(III) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

(IV) All the disputes related to refund of excess payment, if any, are subject matter of the J&K Service Selection Board. Candidates are advised to apply for refund of excess payment, if any, through official portal www.ssbjk.org.in only. No chargeback request shall be entertained.

(9) Centre of Examination:

The J&K Services Selection Board shall notify the Venue /Centre of examination separately. No representation/ request for change in this regard shall be entertained, whatsoever be the reason.

(10) Scheme of Examination:

- (I) The Examination will consist of Objective Type, Multiple choice questions only except for items mentioned otherwise in the relevant column of Annexure 'A' to this notification. The questions will be set in English only.
- (II) There will be negative marking of 0.25 marks for each wrong answer.
- (III) Tentative Answer Keys, in due course after the Examination, will be placed on the website of the Board (www.jkssb.nic.in). Any representation regarding Answer Keys received within the time limit fixed by the Board at the time of uploading of the Answer Keys, will be scrutinized and the decision of the Board in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.
- (IV) Marks scored by candidates in written test will be normalized if required, to determine final merit and cut-off marks.

(11) Syllabi for these posts shall be notified separately.

(12) Admission to the Examination:

- (I) The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, reserved category and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not

found substantiated or correct, the candidature will be cancelled, Criminal Proceedings under law shall be initiated, or any other action as may be deemed appropriate by the Board, shall be taken.

- (II) All candidates who register themselves in response to this Advertisement Notification, by the closing date and time and whose applications are found to be in order, and are provisionally accepted by the Board as per the terms and conditions of this Advertisement Notice, will be assigned Roll numbers and issued Admit Card/Roll No slip for appearing in the Written Examination.
- (III) The Examination details will be uploaded on the official website of the Board i.e www.jkssb.nic.in. Examination detail/Roll Number slips will not be issued by post for any stage of examination. Therefore, candidates are advised to visit the official website of Board regularly for updates and information about the examination.
- (IV) Information about the Examination indicating the Time Table and City/ Centre of Examination for the candidates will be uploaded on the websites of the Board about two weeks before the date of examination. If any candidate does not find his/ her Roll Number on the website of the Board, one week before the date of examination, he/ she must immediately contact the concerned Divisional Office of the J&K Services Selection Board, with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- (V) Candidate must submit his/ her online Application form, Email-ID and Mobile Number along with his/ her Name, Date of Birth and Name of the Examination, while addressing any communication to the Board. Communication from the candidate not furnishing these particulars shall not be entertained.
- (VI) Facility for download of Admit Cards will be available about one week before the Date of Examination on the official website of the Board i.e www.jkssb.nic.in. Candidate must bring printout of the Admit Card/Roll Number Card/Slip to the Examination Hall.
- (VII) In addition to the Roll Number Card/Slip, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof such as:
- i. Aadhaar Card/ Printout of E-Aadhaar,
 - ii. Voter's ID Card,
 - iii. Driving License,

- iv. PAN Card,
- v. Passport,
- vi. School/ College/University I-Card,
- vii. Employer ID Card (Govt./ PSU/ Private), etc.

(13) Provision of Compensatory Time and Assistance of Scribe:

(I) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate.

(II) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from a specialist doctor working in a Government Health Institution duly countersigned by the concerned Medical Superintendent in this regard.

(III) In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the minimum qualification of the candidate as prescribed against each unique Advertisement Item No. (e.g- less than Graduation if the prescribed minimum qualification is Graduation for the candidate taking the examination). The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

(14) Document Verification (DV):

i) The candidates who are shortlisted for Document Verification are required to appear for Document Verification along with the original documents as well as self-attested Photostat copy of each documents as per the Advertisement Notification. The candidate must be in possession of the prescribed academic qualification and other documents like Domicile certificate, Category certificate on or before the last date of submission of online application form.

