

PRESS RELEASE

Day in and day out aspirants are pouring in the Board offices where they enquire about the delay in issuance of selection lists especially for the post of Teachers and Accounts Assistants. The Board has deemed it necessary to clarify the position regarding various steps involved in the job of selections. Every unemployed runs after the posts advertised and for a few posts there appear thousands of aspirants to get the job. The Board is charged with a specific procedure to be adopted for the purpose which involves the following processes:-

- i) Receipt of requisitions from the indenting department.
- ii) Consolidation of requisitions received by the Board from various indenting departments
- iii) Preparation and issuance of advertisement notices.
- iv) Finalization and publication of criteria for the posts advertised
- v) Receipt of OMR application forms from aspirants
- vi) Scanning of OMR application forms.
- vii) Preparation for shortlists based on the criteria published for interview process.
- viii) Segregation of OMR application forms of shortlisted candidates.
- ix) Preparation of separate Award and Attendance sheets of shortlisted candidates.
- x) Verification of testimonials of the shortlisted candidates.
- xi) Conduct of interview process.
- xii) Checking of application forms filled up by the candidates to see whether the desired information is in the proper column.
- xiii) To check age of the candidate viz-a-viz date of birth certificate and the provisions prescribed in CSR.
- xiv) To check the state subject of each applicant whether issued by competent authority within the prescribed date.
- xv) To check each academic certificate of the candidate with respect to marks obtained and also the date of issuance of the certificate viz-a-viz the prescribed date of advertisement.
- xvi) To check each category certificate whether issued by competent authority within the last cut off date prescribed and renewals there-of.
- xvii) To calculate percentages of each academic certificate.

The Board has to consolidate all the requisitions received from various indenting departments for issuance of advertisement notices. Normally a month's time is given to the aspiring candidates for deposition of filled-in OMR application forms. In the meantime the criteria of the posts advertised is finalized and published for the information of the aspiring candidates. The filled-in application OMR forms are then scanned for digitization of data. The digitized data has then to undergo further additions by implementing the notified criteria for each post so that the shortlists for interview are prepared. The Board has to prepare interview notifications, award and attendance sheets of shortlisted candidates. A separate checklist alongwith OMR application form, testimonials of the shortlisted candidates is maintained by the Board for examination / checking. In order to finalize the selections the documents are checked, the criteria prescribed for each post (technical or non technical) is to be re-applied to each academic qualification in the manner prescribed in the criteria. It would be worthwhile to mention here that the viva voce marks and signature columns of the awards and attendance sheets are affixed with transparent tape at the end of the day. Normally the criteria is applied on pro-rata basis so as to give maximum benefit of weightage to merit obtained by a candidate in all Degrees (Technical

or Non-Technical). Thereafter, the individual points of the members of Interview Committee are aggregated together to calculate the total points/merit obtained in the interview by a candidate. Thereafter, the total weightage obtained by a candidate as per criteria is added to the total points obtained by an aspirant who was short listed and interviewed. The merit of all the candidates short listed is drawn on an award sheet called the merit-cum-award list of selections. This award list is made in the order of descending merit of all the candidates who appeared in the interview. From the total award, a select list in order of merit is separated equivalent to the posts advertised. Besides, a list of 20-25% of the selectees in order of merit is framed to form waiting list of the selections as per rules. The said selection list is called provisional selection list and is sent to Information Department for publication in the local dailies for information of all and sundry in order to obtain objections, if any, to eradicate any error and omission within the notified time period say 21 days. After receiving objections, these are scrutinized and necessary changes are incorporated in the select list wherever found necessary and then a final list is sent to the Indenting Department for making appointments of the selectees subject to verification of genuineness of each certificate produced by the candidate. The entire exercise is a time consuming process and selections are being made by the Board in a totally fair and transparent manner and there is no room left for any mischief by any of the official or any other staff member.

Further it would be in the fitness of things to inform the aspirants that some agents / touts float rumors about the issuance of selection lists in order to befool the aspirants for their vested interests. All that the Board in this matter can advise the aspirants in particular and public in general is that no attention be paid to these rumours and inform police / Board authorities for investigations so that the culprits are brought to book for this felony. It is relevant to mention here that the Board has repeatedly been issuing press releases informing the general public to remain vigilant against the agents/touts/ unscrupulous elements who are always active in the field to deceive the innocent people by giving them false assurances and promises as they have no role to play and are not even remotely connected with the selection processes. It is once again, reiterated, by the medium of this notice that general public should not **fall prey** to such agents/ touts and not indulge in any type of transaction or whispering with any body as the selection is purely made on the basis of candidate's own weightage which aggregates to 80 points for academic as well as additional qualification/ experience and only 20 points are earmarked for the interview solely based on the performance of the Candidate in viva voce which is equally distributed amongst interview committee members.

Sd/-
Secretary,
Services Selection Board.
Srinagar

Copy to the

- 1) Commissioner / Secretary to Government, general Administration Department Civil Sectt, Srinagar
- 2) Director, Information J & K with the request that the press release be given wider publicity in all the leading dailies of the State and through electronic media also.
- 3) Administrative Office Jammu / Kashmir
- 4) Office file