

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

NOTICE

Subject: Instructions for submission of Application Forms for the Advertised Posts.

The J&K Services Selection Board, vide Advertisement Notification No. 04 of 2025 dated 28.04.2025, has advertised **16 posts** belonging to **Lieutenant Governor's Secretariat, Jammu & Kashmir** for inviting application(s) from eligible candidates, who are in possession of a valid Domicile Certificate.

The aspirants can submit the application forms through the online portal of JKSSB as per the details given below:

Submission of Application Forms	Last Date for receiving Fee Online
08.05.2025 (12:00 AM) to 06.06.2025 (11:59 PM)	08.05.2025 (12:00 AM) to 06.06.2025 (11:59 PM)

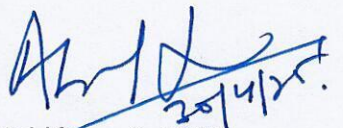
The necessary instructions for filling up of Online Application(s) in this regard are as under:

- 1) Candidates are required to apply through online mode only, by accessing the website of JKSSB www.jkssb.nic.in. No other means/mode of application will be accepted.
- 2) All the candidates shall be required to register on the Portal by clicking on 'Log-in (Apply on Various Posts)' tab available on the Board website.
- 3) Candidates are required to have a valid e-mail ID and Mobile Number for registering by clicking on "New User / Sign Up" and creating login credentials. The same shall be validated using OTP (One Time Password) based verification on e-mail and if the verification code is not working, the candidates are required to resend the verification code for account activation by clicking on "Get Activation Code".
- 4) Candidates are advised to use their username only generated while registration of their application form or received with the account activation mail instead of their e-mail ID.

- 5) After registering/creating login credentials, the candidates shall complete their OTR (One-Time Registration) form. After the completion of OTR form, the candidates shall click on '**Active Advertisement**' tab and then click on '**Apply**' tab for submitting the application form for the advertised posts.
- 6) The candidates shall carefully fill in all correct information in various columns and click on '**SAVE & CONTINUE**'.
- 7) A recent and clear passport size **Photograph with white background** of the candidate shall be uploaded with following specifications:
 - *Size of Photograph (Max size-20 KB to 50 KB) (Ht.X Wd=4.5 X 3.5 cms).*
- 8) A clear **Signature of the candidate** shall be uploaded with following specifications:
 - *Size of Signature (Max size- 10 KB to 20K B) (Ht.X Wd=1.5 X 3.5 cms).*
- 9) A valid **Category Certificate** shall be uploaded with the following specifications:
(Max size- 100 KB in pdf format).
- 10) The candidate shall ensure that all the required fields are filled up with correct information, before final submission of the application form. Once submitted, the Application Form cannot be edited by the candidates. They shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidates 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. Benefits related to category, weightage etc. shall be claimed only in case of possession of a valid, within the date certificate to this effect and no such claim shall be entertained at any subsequent stage.
- 11) Candidate's Application will not be considered if fee is not paid for that application. Fees shall be paid only by **Net banking/Debit Card/UPI/Credit Card Options**:
 - *After successful completion of the form, the candidates shall be shown "**Pay Now**" link for making the online application fee payment. Candidates are advised to check the status of the fee as '**Submitted**' on their dashboard.*

- The options will be available after clicking on Pay Now link. Candidate can pay using **Net banking, Debit Card, UPI, Credit Card**, as Online Payment options.
 - In case of **"Payment Failure/Pending"**, candidates are advised to immediately contact their respective banks well before the cut-off date.
- 12) No hard copy or print out of the application form is required to be submitted by the candidates, except at the stage of DV, only in respect of the shortlisted candidates, after the conclusion of the examination.
- 13) Candidates must include the Payee name and Account Number while submitting payment representations to this department/office.
- 14) Candidates are advised to fill in the required fields such as Account Number, IFSC Code, Bank Name and Account Holder Name while filling up their online application forms.
- 15) 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.
- 16) Candidates are advised to submit their representations regarding any queries related to submission of online application form through online mode only at the given below e-mail address-

- a) Official e-mail viz **adv04of2025@gmail.com**
- b) Helpdesk/ Landline of JKSSB – 0191-2461335 (Jammu)
0194-2435089 (Srinagar)
- Helpdesk/ Landline of NIC - 9107706766


 (Atul Kumar) JKAS
 Secretary
 J&K Services Selection Board

No. JKSSB-PLAN/5/2025-03 (E-7660889)
Copy to:

Dated: 30.04.2025

1. Principal Secretary to the Government, Hon'ble Lieutenant Governor's Secretariat, Raj Bhavan, J&K.
2. Commissioner/Secretary to Government, General Administration Department.

3. Divisional Commissioner, Kashmir/Jammu.
4. Director Employment, J&K.
5. Director, Information and Public Relations, J&K for publishing this Advertisement Notice in all leading dailies of J&K for three consecutive days.
6. Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
7. Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
8. Director, Radio Kashmir Jammu/ Srinagar/Bhaderwah/Kupwara for airing this Notice on air for three consecutive days in addition to the Rozgar Bulletin.
9. All Members, J&K Services Selection Board.
10. Controller of Examinations, J&K Services Selection Board.
11. Administrative Officer, J&K Services Selection Board, Srinagar/Jammu.
12. In-Charge, Planning Section, J&K Services Selection Board.
13. Private Secretary to the Chief Secretary, J&K.
14. PA to the Chairperson, J&K Services Selection Board.
15. In-Charge Website, J&K Services Selection Board