

Government of Jammu and Kashmir
J&K Services Selection Board

(www.jkssb.nic.in)

Advertisement No. 04 of 2020.
Dated:16-12-2020

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:-i) SEC communication No.21/SEC/Pyt/2020/1756 dt. 12-12-2020 & CEO communication No.2177/CEO/ME/2020/1978 dt. 11-12-2020

ii) Reference of posts received from various Departments as given below:

S.No.	Department	No. of posts received	Vide Indent No./reference of indent
1	Transport	144	TR-09/SMG/2015 Dated 29-09-2020 followed by TR-09/SMG/2015 Dated 03-12-2020
2	Labour & Employment	78	L&E/Gen/53/2019-I dated 30-09-2020 followed by L&E/Gen/53/2019-I dated 04-12-2020
3.	Culture	79	Cul/Gen/38/2020 dated 29-09.2020 followed by Cul/Gen/38/2020 dated 03.12.2020
4.	Election	137	4568/CEO/Estt/SSB/2nd/2775 Dated 28-09-2020
5.	Tribal Affairs	16	TAD/09/2020 Dated 01.10.2020
6	Finance	1246	FD/Coord/08/2020 Dated 19-11-2020 FD/Coord/08/2020 Dated 20-11-2020
	Total	1700	

a) Date of Commencement for submission of online applications=**27-12-2020.**

b) Last Date for submission of online applications =**16-01-2021.**

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 = 1700

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 in accordance with Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31-03-2020 read with S.O 1245(E) dated 03-04-2020 and the General Administration Department, Government of J&K vide S.O 166 dated 18-05-2020 respectively.

The candidate must possess the Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose as on 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 concerned respective Indenting Departments, qualification to the posts advertised are in the enclosed **Annexure "A"** to this 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 **16-01-2021**, 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 16-01-2021** and he/ she has been declared passed, will also be considered to meet the educational qualification.

(iii) 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.

(iv) Any candidate having his/her qualification other than prescribed shall not be eligible for posts advertised.

(v) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein

(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, as per 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 the requisite Category Certificate valid 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

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 the 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.

iii) The candidates applying under ESM category shall be entitled for reservation under the said category only once in life time for the purpose of seeking employment in any Government Department.

iv) Permissible disabilities for PwD candidates: -

(I)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 in consultation with the Indenting Department, before finalization of the selection process.

(II)The posts may be declared as identified for additional disabilities as per the provisions of the "Rights of Persons with Disabilities Act, 2016" 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 only. No chargeback request shall be entertained.

(9) Centre of Examination:

- i. 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. 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 applications 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 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 / 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: Rs350/- (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>. 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,** in Online Payment .
- xiii. Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, i.e **16.01.2021** (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 to 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 finally selected, 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 candidates 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&KSSB 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.

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

No. SSB/Secy/Advt.No./04/2020/4886-4902

Dated: 16/12/2020

Copy to the:-

- 1.** Financial Commissioner to Government, Finance Department, Civil Secretariat, Jammu.
- 2.** Commissioner/Secretary to Government, General Administration Department, Civil Secretariat, Jammu.
- 3.** Divisional Commissioner, Jammu/Kashmir.
- 4.** Secretary to the Government Department of _____ Civil Secretariat, Jammu/Srinagar.
- 5.** Director Information, J&K for publication of Advertisement Notice in all leading dailies of J&K State for three consecutive days.
- 6.** Director, Radio Kashmir Jammu/ Srinagar/ Leh/ Baderwah/ Kupwara/ Kargil for putting the notice on air for three consecutive days in addition to the Rozgar Bulletin.
- 7.** Vice President, J&K Bank Head Office, Jammu for information.
- 8.** Director, Employment J&K.
- 9.** Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.

- 10.** Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi for information.
- 11.** Special Secretary Law, Services Selection Board, J&K.
- 12.** Administrative Officer, Services Selection Board, Jammu/Srinagar.
- 13.** Private Secretary to Lieutenant Governor, UT of J&K. for the information of Lieutenant Governor.
- 14.** Private Secretary to Chairman, J&K Services Selection Board, Jammu.
- 15.** P.A.s to all Members of J&K Services Selection Board.
- 16.** Incharge Website, Services Selection Board, Jammu.
- 17.** Incharge Grievance Cell, Services Selection Board, Jammu.