- a. Marks sheet(s)/Diploma/Degree(s) of the qualification prescribed for the post as per Advertisement Notification.
- b. Matric Diploma (D.O.B)
- c. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- d. Caste/ Category Certificate, if belongs to reserved categories.
- e. Domicile Certificate.

ii) Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

- 1) Aadhaar Card/ Printout of E-Aadhaar,
- 2) Voter's ID Card,
- 3) Driving License,
- 4) PAN Card,
- 5) Passport,
- 6) School/College/University I Card,
- 7) Employer ID Card (Govt./ PSU/ Private), etc.

iii) The candidates who are supposed to furnish various certificate issued by or before the prescribed cutoff date, shall be required to produce them at the time of Documents Verification or as may be sought by the Board; in case of failure, the Board shall take necessary decision which shall be final.

iv) Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders, a candidate shall be supposed to furnish the said requisite documents in the prescribed format at the

time of Documents Verification, otherwise his/her candidature shall be liable for cancellation /rejection.

v) Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite certificate/documents from the Competent Authority in the prescribed format when such certificates are sought by the Board at the time of Document Verification, otherwise their claim will not be entertained & their candidature shall be considered under Open Merit Category.

vi) Candidates claiming to be Domicile of Jammu & Kashmir shall be asked to produce the Domicile Certificate in original issued by the competent authority, in the prescribed format at the time of Document Verification or as and when sought by the Board.

(vii) For Ex-Servicemen (ESM):

- a. Discharge Certificate, if discharged from the Armed Forces,
- b. No Objection Certificate, in case already employed in Government/ Government undertakings.

(15) Misconduct /Malpractice: -

If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of selection process, such candidate shall be debarred from the examinations conducted by the Services Selection Board for such period as may be deemed appropriate, apart from cancellation of candidature for the instant examination and any other action as would be necessary & expedient.

(16) Steps Taken for Fairness & Transparency in Examination Process: -

The Board, for the purposes of ensuring integrity, fairness and transparency in the Examination process shall be well within its rights & duties, to take steps as necessary or issue instructions as deemed appropriate, at any stage of selection process, and all such steps/instructions shall be deemed to have been taken/given in furtherance of its mandate, as enshrined in the relevant laws/rules/regulations.

(17) Board's Decision Final: The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of

examination centres and preparation of merit list & Cadre/Department allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

(18) Important Instructions To Candidates:

- a. BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
- b. THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION CERTIFICATE.
- c. **CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.**
- d. The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Board's decision shall be final and binding.
- e. Candidates seeking reservation benefits available for RBA/SC/ ST/ OSC/ EWS/PSP/ALC/IB must ensure that they are entitled to such reservation as per eligibility condition prescribed in this notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- f. Candidates with **benchmark physical disability** only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.

- g.** When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form and submit the same at the time of Documents Verification. The candidates are further advised **NOT** to submit the hard copies of the Online application form in the office of the Services Selection Board either in person or by post/email.
- h.** Only one online application for the post of same item No. is allowed to be submitted by the candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected for the same item No., the Board will consider latest application. If a candidate submits multiple application forms for the same post and appears in the examination (at any stage) more than once for the post of the same item No., his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Board as per rules.
- i.** Request for modification or change in the preferences once filled relating to Cadre and Departments, if applicable, shall not be entertained under any circumstances.
- j.** The candidates must write their father's name and mother's name strictly as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Board.
- k.** Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
- l.** Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
- m.** The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by School/College/University/ Employer (Government or any other office, where the candidate may be working, etc) in original to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of scribe shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.

- n. In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate(s)/ shall be held responsible for the same and liable for suitable legal action under cyber/ IT Act.
- o. Fee payable: Rs 350/- (Rs. Three Hundred Fifty only).

(19) (Procedure for filling Online Application)

The necessary instructions regarding filling up of online applications are given herein below: -

- i. Candidates are required to apply online through JKSSB's online Application Portal-<https://ssbjk.org.in> No other means/ mode of application will be accepted.
- ii. The Candidates who have not registered earlier on the portal are first required to go to the said Portal and register themselves by clicking on "**Candidate Registration**" link.
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials. The same shall be validated using OTP (One Time Password) based verification.
- iv. After creating login credential, candidates need to login with these credentials by clicking on "**Candidate Login**". Candidate can update their information like mobile number, email id and password from time to time, but cannot change their First Name, Last Name and Gender.
- v. Once successful Login, the candidate can check under "**Latest Openings**" for all available advertisements and click on "**Apply Now**" against "Application Form for Appointment to the Post applied."
- vi. Candidate should carefully fill in all the information in various sections and click on "**SAVE & CONTINUE**".
- vii. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size) (Max size-1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size-1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- viii. The candidate need to ensure that all the required fields are filled up with correct information. The system shall check that all required fields are filled up, before final submission of the application.

