

**GOVERNMENT OF JAMMU AND KASHMIR,
SERVICES SELECTION BOARD,
SEHKARI BHAWAN RAIL HEAD COMPLEX, JAMMU**

Advertisement Notice No. 02 of 2009

Dated: 30 - 12 - 2009.

Posts advertised for State Cadre

Total Posts advertised = 144

(a) Issue of applications from 5.01.2010.

(b) Receipt of applications from 5.01.2010

CLOSING DATE:- 31.01.2010

I. INVITATION OF APPLICATION AND BASIC ELIGIBILITY:

Applications for the posts shown against Item No's. and Annexure I of this notification are invited for **State** Cadre Posts from the candidates who :-

(A) are permanent residents of J&K State.

(B) on 01.01.2009 are not:-

(i) below the age of 18 years; and

(ii) above the age of :

(a) 37 years in case of Open Merit and other category candidates.

(b) 40 years in case of RBA/ ALC/ SOC/ SC / ST candidates.

(c) 39 years in case of Physically challenged candidates.

(d) 48 years in case of Ex-Servicemen.

(e) 40 years in case of candidates already in Government Service / Contractual employees and

(C) possess the academic / professional / technical qualifications and fulfill all other conditions of eligibility prescribed for the posts as detailed in Annexure I of this notification by or on the last date of receipt of applications fixed for the purpose.

II. AVAILABILITY OF APPLICATION FORMS:-

The application form designed in OMR/OBR/ICR technology alongwith the Envelops, Sample Dummy Form, Acknowledgement Card and the Instruction Sheet are available at the following branches of J&K Bank Ltd. for sale at a price of Rs. 50/- (rupees fifty only). No charges for distribution of forms shall be realized by the Banks from the intending candidates. The same shall be borne by the Services Selection Board as per arrangement with J&K Bank The desirous candidates are required to obtain the application form on payment of above mentioned fee from J&K Bank. The duly filled in application form be deposited at the office of **Administrative Officer Services Selection Board Divisional Office Parraypora Srinagar/ 1 D/C Gandhi Nagar Jammu in case of State Cadre Posts**

S.No	District	J&K Bank Branch
01	Jammu	Shastri Nagar, University Campus, Rehari
02	Samba	Samba,
03	Kathua	Old Bus Stand Parliwand Kathua,
04	Poonch	Poonch,
05	Rajouri	Rajouri,
06	Reasi	Reasi,
07	Udhampur	Udhampur,
08	Doda	Pul Doda
09	Kishtwar	Kishtwar
10	Ramban	Ramban
11	Srinagar	Dalgate, Hari Singh High Street, Kashmir University,
12	Ganderbal	Ganderbal,
13	Budgam	Budgam,
14	Pulwama	Pulwama,
15	Shopian	Shopian,
16	Anantnag	Ashajipora,

17	Kulgam	Kulgam
18	Baramulla	T.P Baramulla,
19	Bandipora	Bandipora,
20	Kupwara	Kupwara,
21	Leh	Leh
22	Kargil	Kargil
23	Delhi	Cannaught Place, Greater Kailash.

III. HOW TO APPLY:

The present OMR application form has been modified and nullifies the previous OMR application form . Hence, filling of previous application form is invalid

- (a) The present electronically scanable application form should be filled in strictly in accordance with the instruction sheet as illustrated in the Dummy Application Form. The Application Form should not be stapled, crushed, scabbled, torn or damaged.
- (b) The photograph cut to the size of space earmarked therefore should be pasted (not stapled) on the Application Form. The photograph so pasted should not be attested and should not bear any imprints of seal or signature thereon.
- (c) The details of certificates in respect of eligibility qualification, additional qualification, reserved category(SC, ST, RBA, OSC, ALC Ex.Serviceman and H.C) or any other certificate relied upon should be clearly detailed in the Application Form at the appropriate place. **No certificates / testimonials should be enclosed / annexed with the form. It should, however, be borne in mind that only such qualifications and claims viz a viz, the qualification and category etc. should be recorded in the Application Form which are in possession of the candidate before the last date for receipt of Application Forms. Any qualification or claim accruing to the candidate after the last date of receipt of applications shall not merit entertainment for consideration. No under process claim will be considered at any stage.**
- (d) The certificates and testimonials which are in possession of the candidate before the last date of receipt of Application Forms shall have to be produced by the applicants called for written / oral test at the time of conduct of such test.
- (e) Any application form incomplete in any respect shall be liable to rejection without notice.
- (f) Please write in **English capitals and English numerals in rectangular boxes with Blue or Black ball Point Pen only in the centre without touching the borders.**
- (g) The relevant circle should be darkened completely by HB pencils (Don't use ballpoint or ink pen for the purpose).
- (h) The candidates are advised to be extremely careful while writing and marking item No's, advertisement notice No. and date, cadre of the post, category of the post. The candidates are advised to verify the correctness of the entries 2 to 3 times. Incorrect form shall be outrightly rejected and no claim shall be considered at any stage of recruitment process.
- (i) **Administrative Officers, SSB/ Joint Director Employment** of the respective **Divisions** shall provide all assistance to the candidates for filling-up the forms correctly.

Note

In case any variation between the entries made by the candidates in the boxes and the accompanying circles, the entries in the boxes will be treated as authentic and final.

IV APPLICATIONS FOR MORE THAN ONE POST

- (i) Candidates who are eligible for making application for more than one post are required to apply on the prescribed application form separately for each post or for the same post in different cadres. The single application form filled in for more than one post/ cadre shall render the application liable to rejection without notice.

V CLOSING DATE AND DELIVERY OF APPLICATION FORMS:

- (a) The application form complete in all respects alongwith Acknowledgement Card should be placed in the brown craft paper envelop and be delivered either **personally or by post** in the office of :-

- (i) **Administrative Officer Services Selection Board
Parraypora Srinagar, 1 D/C Gandhi Nagar, Jammu.**
- (ii) The Secretary / Additional Resident Commissioner, J&K Resident Commission
5 – Prithvi Raj Road New Delhi for Kashmiri Migrants residing at Delhi

by or before **08.02.2010**. The candidates must realize that the application forms sent by post must reach before the last date. Such candidates are advised to register their application form with Acknowledgement Card in the post offices concerned well in advance and in no case later than three days of the last cut off date Any application form received after closing date will not be entertained. The Acknowledgement Card duly signed and stamped by the Officer Incharge Receipt Counter shall be returned to the candidate and retained by the candidate as proof of submission of Application Form.

- (b) The in-service candidates / contractual employees shall prepare a photo copy of the application form and route the photo copied application form through proper channel viz. the concerned Head of Department while as the original application form duly filled in shall be delivered or dispatched by post in the same manner as applicable to other candidates. 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 **Administrative Officer, Services Selection Board Jammu/Srinagar** within 10 days after the last date of filing of application form.

VI PROCEDURE FOR SELECTION.

- (a) The last date for the receipt of applications as prescribed above shall be the cut off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the first of January of the year in which advertisement is made. Only such academic, professional and technical qualifications shall be considered for which the applicant is in possession of the requisite certificates on the last date of receipt of application i.e. **31.01.2010**. Any qualification/experience acquired thereafter shall not be taken into account for any purpose. Similar will be the case with the qualification acquired in consequence of declaration of result after the last date of receipt of application.
- (b) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof does not entitle the candidate to be called for interview. Ordinarily the Board shall restrict the number of applicants to be admitted to oral / written test to five times the number of vacancies after doing the preliminary screening on the basis of marks obtained in the qualifying examination and grant of weightage for the additional qualification/s beneficial for the job to be undertaken in accordance with the criteria prescribed by the Board for the purpose.
- (c) **Call letters shall not be issued individually, however, Board shall give wide publicity through print and electronic media website of SSB & GAD about the venues, dates of the interview for the eligible short-listed candidates. As such, applicants in their own interest shall contact the Secretary Services Selection Board Zum Zum Building, Rambagh Srinagar/ Jammu Divisional Offices of the Board within 15 days from the closing date of receipt of applications to know the dates for interview of the short-listed candidates.**
No claim of being unaware of interview shall be entertained and no further intimation of interview dates shall be given. The list of shortlisted candidates & interview dates will also be available in the offices of Joint Director Employment/ Dy. Director Employment/ Tehsildar/ Block Dev. Officer/ Naib Tehsildars of concerned districts for information of the candidates to be interviewed.
- (d) The candidate must produce the original qualification / category certificates before the Committee constituted for written / oral test so that their eligibility for participation in the interview / written test is verified. Any candidate who fails to produce the relevant original documents / testimonials shall not be allowed to appear in the written / oral test. A photocopy of each such certificate duly attested by the Gazetted Officer with seal and signature of the officer and signed by the candidate should be brought along for deposit with the office.
- (e) A candidate found guilty of impersonation or submitting fabricated / tampered documents / testimonials or making statements which are incorrect, false or suppressing material information, may in addition to rendering him/her liable for criminal prosecution under law, be debarred permanently or for a specified period, from being considered for any or all recruitments made by the Board.
- (f) Canvassing / lobbying in any form will entail disqualification of the candidate concerned.
- (g) It should be noted that there will be single test in respect of Drivers, Stenographers & Jr. Assistants of various Departments & candidates will be selected on the basis of final Merit(written test/ Test + Viva) cum choice on the basis of the Form filled in.
- (g) **No TA/DA will be paid for participation in the interview / test.**

Note:

The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively would mean 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 and posts identified for the purpose by the competent authority under the provisions of Jammu and Kashmir Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1998 and 'to the extent specified therein. Besides the nature of disability for a post indicated in Order No: 62-SW of 2001 dated.13.03.2001 shall be adhered to in letter & spirit The horizontal reservation to the extent of 6% of the available vacancies shall be provided to the Ex-Serviceman against such posts only where the maximum of the pay scale does not exceed Rs. 10500/-.

Sd/-
G.S. CHIB, KAS
Secretary
Services Selection Board
J&K, Srinagar.
Dated 30.12.2009

SSB/Sel/ Secy/Adv-02/09/4187-4209

Copy for information to the:-

1. Chief Secretary J&K Government, Srinagar.
2. Principal Secretary/Commissioner/Secretary to Government of concerned Department
3. Commissioner/ Secretary to Govt General Administration Department.
4. Principal Secretary to Government Employment Department J&K.
5. Principal Secretary to H.E the Governor of J&K for kind information.
6. Divisional Commissioner Kashmir / Jammu.
7. All Deputy Commissioners for information. The notification be given due publication at the prominent places in the district.
8. Director Employment J&K Srinagar.
9. Director Information J&K for publication of Advertisement Notice in all dailies of J&K State for three consecutive days.
10. Director, Door Darshan Kendra, Srinagar / Jammu for telecasting the substance of the notice for seven consecutive days in addition to the Rozgar Bulletin.
11. Director, Radio Kashmir Srinagar/ Jammu/ Leh/ Baderwah/ Kupwara/ Kargil for putting the notice on air for seven consecutive days in addition to the Rozgar Bulletin.
12. Additional Resident Commission J&K Government, 5-Prithvi Raj Road, New Delhi.
13. General Manager, Government Press Srinagar/Jammu for publication in an extraordinary issue of Government Gazette.
14. Secretary Legislative Assembly / Council J&K.
15. Joint Director Employment Srinagar / Jammu.
16. Director Sainik Welfare J&K, Jammu.
17. Director Resettlement, Headquarters Northern Command C/O 56 APO.
18. Chief Executive Officer, Hill Development Council, Leh/Kargil.
19. All Deputy Director Employment _____.
20. Senior Law Officer Services Selection Board
21. Administrative Officer Services Selection Board Jammu / Srinagar
22. All District Information Officers.
23. Tehsildar Uri, Karnah, Gurez, Mahore, Gandoh (Bhalessa)
24. Naib Tehsildar, Nowgam (Kishtwar) Bani (Kathua) Dudoo Basantgarh, Karnah, Dachhan.
25. Private Secretary to Chairman J&K Services Selection Board.
26. P.A.s to all Members of J&K Services Selection Board.
27. Counselor Employment, Information Bureau, University of Kashmir/Jammu.
28. Zila Sainik Welfare Board Jammu / Srinagar / Samba / Leh / Rajouri/ Baramulla.
29. Incharge Employment Cell Government GM Science College, Jammu.
30. All Ladakh Students Association Srinagar/Jammu.
31. Notice Board, Services Selection Board Srinagar/Jammu.
32. Notice Board, Civil Secretariat, Srinagar/Jammu.

Annexure 1 to Notification No 2 of 2009 dated: - 30.12.2009

STATE CADRE POSTS

Item No	Name of the Department	Name of the post	Cadre	No of posts with Break up		Prescribed qualification
001	Transport	Foreman	State	OM	01	Three years Diploma in Automobile Engineering from any recognized University/ Institute.
				Total	01	
002	Transport	Driver 11	State	OM	05	Matric pass having valid hill driving license.
				RBA	01	
				SC	01	
				ST	01	
				Total	08	
03	Transport	Junior Assistant	State	OM	06	Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute & six months certificate course in Computer Application from a recognized Institute
				RBA	02	
				SC	01	
				ST	01	
				Total	10	
04	Agricultural Production Deptt.	Grading & Marketing Inspector	State	OM	04	i. Degree Examination or its equivalent from any recognized university. preference being given to those candidates having diploma in Marketing Management ii. Desirable Qualification, B Sc Agriculture or BBA/B.Com with Diploma in Agri. Marketing
				RBA	01	
				SC	01	
				ALC	01	
				Total	07	
05	Agricultural Production Deptt.	Auditor	State	OM	01	B.Com
				P.H	01	
				Total	02	
06	General Administration Department	Junior Stenographer	State	OM	03	1. Graduate from any recognized institute with speed of 65 & 35 words per minute in short hand & typing respectively. 2. Six months certificate course in computer application from a recognized Institute.
				RBA	02	
				SC	01	
				Total	06	
07	Civil Aviation Deptt.	Junior Assistant	State	OM	03	1. Graduation from any recognized university having minimum speed of 35 words per minute in typewriting. 2. Six months certificate course in Computer applications from a recognized institute
				RBA	01	
				Total	04	
8	Law Department	Junior Legal Assistant	State	OM	02	L.L.B professional from a recognized University
				ST	01	
				Total	03	
9	Forest (protection Force)	Computer Operator	State	OM	04	Bachelors degree in computer Science/ Application from recognized University
				RBA	02	
				SC	01	
				ST	01	
				Total	08	
10	Forest (Soil Conservation)	Jr. Assistant	State	OM	01	i. Graduation from any recognized University with knowledge of typing writing not having less than 35 words speed per minute ii. six months certificate course in computer application from a
				Total	01	

						recognized institute.
11	Planning & Development Deptt.	Statistical Assistant	State	OM	15	Masters degree in economics\ statistics \ mathematics\ commerce\ computer applications\ Information Technology.
				ST	03	
				SC	03	
				RBA	06	
				ALC	01	
				Total	28	
12	Planning & Development Deptt.	Junior Statistical Astd.	State	OM	16	Bachelors degree in economics\ statistics \ mathematics\ commerce\ computer applications\ Information Technology as one of the elective subjects.
				ST	03	
				SC	02	
				RBA	05	
				ALC	01	
				Total	27	
13	Planning & Development Deptt.	Junior Artist	State	OM	01	Matric with diploma in draftsman (civil) preferably experienced hand.
				Total	01	
14	Technical Education	Junior Assistant	State	OM	01	Graduate from any recognized University having 35 words speed in typing per minute with six months certificate course in computer application from recognized Institute
				RBA	01	
				Total	02	
15	Technical Education	Junior Stenographer	State	OM	01	i) Graduate from any recognized university having minimum speed of 65 & 35 words per minute in shorthand & type writing respectively. ii) Six months certificate Course in computer application from a recognized institute.
				RBA	01	
				Total	02	
16	Industry & Commerce (Geology & Mining)	Technical Assistant	State	OM	03	M Sc with Chemistry from the recognized Institute OR B Sc with three years experience in the line.
				ST	01	
				ALC	01	
				TOTAL	05	
17	Industry & Commerce (Geology & Mining)	Store Assistant	State	OM	01	The candidate should be Matriculate and Type knowing having minimum speed of 30 words per minute.
				ST	01	
				Total	02	
18	Tourism Deptt.	Driver	State	OM	16	Middle pass having valid driving licenses from competent Authority.
				RBA	02	
				SC	01	
				ST	01	
				ALC	01	
				OSC	01	
				Total	22	
19	Hr. Education	Jr. Assistant	State	OM	02	Graduate having 35 words speed in typing per minute with six months certificate course in computer application from recognized Institute. The candidate will be placed under probation & shall have to pass Secretariat Assistants Examination Course during his probation period
				RBA	02	
				ALC	01	
				Total	05	