Annexure "A"

Name of the Posts, Category wise break up of posts, Qualification and 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.
046	Culture	(Libraries & Research)	Level-6 (35400-112400)	Librarian	Div. Kashmir	2	1	0	0	0	1	0	0	4	BA/B.Sc/B.Com with Bachelors Degree in Library Sciences	The selection for the post shall be made on the basis of merit obtained in written examination only.
047	Culture	(Libraries & Research)	Level-6 (35400-112400)	Librarian	Div. Jammu	1	0	0	0	0	0	0	0	1	BA/B.Sc/B.Com with Bachelors Degree in Library Sciences	The selection for the post shall be made on the basis of merit obtained in written examination only.
048	Culture	(Libraries & Research)	Level-4 (25500-81100)	Junior Librarian	Div. Kashmir	12	2	2	1	1	3	1	2	24	BA/B.Sc/B.Com with Certificate Course in Library Science.	The selection for the post shall be made on the basis of merit obtained in written examination only.
049	Culture	(Libraries & Research)	Level-4 (25500-81100)	Junior Librarian	Div. Jammu	12	2	2	1	1	3	1	2	24	BA/B.Sc/B.Com with Certificate Course in Library Science.	The selection for the post shall be made on the basis of merit obtained in written examination only.

050	Culture	(Libraries & Research)	Level-4 (25500-81100)	Junior Assistant	Div. Jammu	3	1	0	0	0	1	0	0	5	<p>i) Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute.</p> <p>ii) Six months Certificate Course in Computer Applications from an Institute recognized by the Government.</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>
051	Culture	(Libraries & Research)	Level-6B (35600-112800)	Junior Stenographer	Div. Kashmir	1	0	0	0	0	0	0	0	1	<p>i) Graduate, on the basis Stenography and type writing with speed of 65 and 35 words per minute respectively.</p> <p>ii) Six months certificate course in computer applications from an Institute recognized by the Government.</p>	<p>Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)</p>
052	Culture	(Libraries & Research)	Level-6B (35600-112800)	Junior Stenographer	Div. Jammu	1	0	0	0	0	0	0	0	1	<p>i) Graduate, on the basis Stenography and type writing with speed of 65 and 35 words per minute respectively.</p> <p>ii) Six months certificate course in computer applications from an</p>	<p>Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40</p>

															Institute recognized by the Government.	points earmarked for the Skill Test)
053	Culture	(Libraries & Research)	Level-2 (19900-63200)	Binder	Div. Jammu	1	0	0	0	0	0	0	0	1	Matriculation with training in Binding from any recognized institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.
054	Culture	(Libraries & Research)	Level-6E (35900-113500)	Cataloguer	UT	1	0	0	0	0	0	0	0	1	Masters Degree in any discipline with B/Lib.Sc.	The selection for the post shall be made on the basis of merit obtained in written examination only.
055	Culture	(Archives,Archaology& Museums)	Level-6D(35800-113200)	Conservation Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	1	M.Sc. Chemistry with training in conservation/ Museology from recognized institution.	The selection for the post shall be made on the basis of merit obtained in written examination only.
056	Culture	Archives, Archaeology & Museums	Level-6D (35800-113200)	Surveyor(Archives)	Div. Jammu	1	0	0	0	0	0	0	0	1	M.A.Sanskrit.	The selection for the post shall be made on the basis of merit obtained in written examination only.
057	Culture	Archives, Archaeology & Museums	Level-6D (35800-113200)	Modeller	Div. Kashmir	1	0	0	0	0	0	0	0	1	Graduate in Fine Arts in Sculpture/Paintings/Modelling from recognized	The selection for the post shall be made on the basis of merit obtained in written