- ix. Candidate shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of non-filling of information shall be entertained subsequently.
- x. Candidates cannot edit their Application form after submission. However, candidate can cancel his/her application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xi. Candidate's Application will not be considered if fee is not paid for that application.
- xii. Fees decided by JKSSB can be paid only by **Net banking/Debit Card/Credit Card Options**.
- After successful completion of the form, the candidate shall be shown "**Pay Now**" link for making the online application fee payment. Once fees is successfully submitted, Application ID shall be generated.
 - The options will be available after clicking on Pay Now link. Candidate can pay using **Net banking, Debit Card, Credit Card**, as Online Payment options.
- xiii. Payment will not be accepted and will not be considered valid after cut-off date mentioned in Advertisement Notification, i.e **20.01.2021** (last date).
- xiv. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xv. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xvi. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from "My Applications" link available in the Portal. Application printout can be taken by selecting Application ID/No and clicking on Download Application. Similarly, receipt printout can be taken by selecting Application ID/No and clicking on Download Receipt button available.
- xvii. Any person who finds difficulty in submission of application form due to technical issue or for any other reasons, shall be required to send a self-explanatory mail at **ssbjkgrievance@gmail.com** for seeking guidance,

clarification, etc. No other mode of grievance submission in this context would be valid. Moreover, only the grievance pertaining to the active application will be replied through the mail.

(20) In-service candidates shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). In the event of failure of the candidate to route the application through proper channel, his / her eligibility shall be assessed as if he / she is not an in-service candidate. The Head of Department concerned shall forward the application form of the In-service candidates to the office of the Secretary, Services Selection Board by or before the date of scrutiny of documents/documents verification after short listing.

(21) The candidate must produce the original Domicile Certificate/Qualification/Category Certificates/Bonafide Certificates before the Committee constituted for such purpose by the Board. Any candidate at the time of documents verifications who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or final selection, as the case may be.

(22) No TA/DA will be paid for participation in the written test/ document verification.

(23) Reservation for Scheduled Castes (SC), Scheduled Tribes(ST), Economically Weaker Section(EWS), Persons with Disabilities (PWD), Pahari Speaking People(PSP), etc. for all the above posts, wherever applicable and admissible, would be as determined & communicated by the respective Indenting Department, as per extant Rules/Orders.

(24) The vacancies have been advertised by the J&K Service Selection Board as per the Indent(s) received from the concerned Departments. The Board will not be responsible for withdrawal/alteration of vacancies by the Indenting Department(s), at any point of time.

Sd/-

**(Sachin Jamwal) KAS,
S E C R E T A R Y,
J&K Services Selection Board.**

No. SSB/Secy/Advt.No./06/2020/5197-5216

Dated: 29 /12/2020

Copy to the:-

- 1.** Financial Commissioner to Government, Finance Department, Civil Secretariat, Jammu.
- 2.** Principal Secretary to Government, Home Department, Civil Secretariat, Jammu.
- 3.** Principal Secretary to Hon'ble Lieutenant Governor, Civil Secretariat, Jammu.
- 4.** Commissioner/Secretary to Government, General Administration Department, Civil Secretariat, Jammu.
- 5.** Divisional Commissioner, Jammu/Kashmir.
- 6.** Commissioner/Secretary to Government, Higher Education Department, Civil Secretariat, Jammu.
- 7.** Secretary to the Government Department of Hospitality & Protocol, Civil Secretariat, Jammu.
- 8.** Director Information, J&K for publication of Advertisement Notice in all leading dailies of J&K State for three consecutive days.
- 9.** Director, Radio Kashmir Jammu/ Srinagar/ Bhandarwah/ Kupwara for putting the notice on air for three consecutive days in addition to the Rozgar Bulletin.
- 10.** Vice President, J&K Bank Head Office, Jammu for information.
- 11.** Director, Employment J&K.
- 12.** Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
- 13.** Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi for information.
- 14.** Special Secretary Law, Services Selection Board, J&K.
- 15.** Administrative Officer, Services Selection Board, Jammu/Srinagar.
- 16.** Private Secretary to Chief Secretary, UT of J&K. for the information of Chief Secretary.
- 17.** Private Secretary to Chairman, J&K Services Selection Board, Jammu.
- 18.** P.A.s to all Members of J&K Services Selection Board.
- 19.** Incharge Website, Services Selection Board, Jammu.
- 20.** Incharge Grievance Cell, Services Selection Board, Jammu.

