

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU AND KASHMIR SERVICES SELECTION BOARD (JKSSB)
CPO Chowk, Panjtirthi, Jammu/Zam Zam Complex, Rambagh, Srinagar
www.jkssb.nic.in

Subject: Document Verification of candidates falling under consideration zone for the Post of Medical Record Keeper, advertised vide Notification No. 02 of 2021 under Item No. 231 for which the OMR based written examination was held on 03-02-2025 – regarding.

NOTIFICATION

The Jammu and Kashmir Services Selection Board (JKSSB), vide Notification No. JKSSB-COE0EXAM(UT)/4/2025-06 (7643763) dated: 16-04-2025, issued the Result/Score-sheet of the candidates who appeared in the OMR based written examination held on **03-02-2025** for the Post of **Medical Record Keeper**, advertised vide Notification No. 02 of 2021 under Item No. 231.

Accordingly, keeping in view the need and objective to fill all requisitioned vacancies, the candidates who are falling under the consideration zone for the aforementioned posts, given in **Annexure "A"** to this notification, are hereby called upon to appear physically before the designated Document Verification Committees of the Board for the verification/scrutiny of their documents/certificates **as per the schedule indicated against each** at **JKSSB, Central Office, CPO Chowk, Panjtirthi, Jammu (Jammu Centre Based Candidates)** and **JKSSB, Central Office, Zam Zam Complex, Rambagh, Srinagar (Kashmir Centre Based Candidates)**.

Further, the candidates are required to produce following documents/certificates in original, along-with **one set of self-attested copies**, before the designated Document Verification Committee:

1. Copy of Application Forms.
2. Two passport size recent colour photographs.
3. One original photo ID Proof i.e. Aadhar card/Voter Card/Pan Card/Passport etc.
4. D.O.B Certificate (10th Diploma/Marks card).
5. Valid Category Certificate, if belongs to reserved categories.
6. Domicile Certificate.
7. Prescribed Qualification/Certificates/Diploma as per Advertisement Notifications.
8. Bonafide certificate on the format prescribed by the Board duly issued by the Controller/Registrar of the concerned University/Institute in respect of candidates, who have obtained the qualification/Diploma from outside the UT of J&K.
9. Checklist sheet/form to be submitted by candidates at the time of their D.V. (**as per Annexure "B"**).


13/04

The candidates who fail to appear before the respective Document Verification Committee(s) on the scheduled date shall forfeit their right to selection.

 30.04.2025
Reyaz Ahmad Malik (JKAS)
Controller of Examinations
J&K Services Selection Board

No.: JKSSB-COE0EXAM(UT)/4/2025-06 (7643763)

Dated: 30-04-2025

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K for kind information.
2. Director, Information and Public Relations, J&K, Jammu with the request to publish this Notification in at-least two leading local newspapers of Jammu/Srinagar.
3. All Members, J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. Private Secretary to the Chairperson, J&K Services Selection Board.
6. I/c Website, J&K Services Selection Board.

Annexure "A"

List of candidates falling under consideration zone for the post of Medical Record Keeper, advertised vide Notification No. 02 of 2021, Item No. 231, for which the OMR based written examination was held on 03-02-2025.

D.V. S.No.	Application No.	Roll No.	POST	Item No.	Advertisement No.	Candidate Name	Father Name	Category	TOTAL	Shortlisting Category	Date of Document Verification	Committee
1-KMR	469123	2180018	Medical Record Keeper	231	02 of 2021	WAKEEL AFZAL	MOHD AFZAL BHAT	OM	93.75	OM	07-05-2025 (11 AM to 04.30 PM)	K
2-KMR	524578	2180066	Medical Record Keeper	231	02 of 2021	SYED ASRAR TAHIR	SYED MOHD TAHIR	OM	93.50	OM	07-05-2025 (11 AM to 04.30 PM)	K
3-KMR	369607	2180053	Medical Record Keeper	231	02 of 2021	JUNAID NAZIR GANIE	Nazir Ahmad ganie	OM	92.25	OM	07-05-2025 (11 AM to 04.30 PM)	K
4-KMR	453968	2180065	Medical Record Keeper	231	02 of 2021	MUZAFFAR RASHID	AB RASHID BHAT	OM	91.25	OM	07-05-2025 (11 AM to 04.30 PM)	K
5-KMR	552446	2180046	Medical Record Keeper	231	02 of 2021	RASHID MANSOOR DAR	MOHAMMAD	OM	89.50	OM	07-05-2025 (11 AM to 04.30 PM)	K
6-KMR	323888	2180067	Medical Record Keeper	231	02 of 2021	MOHAMMAD OWAISE MIR	SHABIR AHMAD MIR	OM	88.50	OM	07-05-2025 (11 AM to 04.30 PM)	K
7-KMR	511484	2180033	Medical Record Keeper	231	02 of 2021	JAVIED AHMED BHAT	BASHIR AHMED BHAT	OM	88.25	OM	07-05-2025 (11 AM to 04.30 PM)	K
8-KMR	530287	2180061	Medical Record Keeper	231	02 of 2021	ZAHID YOUSUF WANI	MOHD YOUSUF WANI	OM	88.00	OM	07-05-2025 (11 AM to 04.30 PM)	K
9-KMR	361854	2180029	Medical Record Keeper	231	02 of 2021	SHAKIR BASHIR	BASHIR AHMAD BHAT	OM	87.75	OM	07-05-2025 (11 AM to 04.30 PM)	K
10-KMR	374909	2180068	Medical Record Keeper	231	02 of 2021	IQRA JAN WANI	ABDUL GAFAR WANI	RBA	87.00	RBA/OM	07-05-2025 (11 AM to 04.30 PM)	K

Checklist Sheet for Document Verification (DVC)

Post: _____

Advertisement Notification No. : _____

Item No. : _____

Affix Recent
Passport Size
Photograph

Date: _____ D.V. S. No. : _____ Venue: _____

1. Details of the Candidate (To be filled by candidate):

S.No.	Candidate Particular	Details
1.	Name *	
2.	Father's Name *	
3.	Date of Birth (DD/MM/YYYY) *	
4.	Roll No. *	
5.	Application Form No. (s)	
6.	Reserved Category *	
7.	Sub Category (if any) (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)	

Candidate's Signature**2. Verification of Documents (To be filled / checked by JKSSB Officer / Official):**

S.No.	Document/ Certificates	Original Checked (Y/N)	Date of issue	Valid/ Within Cutoff Date (Y/N)	Name of Inst/College/University	Remarks/ Recommendation
1.	Domicile Certificate.					
2.	Qualification Certificate(s).					
a)						
b)						
c)						
d)						
e)						
3.	Reserved Category Certificate (a) SC (b) RBA (c) ST (d) EWS (e) ALC/IB (f) PSP (g) OSC					
4.	Sub Category if any (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)					

Note:- The candidate have to bring/attach two passport size recent color photographs and one original photo ID i.e. Adhaar Card/ Voters ID card/ Pan Card/ Passport/ Driving License etc. on the scheduled date of Documents Verification.

Checked By: (Name & Designation of Dealing Assistant):-**Signature of Dealing Assistant****3. Candidature- Accepted or Rejected:** _____

i) Reasons _____

ii) Special Remarks (if any) _____

Signature
(Name of the Officer)(Signature)
(Name of the Member/Officer)