															University.	examination only.
058	Culture	Archives, Archaeology & Museums	Level-6 (35400-112400)	Photographer	Div. Kashmir	1	0	0	0	0	0	0	0	1	Graduate with Diploma in Photography/Videography .	The selection for the post shall be made on the basis of merit obtained in written examination only.
059	Culture	Archives, Archaeology & Museums	Level-6 (35400-112400)	Photographer	Div. Jammu	1	0	0	0	0	0	0	0	1	Graduate with Diploma in Photography/Videography .	The selection for the post shall be made on the basis of merit obtained in written examination only.
060	Culture	Archives, Archaeology & Museums	Level-6 (35400-112400)	Chemical Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	1	M.Sc. Chemistry.	The selection for the post shall be made on the basis of merit obtained in written examination only.
061	Culture	Archives, Archaeology & Museums	Level-4 (25500-81100)	Lab. Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	1	B.Sc. With Chemistry as one of the subject.	The selection for the post shall be made on the basis of merit obtained in written examination only.
062	Culture	Archives, Archaeology & Museums	Level-2 (19900-63200)	Library Assistant	Div. Kashmir	1	0	0	0	0	0	0	0	1	Bachelor's Degree in Library Information Science	The selection for the post shall be made on the basis of merit obtained in written examination only.

063	Culture	Archives, Archaeology & Museums	Level-4 (25500-81100)	Junior Assistant	Div. Kashmir	3	1	1	0	0	1	0	0	6	Graduate with 6-months certificate course in Computer Application from any recognized institution and 35 words speed per minute in type writing on computer keyboard.	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)
064	Culture	Archives, Archaeology & Museums	Level -2 (19900-63200)	Driver	Div. Kashmir	1	0	0	0	0	0	0	0	1	Matriculation with license to drive heavy passenger vehicle.	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 appear for written examination.
065	Culture	Archives, Archaeology & Museums	Level-2 (19900-63200)	Record Keeper	Div. Jammu	1	0	0	0	0	1	0	0	2	Graduate with History as one of the subject. After appointment the candidate shall have to undergo training course in record management at National Archives of India.	The selection for the post shall be made on the basis of merit obtained in written examination only.

066	Labour & Employment	Labour Commissioner, J&K	Level-6(35400-112400)	Labour Inspector	UT	1	1	0	0	0	1	0	0	3	Post Graduate degree in Economics/Business Administration/Commerce /Statistics from a recognized University	Marks obtained in the written test out of maximum marks shall be proportionately converted into points =80 Viva voice =20 Total=100
067	Labour & Employment	Labour Commissioner, J&K	Level-6B (35600-112800)	Junior Stenographer	UT	5	1	1	0	0	1	0	0	8	1) Graduation from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively. 2) Six months certificate course in Computer Application from a recognized Institute.	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)
068	Labour & Employment	Labour Commissioner, J&K	Level-4 (25500-81100)	Junior Assistant	UT	8	2	2	1	1	2	1	2	19	i) Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute. ii) Six months Certificate Course in Computer Applications from an	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

																Institute recognized by the Government.	the Type Test)
069	Labour & Employment	Labour Commissioner, J&K	Level-2 (19900-63200)	Bioler Man	UT	1	0	0	0	0	1	0	0	2	Minimum middle Pass having b or C Class certificated of competency granted.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
070	Labour & Employment	Labour Commissioner, J&K	Level-2 (19900-63200)	Driver Grade-II	UT	1	0	0	0	0	0	0	0	1	Minimum Matric and Maximum 10+2 having valid HGV/PSV 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 appear for written examination.	
071	Labour & Employment	Labour Commissioner, J&K	Level-4 (25500-81100)	Care Taker	UT	1	0	0	0	0	0	0	0	1	Minimum Inter or Higher Secondary Pass(Elective/PUC) examination or its equivalent qualification from any recognized Board or University.	The selection for the post shall be made on the basis of merit obtained in written examination only.	

072	Labour & Employment	Labour Commissioner, J&K	Level-6E (35900-113500)	Labour Officer	UT	1	1	0	0	0	1	0	0	3	Degree with Economics or Commerce or Sociology or Diploma in Social Work/Labour Welfare or Personnel Management or Industrial Psychology from recognized university or Institute.	Marks obtained in the written test out of maximum marks shall be proportionately converted into points =80 Viva voice =20 Total=100.
073	Labour & Employment	Labour Commissioner, J&K	Level-2 (19900-63200)	Supervisor	UT	4	1	1	0	0	1	0	0	7	Matriculation or its equivalent examination from any recognized university or Board Examination.	The selection for the post shall be made on the basis of merit obtained in written examination only.
074	Labour & Employment	Employment Deptt.	Level-6 (35400-112400)	Career Counseling Officer	UT	1	0	0	0	0	1	0	0	2	Post Graduate degree in Business Administration/PGDM from a recognized University	Marks obtained in the written test out of maximum marks shall be proportionately converted into points =80 Viva voice =20 Total=100
075	Labour & Employment	Employment Deptt.	Level-6B(35600-112800)	Junior Stenographer	UT	7	2	1	0	1	2	1	1	15	1) Graduation from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately

																type writing respectively. 2)Six months certificate course in Computer Application from a recognized Institute.	allotted against 40 points earmarked for the Skill Test)
076	Labour & Employment	Employment Deptt.	Level-4 (25500-81100)	Junior Assistant	UT	6	0	1	1	1	2	1	1	13	i) Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute. ii) Six months Certificate Course in Computer Applications from an Institute recognized by the Government.	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)	
077	Labour & Employment	Employment Deptt.	Level-2(19900-63200)	Driver Grade-II	UT	2	1	0	0	0	1	0	0	4	Minimum Matric and Maximum 10+2 having valid HGV/PSV 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 appear for written examination.	

078	Transport	Dte. State Motor Garages	Level-2 (19900-63200)	Driver Grade-II	UT	25	4	5	2	2	5	2	5	50	Minimum Matric and Maximum 10+2 having valid HGV/PSV 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 appear for written examination.
079	Transport	Dte. State Motor Garages	Level-2 (19900-63200)	Store Attendent	UT	1	0	0	0	0	1	0	0	2	Graduate from any recognized university with knowledge of Computer typing having not less than 35 words speed per minute . 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.
080	Transport	(State Motor Garages J&K)	Level-6D (35800-113200)	Foreman	UT	1	1	0	0	0	1	0	0	3	Degree/03 years Diploma in Automobile Engineering from a recognized University /Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.

081	Transport	(State Motor Garages J&K)	Level-6 (35400-112400)	Mechanic	UT	6	1	1	0	1	2	0	1	12	Matric Pass and ITI trained in respective trade (Mechanic Motor Vehicle)	The selection for the post shall be made on the basis of merit obtained in written examination only.
082	Transport	Dte. State Motor Garages	Level-4 (25500-81100)	Fitter	UT	2	1	0	0	0	1	0	0	4	Matric Pass & ITI trained in Motor Mechanism trade (Mechanic Motor Vehicle)	The selection for the post shall be made on the basis of merit obtained in written examination only.
083	Transport	Dte. State Motor Garages	Level-2 (19900-63200)	Greaser Washer	UT	6	1	1	0	1	2	0	1	12	Matric Pass & ITI trained in Motor Mechanism trade (Mechanic Motor Vehicle)	The selection for the post shall be made on the basis of merit obtained in written examination only.
084	Transport	Dte. State Motor Garages	Level-4(25500-81100)	Welder	UT	3	1	1	0	0	1	0	0	6	Matric Pass and ITI trained in the respective Trade(Welder)	The selection for the post shall be made on the basis of merit obtained in written examination only.

085	Transport	Dte. State Motor Garages	Level-4 (25500-81100)	Electrician	UT	2	1	0	0	0	1	0	0	4	Matric Pass and ITI Trained in Auto Electric Trade (Mechanic Auto Electrical and Electronics)	The selection for the post shall be made on the basis of merit obtained in written examination only.
086	Transport	(Motor Vehicle Department)	Level-6D (35800-113200)	Motor Vehicle Inspectors	UT	1	0	0	0	0	1	0	0	2	a)Degree/03 years Diploma in Automobile /Mechanical Engineering from a recognized university/Institute b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.
087	Transport	(Motor Vehicle Department)	Level-2 (19900-63200)	Motor Vehicle Traffic Assistant	UT	1	1	0	0	0	1	0	0	3	a)Minimum Qualification 10th with ITI Motor Mechanic Vehicle of two years Course from any recognized Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.
088	Transport	(Motor Vehicle Department)	Level-6D (35800-113200)	Motor Vehicle Inspectors	Div. Kashmir	4	1	1	0	0	1	0	0	7	a)Degree/Three years Diploma in Automobile /Mechanical Engineering from a recognized university/Institute. b)Having Driving License	The selection for the post shall be made on the basis of merit obtained in written examination only.