Annexure "A"

Name of the Posts, Category wise break up of posts, Qualification & Criteria for selection of the District/Divisional/UT Cadre posts

Item No.	Department	Sub Deptt/Appointing Authority.	Pay Scale of the Post	Name of the post	Cadre of the post	OM	SC	ST	OSC	ALC/IB	RBA	PSP	EWS	Total	Qualification prescribed	Criteria for selection.
179	Higher Education	Director Colleges	Level-4 (25500-81100)	Junior Assistant	UT	3	1	1	0	0	1	0	0	6	Graduate from any recognized University with knowledge of type writing having a speed of not less than 35 words per minute and six months Certificate Course in Computer Applications from a recognized Institute.	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)
180	Higher Education	Director Colleges	Level-6E (35900-113500)	Educator-cum-Studio Assistant	Div. Jammu	1	0	0	0	0	0	0	0	1	Graduate in Mass Communication or Graduate with diploma in film editing/film studio.	The selection for the post shall be made on the basis of merit obtained in written examination only.
181	Higher Education	Director Colleges	Level-6D (35800-113200)	Tabla Assistant	Div. Jammu	1	0	0	0	0	0	0	0	1	Bachelor's Degree in Music with specialization in Tabla from a recognized Institution/University.	The selection for the post shall be made on the basis of merit obtained in written examination only.
182	Higher Education	Director Colleges	Level-6 (35400-112400)	Junior Laboratory Technician	Div. Jammu	1	0	0	0	0	1	0	0	2	Diploma in the respective discipline i.e. Electronics, Electrical, Mech/Civil Computer Engineering with five year experience.	The selection for the post shall be made on the basis of merit obtained in written examination only.

183	Higher Education	Director Colleges	Level-6B (35600-112800)	Junior Stenographer	Div. Jammu	1	0	0	0	0	0	0	0	0	1	Graduate from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively and a six months certificate course in Computer Applications from a recognized Institute.	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Type Test shall be proportionately allotted against 40 points earmarked for the Type Test)
184	Higher Education	Director Colleges	Level-5 (29200-92300)	Technical Assistant EduSat	Div. Jammu	1	0	0	0	0	0	0	0	0	1	B.E/B.Tech. Degree in relevant branch from a recognised institute or Diploma in Electronics/Electronics and Communication.	The selection for the post shall be made on the basis of merit obtained in written examination only.
185	Higher Education	Director Colleges	Level-4 (25500-81100)	EduSat Assistant	Div. Jammu	1	0	0	0	0	0	0	0	0	1	Bachelors Degree in Mass Communication/MM production from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
186	Higher Education	Director Colleges	Level-4 (25500-81100)	Computer Assistant	Div. Jammu	4	1	1	0	0	1	0	0	0	7	Bachelor of Computer Application or Graduate with two years Diploma in Computer Sciences or "O" Level Certificate of DOEACC.	The selection for the post shall be made on the basis of merit obtained in written examination only.
187	Higher Education	Director Colleges	Level-4(25500-81100)	Assistant PTI	Div. Jammu	3	1	0	0	0	1	0	0	0	5	B.P.E (three years Course) or Graduate with B.P.Ed from a recognised University preference shall be given to those who have outstanding career and have participated in the recognised events at the National/ International level	The selection for the post shall be made on the basis of merit obtained in written examination only.

188	Higher Education	Director Colleges	Level-4 (25500-81100)	Junior Assistant	Div. Jammu	13	3	3	1	1	3	1	2	27	Graduate from any recognized University with knowledge of type writing having a speed of not less than 35 words per minute and six months Certificate Course in Computer Applications from a recognized Institute.	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)
189	Higher Education	Director Colleges	Level-2 (19900-63200)	Library Assistant	Div. Jammu	7	2	1	0	1	2	1	1	15	Bachelor's of Library Sciences from a recognized university.	The selection for the post shall be made on the basis of merit obtained in written examination only.
190	Higher Education	Director Colleges	Level-2 (19900-63200)	Plumber-II	Div. Jammu	1	0	0	0	0	0	0	0	1	Matriculation with National Trade Test/ITI Trained in the particular Trade.	The selection for the post shall be made on the basis of merit obtained in written examination only.
191	Higher Education	Director Colleges	Level-6E (35900-113500)	Educator-Cum-Studio Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	1	Graduate in Mass Communication or Graduate with diploma in film editing/film studio.	The selection for the post shall be made on the basis of merit obtained in written examination only.
192	Higher Education	Director Colleges	Level-6B (35600-112800)	Junior Stenographer	Div. Kashmir	1	0	0	0	0	1	0	0	2	Graduate from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively and a six month certificate course in Computer Application from a recognized Institute.	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Type Test shall be proportionately allotted against 40 points earmarked for the Type Test)
193	Higher Education	Director Colleges	Level-4 (25500-81100)	Junior Laboratory Technician	Div. Kashmir	1	0	0	0	0	0	0	0	1	Diploma in the respective discipline i.e. Electronics, Electrical, Mech/Civil Computer Engineering with five year experience.	The selection for the post shall be made on the basis of merit obtained in written examination only.

194	Higher Education	Director Colleges	Level-5 (29200-92300)	Technical Assistant EduSat	Div. Kashmir	1	0	0	0	0	0	0	0	0	1	B.E/B.Tech. Degree in relevant branch from a recognised Institute or Diploma in Electronics/ Electronics and Communication.	The selection for the post shall be made on the basis of merit obtained in written examination only.
195	Higher Education	Director Colleges	Level-4 (25500-81100)	EduSat Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	0	1	Bachelors Degree in Mass Communication/MM production from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
196	Higher Education	Director Colleges	Level-4 (25500-81100)	Workshop Instructor	Div. Kashmir	1	0	0	0	0	1	0	0	0	2	Matriculate with 3 years Diploma in concerned Trade from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
197	Higher Education	Director Colleges	Level-4(25500-81100)	Carpenter-II	Div. Kashmir	1	0	0	0	0	0	0	0	0	1	Matriculation with National Trade Test/ITI Trained in the particular Trade.	The selection for the post shall be made on the basis of merit obtained in written examination only.
198	Higher Education	Director Colleges	Level-4 (25500-81100)	Junior Assistant	Div. Kashmir	14	3	3	1	1	3	1	2	28	Graduate from any recognized University with knowledge of type writing having a speed of not less than 35 words per minute and six months Certificate Course in Computer Application from a recognized Institute.	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)	
199	Higher Education	Director Colleges	Level-4 (25500-81100)	Computer Assistant	Div. Kashmir	1	0	0	0	0	1	0	0	0	2	Bachelor of Computer Application or Graduate with two years Diploma in Computer Sciences or "O" Level Certificate of DOEACC.	The selection for the post shall be made on the basis of merit obtained in written examination only.
200	Higher Education	Director Colleges	Level-4 (25500-81100)	Maintenance Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	0	1	Matriculate having National Trade certificate in Electrical or Plumber Trade.	The selection for the post shall be made on the basis of merit obtained in written examination only.

201	Higher Education	Director Colleges	Level-4 (25500-81100)	Workshop Assistant	Div. Kashmir	1	0	0	0	0	1	0	0	2	Matriculate with National Trade Certificate from recognized Technical Institute with three years experience in 1. Foundry Smithery 2. Sheet Metal 3. Machine Shop. 4. Carpentry/Woodworking 5. Fitting and Welding	The selection for the post shall be made on the basis of merit obtained in written examination only.
202	Higher Education	Director Colleges	Level-2 (19900-63200)	Data Entry Operator	Div. Kashmir	1	0	0	0	0	0	0	0	1	Bachelors Degree in Computer Applications from a recognized Institute or Graduate with two years Diploma in Computer Science or "O" Level certificate of DOEACC.	The selection for the post shall be made on the basis of merit obtained in written examination only.
203	Higher Education	Director Colleges	Level-2 (19900-63200)	Library Assistant	Div. Kashmir	13	3	3	1	1	3	1	2	27	Bachelor's of Library Sciences from a recognized University.	The selection for the post shall be made on the basis of merit obtained in written examination only.
204	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-4 (25500-81100)	Upholester	Div. Kashmir	1	0	0	0	0	0	0	0	1	Matric with ITI Diploma in identical Trade	The selection for the post shall be made on the basis of merit obtained in written examination only.
205	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-4 (25500-81100)	Telephone Operator	Div. Kashmir	1	0	0	0	0	0	0	0	1	Matric and above with one year experience in handling EPABX and having passed one year refresher course in Hotel Management from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
206	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-2 (19900-63200)	Table Boy	Div. Kashmir	1	0	0	0	0	1	0	0	2	Matric with short course of 2-6 weeks from Institute of Hotel Management.	The selection for the post shall be made on the basis of merit obtained in written examination only.

207	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-2(19900-63200)	Table Boy	Div. Jammu	1	0	0	0	0	0	0	0	0	1	Matric with short course of 2-6 weeks from Institute of Hotel Management.	The selection for the post shall be made on the basis of merit obtained in written examination only.
208	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-4 (25500-81100)	Telephone Operator	Div. Jammu	1	0	0	0	0	0	0	0	0	1	Matric and above with one year experience in handling EPABX and having passed one year refresher course in Hotel Management from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
209	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-2 (19900-63200)	Driver	UT	1	0	0	0	0	0	0	0	0	1	Matric pass having Hill Driving License of heavy and light vehicles with 5-year experience.	The selection for the post shall be made on the basis of merit obtained in the written examination only. The candidate shall have to qualify Driving Test to be eligible to appear for written examination
210	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-2 (19900-63200)	Waiter (For Delhi)	UT	1	0	0	0	0	0	0	0	0	1	Matric pass & having experience of 2 years from catering Institute/Hotel.	The selection for the post shall be made on the basis of merit obtained in written examination only.
211	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-2 (19900-63200)	Room Bearer (For Delhi)	UT	1	0	0	0	0	0	0	0	0	1	Matric pass & having experience of 02 years from catering Institute/Hotel.	The selection for the post shall be made on the basis of merit obtained in written examination only.
212	Hospitality and Protocol Department	Hospitality and Protocol Department	Level-6 (35400-112400)	Storekeeper (For Delhi)	UT	1	0	0	0	0	0	0	0	0	1	Graduation having six months certificate course in computer application from a recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.

213	Home	Dte.of Sainik Welfare	Level- 6E(35600- 112800)	Assistant Secretary	Doda	1	0	0	0	0	0	0	0	0	1	<p>(i) Graduate or above or certificate of graduation from Defence Services.</p> <p>(ii) Should be retired Hony Lt/Subedar Major in Army or equivalent in Navy or Air Force.</p> <p>(iii) Should be preferably from clerical Cadre or Education Corps.</p> <p>(iv) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	The selection for the post shall be made on the basis of merit obtained in written examination only.
214	Home	Dte. of Sainik Welfare	Level- 6B(35600- 112800)	Head Assistant	Reasi	1	0	0	0	0	0	0	0	0	1	<p>(i) Should be deemed to be Graduate from Defence Services/any recognized University.(ii) Should be retired JCO or equivalent rank from Navy Air Force.(iii) Should preferably have knowledge of Accounts.(iv) Should posses exemplary character as per his discharge book.(v) Should qualify entrance test as per prescribed syllabus.</p>	The selection for the post shall be made on the basis of merit obtained in written examination only.

215	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	UT	1	1	0	0	0	1	0	0	3	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>
216	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	Jammu	3	1	0	0	0	1	0	0	5	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>

217	Home	Dte. of Sainik Welfare	Level-4(25500-81100)	Junior Assistant	Kathua	1	0	0	0	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 pointsWritten Examination/CBT =80 points(The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>
218	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	Udhampur	1	0	0	0	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>

219	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	Reasi	1	0	0	0	0	1	0	0	2	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>
220	Home	Dte. of Sainik Welfare	Level-4(25500-81100)	Junior Assistant	Rajouri	1	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>

221	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	Poonch	1	0	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>
222	Home	Dte. of Sainik Welfare	Level-4 (25500-81100)	Junior Assistant	Baramulla	1	0	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an ex-serviceman retired JCO/NCO.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Posses six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	<p>Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)</p>

223	Home	Dte. of Sainik Welfare	Level-2(19900-63200)	Welfare Organizer	Jammu	1	0	0	0	0	1	0	0	2	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Should have six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p> <p>(vi) Should be medical category AYE(SHAPE-1)</p>	<p>The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test(Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.</p>
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224	Home	Dte. of Sainik Welfare	Level-2 (19900-63200)	Welfare Organizer	Kathua	1	0	0	0	0	0	0	0	0	1	<p>(i) Should be deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Should have six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p> <p>(vi) Should be medical category AYE(SHAPE-1)</p>	<p>The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test (Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.</p>
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225	Home	Dte. of Sainik Welfare	Level-2 (19900-63200)	Welfare Organizer	Udhampur	1	0	0	0	0	0	0	0	0	1	<p>(i) Should be deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Should have six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p> <p>(vi) Should be medical category AYE(SHAPE-1)</p>	<p>The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test (Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.</p>
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226	Home	Dte. of Sainik Welfare	Level-2(19900-63200)	Welfare Organizer	Reasi	1	0	0	0	0	0	0	0	0	1	<p>(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Should have six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p> <p>(vi) Should be medical category AYE(SHAPE-1)</p>	<p>The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test(Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.</p>
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227	Home	Dte. of Sainik Welfare	Level-2 (19900-63200)	Welfare Organizer	Rajouri	1	0	0	0	0	1	0	0	2	<p>(i) Should be deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute.</p> <p>(ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(iv) Should have six months certificate course in Computer Applications from recognized Institute.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p> <p>(vi) Should be medical category AYE(SHAPE-1)</p>	<p>The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test (Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.</p>
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228	Home	Dte. of Sainik Welfare	Level-2 (19900-63200)	Welfare Organizer	Poonch	1	0	0	0	0	0	0	0	0	1	(i)Should deemed to be Graduate from Defence Forces/any recognized University with knowledge of Type writing having not less than 35 words speed per minute. (ii) Should be an Ex-Serviceman retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force. (iii) Should bear an exemplary character at the time of retirement from Defence Services. (iv) Should have six months certificate course in Computer Applications from recognized Institute. (v) Should qualify entrance test as per prescribed syllabus. (vi) Should be medical category AYE(SHAPE-1)	The selection for the post shall be made on the basis of merit obtained in written examination only. The candidate shall have to qualify Skill Test(Type writing having not less than 35 words speed per minute) to be eligible for appearing in the written Test.
229	Home	Dte. of Defence Labour Procurement	(9300-34800+ GP-4280)Pre-revised	Assistant Labour Procurement Officer	UT	1	0	0	0	0	0	0	0	0	1	Graduate	The selection for the post shall be made on the basis of merit obtained in written examination only.
230	Home	Dte. of Defence Labour Procurement	(5200-20200+G P-2400) Pre-revised	Junior Assistant	UT	2	1	0	0	0	1	0	0	4	Graduate Experience required:- Type knowing having speed not less than 35 words per minute with six months computer course.	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)	

231	Home	Dte. Forensic Science Laboratory	Level-4 (25500-81100)	Laboratory Assistant	UT	8	2	2	1	1	2	1	2	19	<p>Having Bachelors Degree in Forensic Science Or Bachelor's Degree in Medical Subject or in any of following subject from the University recognized by UGC * Molecular Biology/Biochemistry /Microbiology/ Biotechnology/Genetics. Or Having Bachelor's Degree in Non Medical subjects or in any of following subject from University recognized by UGC. * Electronics/Computer Science/IT Provided that not more than 4 candidates shall be selected having Electronic/Computer Science/IT as one of the subject</p>	The selection for the post shall be made on the basis of merit obtained in written examination only.
232	Home	Dte. Forensic Science Laboratory	Level-4 (25500-81100)	Junior Assistant	UT	2	1	0	0	0	1	0	0	4	<p>I) Graduate with 35 words speed in type writing per minute. ii) Six months certificate course in computer application from a recognized Institute.</p>	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)

233	Home	Dte. Forensic Science Laboratory	Level-2 (19900-63200)	Driver	UT	3	1	0	0	0	1	0	0	5	Matric pass from a recognized Board with valid Hill Driving License.	The selection for the post shall be made on the basis of merit obtained in the written examination only. The candidate shall have to qualify Driving Test to be eligible to appear for written examination
234	Home	Dte. Forensic Science Laboratory	SL-2(15900-50400)	Laboratory Attendant	UT	10	2	2	1	1	2	1	2	21	Minimum 10+2 with Science Subject having Math/Biology as one of the subject from any recognized Board of School Education.	The selection for the post shall be made on the basis of merit obtained in written examination only.
235	Home	Dte. Forensic Science Laboratory	SL-1 (14800-47100)	Orderly	UT	2	1	0	0	0	1	0	0	4	Minimum Matric Pass & Maximum 10+2.	The selection for the post shall be made on the basis of merit obtained in written examination only.
236	Home	Dte. Forensic Science Laboratory	SL-1 (14800-47100)	Chowkidar	UT	1	0	0	0	0	0	0	0	1	Minimum Matric Pass & Maximum 10+2.	The selection for the post shall be made on the basis of merit obtained in written examination only.
Total							132	24	16	5	6	32	6	11	232	

Note –

1. Candidates applying against the post of Junior Scale Stenographer/Junior Stenographer must have minimum speed of 65 and 35 words per minute in shorthand and type writing respectively, while as the candidates applying against the post of Junior Assistant must have knowledge of type writing with not less than 35 words speed per minute. Only those candidates who achieve an accuracy of 90% or above and a typing speed of minimum 35 words per minute shall be considered qualified for next stage(s).

2. It is further clarified that candidate having degrees like BCA, BCS,BCM, BE/B.Tech (Computer/IT),MCA,MCS, MCM, BSc(IT), MSc(IT), ME/M.Tech (Computer /IT) or B.Sc (with computer as a subject)are not required to possess the six month certificate course in Computer from a recognized Institute.
3. Candidates applying against the post(s) where Skill Test is applicable shall have to qualify Skill Test to be eligible for appearing in next level of Examination.
4. The above posts are subject to minor changes on account of reconciliation with the concerned department.
5. The above Pay Scale is subject to minor changes, if any, at the time of appointment by the Indenting department.

**(Sachin Jamwal) KAS,
SECRETARY,
J&K Services Selection Board.**

“Annexure – B”

Certificate regarding Physical Limitation of an Examinee to Write

This is to certify that, I have examined Mr/Ms/Mrs _____
(name of the candidate with disability), a person with _____ (nature and
percentage of disability as mentioned in the certificate of disability), S/o D/o
_____, a resident of _____ (Village
/District/UT and to state that he/she has physical limitation which hampers his /her
writing capabilities owing to his / her disability.

Signature of Specialist Doctor,

Government Health Care Institution/Hospital

Name & Designation:

Name of Government Hospital/ Health Care Institution with Seal

**Counter Signature of Medical Superintendent
Government Health Care Institution/Hospital with Seal**

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g Visual impairment-Ophthalmologist, Locomotor disability –Orthopaedic specialist/PMR).

Annexure – C

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, J&K. My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe / reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is equal / higher than my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: