

## **GENERAL INSTRUCTION FOR FILLING ONLINE APPLICATION**

1. Candidates are required to apply online through JKSSB's online Application Portal- **<https://www.ssbjk.org.in>** No other means/ mode of application will be accepted.
2. 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.
3. 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.
4. After creating login credentials, 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. Also, only one candidate login would be created against one Email ID and Mobile number.
5. Once successfully logged in, the candidate can check under "**Latest Openings**" for all, available advertisements and click on "**Apply Now**" against "Application Form for Applying for Post."
6. Candidate should carefully fill in all the information in various sections and click on "**SAVE & CONTINUE**".
7. 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.).*
8. The candidate needs 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.
9. 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 wrong/non-filling of information shall be entertained subsequently.

10. Once submitted, the Application Form cannot be edited by the candidates, unless EDIT OPTION is enabled by the Board for editing some permissible fields, after the cutoff date of submission of online applications. . However, a candidate can cancel his/her application if wrongly filled at any time before the last date of submission of forms, but the fee of such cancelled application form will not be remitted. In such case, a candidate can apply afresh till the last date after paying new fee.
11. Candidate's Application will not be considered if fee is not paid for that application.
12. Fees decided by JKSSB can be paid only by **Net banking/Debit Card/Credit Card Options**, as given in the Portal.
  - *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.*
13. Payment will not be accepted and will not be considered valid after cut-off date as mentioned in Advertisement Notification, (last date for submission of application forms).
14. Candidates should not submit a printout of the application/fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
15. 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.
16. 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.

17. 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 taken into consideration. Moreover, only grievances pertaining to the active application will be replied through the mail.

**Note:**

1. Before applying, candidates are advised to go through the instructions given in the advertisement notification very carefully.
2. The candidate must write his/her name and date of birth strictly as recorded in the matriculation certificate.
3. 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.
4. Candidates are advised to fill the application form carefully & diligently, as no claims for making changes in any entry/field shall be entertained at any later stage.
5. 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 (DV). When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled which otherwise was provisionally only, and the board's decision shall be final and binding.
6. 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/documents in the prescribed format as per the governing

Acts/Rules/Regulations as applicable within UT of J&K, as on cut-off date for the particular advertisement notification. in support of their claim.

7. Candidates with **BENCHMARK PHYSICAL DISABILITY** only would be considered as persons with disabilities (PWD) and entitled to reservation for persons with disabilities, under governing Acts/Rules/Regulations/SOs/GOs as applicable within UT of J&K, as invoked at the time of Advertisement. Also supportive certificates/documents produced by such candidates should have been the issuance dates well before the cut off date of the concerned notification.
8. 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.
9. 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.
10. Request for modification or change in the preferences once filled relating to Cadre and department, if applicable, shall not be entertained under any circumstances.
11. 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 (DV) or as and when it comes into the notice of the board.
12. Applications with blurred/ illegible photograph/ signature will be rejected out rightly.
13. Request for change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances. Therefore, the applicants are advised to fill all the fields of the online application form with due diligence and after carefully reading the terms and conditions given in the advertisement notification.

14. 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 in the concerned notification.
15. 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.