																of Motor Cycle with Gear and Light Motor Vehicle.	
089	Transport	(Motor Vehicle Department)	Level-6 (35400-112400)	Sub Motor Vehicle Inspectors	Div. Kashmir	2	1	0	0	0	1	0	0	4	a)Degree/Three years Diploma in Automobile /Mechanical Engineering from a recognized university/Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
090	Transport	(Motor Vehicle Department)	Level-4 (25500-81100)	Assistant Motor Vehicle Inspectors	Div. Kashmir	1	1	0	0	0	1	0	0	3	a)Diploma in Automobile /Mechanical Engineering, 03 years course from a recognized Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
091	Transport	(Motor Vehicle Department)	Level-2(19900-63200)	Motor Vehicle Traffic Assistant	Div. Kashmir	5	1	1	0	0	1	0	1	9	Minimum qualification 10th with ITI Motor Mechanic Vehicle of 2 years course from any recognized Institute.b)Having Driving License of Motor Cycle	The selection for the post shall be made on the basis of merit obtained in written examination only.	

																	with Gear and Light Motor Vehicle.	
092	Transport	(Motor Vehicle Department)	Level-6D (35800-113200)	Motor Vehicle Inspectors	Div. Jammu	5	1	1	0	1	1	0	1	10	a)Degree/Three years Diploma in Automobile /Mechanical Engineering from a recognized university/Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.		
093	Transport	(Motor Vehicle Department)	Level-6 (35400-112400)	Sub Motor Vehicle Inspector	Div. Jammu	2	1	0	0	0	1	0	0	4	a)Degree/Three years Diploma in Automobile /Mechanical Engineering from a recognized university/Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.		
094	Transport	(Motor Vehicle Department)	Level-4 (25500-81100)	Assistant Motor Vehicle Inspector	Div. Jammu	1	1	0	0	0	1	0	0	3	a)Diploma in Automobile /Mechanical Engineering , 03 years course from a recognized Institute. b)Having Driving License of Motor Cycle with Gear	The selection for the post shall be made on the basis of merit obtained in written examination only.		

																	and Light Motor Vehicle.	
095	Transport	(Motor Vehicle Department)	Level-2 (19900-63200)	Motor Vehicle Traffic Assistant	Div. Jammu	3	1	1	0	0	1	0	0	6	a)Minimum Qualification 10th with ITI Motor Mechanic Vehicle of two year course from any recognized Institute. b)Having Driving License of Motor Cycle with Gear and Light Motor Vehicle.	The selection for the post shall be made on the basis of merit obtained in written examination only.		
096	Election	Chief Electoral Officer,J&K	Level-7(44900-142400)	Assistant Programmer	UT	1	0	0	0	0	0	0	0	1	Bachelor of Engineering/B.Tech Information Technology or Electronics and Communication or Computer Engineering or Computer Science Engineering or MCA from a recognized university/Institution.	The selection for the post shall be made on the basis of merit obtained in written examination only.		
097	Election	Chief Electoral Officer,J&K	Level-4 (25500-81100)	Junior Assistant	UT	1	1	0	0	0	1	0	0	3	(i) Graduation from a recognized University having typing speed of 35 words per minute (ii) Six months	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall		

																diploma/certificate course in Computer applications from recognized Institute.	be proportionately allotted against 20 points earmarked for the Type Test)
098	Election	Chief Electoral Officer, J&K	Level-2 (19900-63200)	Data Entry Operator	UT	11	2	2	1	1	3	1	2	23	Graduation with one year diploma in computer software applications or B.Sc IT /BCA or three years diploma in computer applications /Software applications from an AICTE recognized institution.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
099	Election	Chief Electoral Officer, J&K	Level-4(25500-81100)	Election Assistant (Junior Scale)	UT	55	9	11	4	5	11	4	11	110	i) Graduation from a recognized University having typing speed of 35 words per minute and working knowledge of Urdu. ii) Six months diploma /certificate course in computer applications from 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)	

100	Tribal Affairs	Dte. Tribal Affairs	Level-6B (35600-112800)	Junior Scale Stenographer	UT	1	0	0	0	0	0	0	0	0	1	<p>i) Graduation from any government recognized University having minimum speed of 65 & 35 words per minute in shorthand & computer type writing respectively with 90% accuracy.</p> <p>ii) 06 months certificate in computer application course from a recognized institute.</p>	<p>Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)</p>
101	Tribal Affairs	Dte. Tribal Affairs	Level-6B (35600-112800)	Junior Scale Stenographer	Div. Kashmir	1	0	0	0	0	0	0	0	0	1	<p>i) Graduation from any government recognized University having minimum speed of 65 & 35 words per minute in shorthand & computer type writing respectively with 90% accuracy.</p> <p>ii) 06 months certificate course in computer application from a recognized institute.</p>	<p>Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)</p>

102	Tribal Affairs	Dte. Tribal Affairs	Level-6B (35600-112800)	Junior Scale Stenographer	Div. Jammu	1	0	0	0	0	0	0	0	0	1	<p>i) Graduation from any government recognized University having minimum speed of 65 & 35 words per minute in shorthand & computer type writing respectively with 90% accuracy.</p> <p>ii) 06 months certificate in computer application course from a recognized institute.</p>	<p>Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)</p>
103	Tribal Affairs	Dte. Tribal Affairs	Level-4 (25500-81100)	Junior Assistant	Div. Kashmir	4	1	1	0	0	1	0	0	7	<p>1) Graduation from any government recognized University with knowledge of Computer including type writing having with not less than speed of 35 words per minute with 90% accuracy.</p> <p>2) 06 months Course Certificate in Computer Applications from a recognized Institute.</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>	

104	Tribal Affairs	Dte. Tribal Affairs	Level-4 (25500-81100)	Junior Assistant	Div. Jammu	3	1	0	0	0	1	0	0	5	<p>1) Graduation from any government recognized University with knowledge of Computer including type writing having with not less than speed of 35 words per minute with 90% accuracy.</p> <p>2) 06 months Course Certificate in Computer Applications from a recognized Institute.</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>
105	Tribal Affairs	Dte. Tribal Affairs	Level-2 (19900-63200)	Driver	UT	1	0	0	0	0	0	0	0	1	<p>Minimum Matric , maximum 10 +2 having valid HGV /PSV Driving License.</p>	<p>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 appear for written examination.</p>

106	Finance	DG Accounts & Treasuries	Level-5(29200-92300)	Accounts Assistant	UT	486	78	97	39	39	97	39	97	972	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved categories. However, candidates having post Graduate Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	The selection for the post shall be made on the basis of merit obtained in written examination only.
107	Finance	DG Economics & Statistics	Level-5(29200-92300)	Junior Statistical Assistant	Div. Kashmir	19	4	4	1	2	4	2	4	40	Bachelor's degree in Economics/Statistics/Mathematics/Commerce/Computer Applications/Information Technology as one of the elective subjects.	The selection for the post shall be made on the basis of merit obtained in written examination only.
108	Finance	DG Economics & Statistics	Level-4 (25500-81100)	Junior Assistant	UT	2	1	0	0	0	1	0	0	4	1) Graduation from any recognized University having type writing speed not less than 35 words per minutes. 2) Six months Certificate Course in Computer Application from a	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


																recognized Institute.	the Type Test)
109	Finance	DG Economics & Statistics	Level-4 (25500-81100)	Junior Assistant	Div. Jammu	13	2	2	1	1	3	1	2	25	<p>1) Graduation from any recognized University having type writing having speed not less than 35 words per minutes.</p> <p>2) 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)	
110	Finance	DG Economics & Statistics	Level-4 (25500-81100)	Library Assistant	UT	1	0	0	0	0	0	0	0	1	Graduate in Library Science from recognized University.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
111	Finance	DG Economics & Statistics	Level-2 (19900-63200)	Driver	Div. Kashmir	3	1	1	0	0	1	0	0	6	Minimum Matric and Maximum 10+2 having valid HGV/PSV 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 appear	

																	for written examination.
112	Finance	DG Economics & Statistics	Level-2 (19900-63200)	Driver	Div. Jammu	3	1	0	0	0	1	0	0	5	Minimum Matric and Maximum 10+2 having valid HGV/PSV 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 appear for written examination.	
113	Finance	DG Economics & Statistics	Level-5(29200-92300)	Junior Statistical Assistant	Div. Jammu	25	5	5	2	2	5	2	5	51	Bachelor's degree in Economics/Statistics/Mathematics/Commerce/Computer Applications/Information Technology as one of the elective subjects.	The selection for the post shall be made on the basis of merit obtained in written examination only.	
114	Finance	DG Economics & Statistics	Level-4 (25500-81100)	Junior Assistant	Div. Kashmir	6	1	1	0	1	2	1	1	13	1) Graduation from any recognized University having type writing speed not less than 35 words per minutes. 2) Six months Certificate	Skill Test = 20 points Written Examination/CBT =80 points (The marks obtained in the Type Test shall be proportionately	

															Course in Computer Application from a recognized Institute.	allotted against 20 points earmarked for the Type Test)
115	Finance	DG Funds Organization	Level-4 (25500-81100)	Assistant Compiler	Div. Kashmir	13	3	3	1	1	3	1	2	27	10+2	The selection for the post shall be made on the basis of merit obtained in written examination only.
116	Finance	DG Funds Organization	Level-4 (25500-81100)	Assistant Compiler	Div. Jammu	1	0	0	0	0	1	0	0	2	10+2	The selection for the post shall be made on the basis of merit obtained in written examination only.
117	Finance	Sales Taxes	Level-6 (35400-112400)	Inspector	UT	8	2	2	1	1	2	1	1	18	Graduation from any recognized University.	Marks obtained in the written test out of maximum marks shall be proportionately converted into points =80 Viva voice =20 Total=100

118	Finance	Sales Taxes	Level-4 (25500-81100)	Sub Inspector	UT	1	0	0	0	0	1	0	0	2	Graduation from any recognized University.	The selection for the post shall be made on the basis of merit obtained in written examination only.
119	Finance	Sales Taxes	Level-6B (35600-112800)	Junior Scale Stenographer	Div. Kashmir	1	1	0	0	0	1	0	0	3	Graduate from any recognized university having minimum speed of 65 words and 35 words per minute in shorthand typing respectively.	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)
120	Finance	Sales Taxes	Level-6B(35600-112800)	Junior Scale Stenographer	Div. Jammu	4	1	1	0	0	1	0	0	7	Graduate from any recognized university having minimum speed of 65 words and 35 words per minute in shorthand typing respectively.	Skill Test = 40 points Written Examination/CBT =60 points (The marks obtained in the Skill Test shall be proportionately allotted against 40 points earmarked for the Skill Test)

121	Finance	Sales Taxes	Level-4 (25500-81100)	Sub Inspector	Div. Jammu	24	4	5	2	2	5	2	4	48	Graduation from any recognized University.	The selection for the post shall be made on the basis of merit obtained in written examination only.
122	Finance	Sales Taxes	Level-4 (25500-81100)	Junior Assistant	Div. Jammu	4	1	1	0	0	1	0	0	7	1) Graduation from any recognized University having type writing speed of not less than 35 words per minute. 2) 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)
123	Finance	Sales Taxes	Level-4 (25500-81100)	Sub Inspector	Div. Kashmir	6	1	1	0	1	2	0	1	12	Graduation from any recognized University.	The selection for the post shall be made on the basis of merit obtained in written examination only.
124	Finance	Sales Taxes	Level-4 (25500-81100)	Junior Assistant	Div. Kashmir	1	0	0	0	0	1	0	0	2	1) Graduation from any recognized University having type writing speed of not less than 35 words per minute. 2) Six months Certificate Course in Computer Application from a	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

																recognized Institute.	the Type Test)							
125	Finance	Sales Taxes	Level-6E (35600-112800)	Chemist	Div. Jammu	1	0	0	0	0	0	0	0	0	1	Graduation & Diploma in Industrial Fermentation & Alcohol Technology from recognized Institute.	The selection for the post shall be made on the basis of merit obtained in written examination only.							
Total																857	155	160	58	66	196	61	147	1700

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. The above posts are subject to minor changes on account of reconciliation with the concerned department.
3. The above Pay Scale is subject to minor changes, if any, at the time of appointment by the Indenting department.

**(SachinJamwal) 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 _____ is _____ qualification is _____. In case, subsequently it is found that his examination 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: