



**GOVERNMENT OF JAMMU AND KASHMIR,
J&K SERVICES SELECTION BOARD,
Sehkari Bhawan, Rail Head Complex, Jammu.
(www.jkssb.nic.in)**

NOTICE

Subject:- Proforma for representations by public / candidates

With reference to the Written test conducted by the J&KSSB from time to time, it has been noticed that public in general and aspiring candidates in particular represent the Divisional and Central Offices of J&KSSB for redressal of their genuine grievances like:

1. Non-issue of ADMIT CARD(s);
2. CLUBBING of multiple ADMIT CARDS; &
3. CLUBBING of issued ADMIT CARD(s) with application(s) / barcode(s) for which ADMIT CARD(s) has / have not been issued.

In this matter, it has been found that the candidates tend to use blank paper representations, which are often not legible and difficult to understand. This delays the decision making process and hampers the redressal of the grievance by J&KSSB.

To solve this issue, J&KSSB has devised proforma(s) for representations of such nature, which can be used by the aspiring candidates for effective disposal of their genuine claims.

The proforma(s) in question are appended to this notification for information and reference of the aspiring candidates. **Jammu based candidate are required to submit such representations at the Central Office, J&KSSB, Sehkari Bhawan, Jammu. Kashmir based are required to submit such representations at the Divisional Office, J&KSSB, Parrypora, Srinagar.**

Sd-

(Mohammed Shaid Saleem)
**Secretary,
J&K Services Selection Board,
Srinagar**

No. SSB/Sel/Secy/2017/2357-66

Dated:- 23-.02.2017.

Copy for information to the:-

1. Principal Secretary to Hon'ble Chief Minister J&K, Srinagar.
2. Commissioner Secretary/Secretary to Government, General Adm. Department, Civil Secretariat, Srinagar.
3. Director, Radio Kashmir Srinagar. He is requested to kindly broadcast the above said notification appropriately.
4. Director, Doordarshan Kashmir. He is requested to kindly telecast the above said notification appropriately.
5. Joint Director Information, J&K Government Srinagar with the request to publish the said notification at least in three leading local newspapers of Jammu/Srinagar on three consecutive dates.
6. Administrative Office(s), J&KSSB, Jammu / Srinagar. They are advised to encourage the use of the such proform(s) at their office. However, they shall not decline representations on blank paper or any other form.
7. PPS to Chief Secretary J&K Government, Jammu for information of worthy Chief Secretary to Govt. of J&K.
8. Pvt Secretary to Chairperson, J&KSSB for information of the Ld Chairperson.
9. Incharge Website for uploading of the notice in the official website of the Board
10. Notice Board

REPRESENTATION FOR ADMIT CARD NOT GENERATED

(Form – A)

(This application proforma is simply for administrative convenience)

The Secretary,
J&K Services Selection Board
Jammu / Srinagar

(For Jammu based candidates – at Central Office, J&KSSB, Jammu; For Kashmir based candidates – at Divisional Office, Parrypora, Srinagar)

Sub.:- Representation on **ADMIT CARD not generated** by J&KSSB.

Sir,

With reference to the written test being conducted on _____, it is stated that I applied for the post(s) (with details mentioned below. I am unable to download the ADMIT CARD for the said post(s) from the website (www.jkssb.nic.in). My name does not figure in the list of candidate called for test for the said post(s) on the website (www.jkssb.nic.in).

| S.No. | Post. | Cadre | Item No. | Adv. No. | Application / Barcode No. | (For on-line applications only) | |
|-------|-------|-------|----------|----------|---------------------------|---------------------------------|---------------------------------------|
| | | | | | | Date of fee paid in Bank | Bank Certificate attached ? (Yes /No) |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

I am enclosing photocopy of the acknowledgement card (for offline applications) or copy of application form + Bank Fee challan / certificate (for online applications) as a proof of submission of application for the said posts(s).

Yours faithfully,

Name:
Name of Father / Husband:
Address:

| | |
|-------------------|--|
| Date of Birth | |
| Category | |
| Mobile No. | |
| Email Id | |
| Any other details | |

Receipt of representation for Admit card not generated (Form- A)

Representation received from _____ S/o, D/o, W/o _____ R/o _____
_____ for the post of _____ cadre _____ Advt.No. _____ for test on _____

Mobile of candidate _____
Receipt No. _____ Dated _____

Signature of receipt clerk
Central office, Jammu / Division Office Kashmir

REPRESENTATION FOR CLUBBING / TAGGING OF 2 OR MORE ADMIT CARDS (only)

(Pertains to cases where multiple Admit Cards have been issued)

(Form- C-1)

(This application proforma is simply for administrative convenience)

(Candidate has to ensure that all the Roll Nos (from multiple ADMIT Cards) mentioned below by him / her pertain to the posts, where a single common test is being held on same day, same written-test Batch & same syllabus). In the case otherwise, this representation will be rejected as unwarranted)

The Secretary,
J&K Services Selection Board
Jammu / Srinagar

(For Jammu based candidates – at Central Office, J&KSSB, Jammu; For Kashmir based candidates – at Divisional Office, Parrypora, Srinagar)

Sub.: - Request for **CLUBBING** of 2 or more Admit Cards *(where a single common test is being held)*

Sir,

With reference to the written test being conducted on _____, it is stated that I have been issued _____ No. of ADMIT CARDS with Roll Nos. mentioned below:

| S. No. | ROLL NO. | Application / Barcode No. | Post. | Cadre | Item No. | Adv. No |
|--------|----------|---------------------------|-------|-------|----------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

As J&KSSB is going to conduct single common test on same day (with same written-test Batch & same syllabus), it is requested that my appearance /score in the test with ADMIT CARD bearing Roll No. _____ shall be clubbed / tagged with All other ADMIT CARDS with Roll Nos. listed above.

I am enclosing photocopy of _____ No. of ADMIT CARDS for your information and reference

Yours faithfully,

Name:

Name of Father / Husband:

Address:

| | |
|-------------------|--|
| Date of Birth | |
| Category | |
| Mobile No. | |
| Email Id | |
| Any other details | |
| | |

Receipt of representation for clubbing of 2 or more ADMIT CARDS (only)

(Form C-1)

Representation received from _____ S/o, D/o, W/o _____ R/o _____

for CLUBBING of ISSUED ADMIT CARD(s) WITH Roll Nos. _____ for test on _____.

Mobile of candidate _____

Receipt No. _____ Dated _____

Signature of receipt clerk

Central office, Jammu / Division Office Kashmir

REPRESENTATION FOR CLUBBING / TAGGING OF ISSUED ADMIT CARD(S) WITH MISSING BARCODES / APPLICATIONS

(Pertains to cases where one or more ADMIT CARDS have been issued for some applications & ADMIT CARDS have not been issued for some other applications)

(Form- C-2)

(This application proforma is simply for administrative convenience.)

(Candidate has to ensure that all the Roll Nos (from multiple ADMIT Cards) / Applications / Barcodes (for ADMIT CARD not issued) mentioned below by him / her pertain to the posts, where a single common test is being held on same day, same written-test Batch & same syllabus. In the case otherwise, this representation will be rejected as unwarranted)

The Secretary,
J&K Services Selection Board
Jammu / Srinagar

(For Jammu based candidates – at Central Office, J&KSSB, Jammu; For Kashmir based candidates – at Divisional Office, Parrypora, Srinagar)

Sub.-: Request for **CLUBBING** of issued Admit Card(s) with missing Barcodes / Applications (where a single common test is being held)

Sir,

With reference to the written test being conducted on _____, it is stated that _____ No. of ADMIT CARD(s) have been issued in my favour, details of which are as under :

Table: 1

| S. No. | ROLL NO. | Application/ Barcode No. | Post. | Cadre | Item No. | Adv. No |
|--------|----------|--------------------------|-------|-------|----------|---------|
| 1 | | | | | | |
| 2 | | | | | | |

However, for some other posts / applications ADMIT CARD has / have not been issued by J&KSSB, details of which are as under:

Table 2:

| S. No. | Post | Item No. | Adv. No. | Application / Barcode No. | (for on-line applications only) | |
|--------|------|----------|----------|---------------------------|---------------------------------|---------------------------------------|
| | | | | | Date of fee paid in Bank | Bank Certificate attached ? (Yes /No) |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

As J&KSSB is going to conduct single common test on same day (with same written-test Batch & same syllabus), it is requested that my appearance in the test with ADMIT CARD bearing Roll No. _____ shall be clubbed / tagged with all other ADMIT CARDS In Table 1 above and all other applications /posts mentioned in Table 2 above. I have enclosed copy of _____ no. of ADMIT CARDS in support of Table 1. As a proof the submission of application(s), I am also copies of acknowledgement card (in case of offline applications) or copies of application form + Bank Fee challan / certificate (for online applications) in support of Table 2.

Yours faithfully,

| | |
|---------------|--|
| Date of Birth | |
| Category | |
| Mobile No. | |
| Email Id | |

Name:
Name of Father / Husband:
Address:

Receipt of representation for clubbing of issued ADMIT CARDS with missing Barcodes / applications (Form C-2)

Representation received from _____ S/o, D/o, W/o _____ R/o _____

for CLUBBING of the post(s) of _____ with Roll Nos. _____ for test on _____. Mobile of candidate _____

Receipt No. _____ Dated _____

Signature of receipt clerk
Central office, Jammu / Division Office Kashmir

