

Government of Jammu and Kashmir  
**GENERAL ADMINISTRATION DEPARTMENT**  
(Establishment Section)  
Civil Secretariat, Srinagar

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No. of posts = **148**

**Advertisement Notice No. 01 - GAD of 2014**  
**D a t e d : 27 - 06 - 2014**

**Subject: - Advertisement for the Class – IV posts (State Cadre) in the J&K Secretariat (Subordinate) Service.**

- (a) Date of issue of OMR/ICR application forms : 04 - 07 - 2014  
(b) Closing date of issue of OMR/ICR application forms : 25 - 07 - 2014  
(c) Date of receipt of OMR/ICR application forms : 05 - 07 - 2014  
(d) Closing date of receipt of OMR/ICR application forms : 31 - 07 - 2014

**IMPORTANT NOTE**

1. The candidates shall use only HB pencil for writing English Capitals and English numerals in rectangular boxes without touching the borders and also the relevant circles should be darkened completely by HB pencils only. Ball point or ink pen in any case should not be used.
2. The application forms shall be deposited in the office of Deputy Director, Employment and Counselling Centres of the concerned District instead of SSB Unit, Divisional Office and Office of Administrative Officer, Services Selection Board Jammu / Srinagar.

**I. INVITATION OF APPLICATIONS(S) AND BASIC ELIGIBILITY:**

Applications are invited for Class – IV posts (State Cadre) in the J&K Secretariat (Subordinate) Services as per the details given below from the candidates who: -

- (A) are permanent residents of the J&K State.  
(B) On **01-01-2014** are not: -  
(i) below the age of 18 years; and  
(ii) above the age of: -  
(a) 40 years in case of General category/in-service candidates.  
(b) 43 years in case of all Reserved Category Candidates.  
(c) 42 years in case of Physically challenged candidates.  
(d) 48 years in case of Ex-Servicemen.

- (C) Possess the minimum qualifications as Matric and Maximum as 10 + 2 and fulfill all other conditions of eligibility prescribed for the posts **by or on the last date of receipt of applications fixed for the purpose.**

| Item No. | Name of the post | Department | Cadre | No. of posts with break-up |            | Prescribed Qualification  |
|----------|------------------|------------|-------|----------------------------|------------|---|
|          |                  |            |       | OM                         |            |   |
| 1        | Class – IV       | GAD        | State | OM                         | 84         | Minimum Matric and Maximum 10+2   |
|          |                  |            |       | SC                         | 12         |   |
|          |                  |            |       | ST                         | 15         | <b>Criteria</b><br>Matric : 60 points<br>10 + 2 : 20 points<br>Viva voce : 20 points<br><b>Total : 100 points</b> |
|          |                  |            |       | ALC                        | 05         |   |
|          |                  |            |       | RBA                        | 30         |   |
|          |                  |            |       | OSC                        | 02         |   |
|          |                  |            |       | <b>Total</b>               | <b>148</b> |   |

- Note:** - (1) Horizontal reservation for physically challenged persons to the extent of 3% shall be followed strictly in accordance with the policy of reservation in such cases.
- (2) The aspirants are advised to note that **no weightage shall be given to qualifications above 10 + 2.**
- (3) Serial No (f) of Column 12 (Declaration by the Candidate) of the OMR/ICR form shall be treated as deleted ab-initio.

## II. **AVAILABILITY OF APPLICATION FORMS:** -

The application forms designed in OMR/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 on the following rates:-

- (i) For General Category @ **Rs. 40/-** (rupees forty only) bank charges extra.
- (ii) For Reserved categories @ **Rs.20/-**(rupees twenty only) bank charges extra.
- (iii) For BPL category candidates, the forms will be issued free of cost on production of documentary evidence.

| S. No. | District  | J&K Bank Branch  |
|--------|-----------|--|
| 1.     | Jammu     | Amphalla, Shastri Nagar, N. University Campus, Rehari              |
| 2.     | Samba     | Samba, Vijaypur  |
| 3.     | Kathua    | Old Bus Stand Kathua, Billawar, Hiranagar, Basholi                 |
| 4.     | Akhnoor   | Akhnoor main   |
| 5.     | Poonch    | Mendhar, Poonch  |
| 6.     | R.S. Pora | R.S. Pora  |
| 7.     | Rajouri   | Rajouri main, Budhal, Sunderbani, Nowshera                         |
| 8.     | Reasi     | Reasi, Pouni   |
| 9.     | Ramban    | Banihal, Ramban  |
| 10.    | Kishtwar  | Kishtwar   |
| 11.    | Udhampur  | Udhampur, Ramnagar   |
| 12.    | Doda      | Doda, Baderwah, Gandoh   |
| 13.    | Srinagar  | Dalgate, Hari Singh High Street, Kashmir University, Jawahar Nagar |
| 14.    | Ganderbal | Ganderbal, Kangan  |

|     |           |   |
|-----|-----------|---|
| 15. | Budgam    | Budgam, Chadoora, Beerwah, Khan Sahib                   |
| 16. | Pulwama   | Pulwama, Tral, Pampore (Ext. Counter)                   |
| 17. | Shopian   | Shopian, Zainpora                                       |
| 18. | Anantnag  | Ashajipora, Verinag, Pahalgam, Bijbehara                |
| 19. | Kulgam    | Kulgam  |
| 20. | Baramulla | T.P. Baramulla, Pattan, Uri Main, Tangmarg, T.P. Sopore |
| 21. | Bandipora | Bandipora, Gurez, Sumbal                                |
| 22. | Kupwara   | Kupwara, Handwara, Kamah                                |
| 23. | Leh       | Leh   |
| 24. | Kargil    | Kargil  |
| 25. | Delhi     | Cannaught Place   |

The candidates desirous to apply against the above posts are required to obtain the application form on payment of above mentioned fee from the designated / notified branches of the J&K Bank w.e.f. 04-07-2014: -

### III. HOW TO APPLY: -

- (a) The present electronically scannable application form should be filled in carefully and 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 therefor 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 eligibility, qualification, reserved category (SC, ST, RBA, OSC, ALC, Ex-Serviceman and HC) or any other certificate relied upon should be clearly mentioned 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 vis-à-vis, the qualification and category etc. should be recorded in the Application form, which are relevant and 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 be given any consideration. No under process documents/certificate will be entertained.**
- (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 oral test at the time of conduct of such interview.
- (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 HB pencil only (**Don't use ballpoint or ink pen for the purpose**) in the centre without touching the borders.
- (g) The relevant  circles should also be darkened completely by HP 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., advertisement Notice No. and date and cadre of the post. They are also 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.**

**Note**

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

**IV. 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 envelope** and delivered by or before either **personally or by post** in the office of: -
- (i) **Deputy Director Employment and Counselling Centres of the concerned Districts.**
  - (ii) **Additional Resident Commissioner, J&K Government 5 – Prithvi Raj Road New Delhi for Kashmiri Migrants residing at Delhi and other places outside the State.**

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. 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 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 the Department concerned shall forward the application form of the in-service candidates to the office of **Deputy Director Employment, Jammu/ Srinagar** within 07 days after the last date of filling of application form and thereafter no such claim shall be entertained.

**V. PROCEDURE FOR SELECTION: -**

- (a) The last date for the receipt of application forms 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 i.e 01-01-2014. Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of application **i.e, 31- 07 - 2014**. Any qualification 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.

- (c) Call letter shall not be issued individually; however, General Administration Department shall give wide publicity through print and electronic media, official website of the Department ([www.jkgad.nic.in](http://www.jkgad.nic.in)) etc. about the venues and dates of the interview for the eligible short-listed candidates.
- (d) The candidates called for interview must produce the original qualification/ category certificates before the Committee constituted for oral test so that their eligibility for participation in the interview is verified. Any candidate who fails to produce the relevant original documents/testimonials shall not be allowed to appear in the 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 depositing the same 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 General Administration Department.
- (f) Canvassing / lobbying in any form will entail disqualification of the candidate concerned.
- (g) No TA/DA will be paid for participation in the interview.

**VI. Criteria for short listing of the candidates for interview:**

- (a) Where the number of candidates is large and it is not possible / convenient to call all the candidates for interview the short-listing of candidates shall be done in the following manner:
- |  |     |
|--|-----|
| i. Total point for short listing                                     | 100 |
| ii. Weightage to be given to the marks obtained in the matriculation | 90  |
| iii. Points to be awarded for higher qualification (upto 10+2)       | 10  |
- (b) On the basis of the total points worked out, the candidates shall be short-listed, category-wise in the ratio of 1:5 i.e. for one post, 5 candidates shall be shortlisted for interview, if the number of candidates who have applied is at least more than seven times the number of posts in the category.
- (c) Where the cut off merit for a category is more than the one fixed for general category candidates, such number of category candidates figuring between the cut off merit for such category and that fixed for the open merit category shall be called over and above in the in the ratio of 1:5 for interview. e.g. if the cut off merit for open merit category is 70 and that for RBA category/any other reserved category is 75, the candidates falling in such reserved category in the merit between 75 to 70 shall be called for interview over and above the prescribed ratio of 1:5.
- (d) Horizontal reservation for physically challenged persons to the extent of 3% shall be followed strictly in accordance with the policy of reservation in such cases.


**VII. CRITERIA FOR SELECTION: -**

(a) The criteria for selection of the candidates shall be as under:

|   |            |
|---|------------|
| i. Total points                                     | <b>100</b> |
| ii. Weightage to matric marks                       | 60         |
| iii. Points for higher qualification<br>(upto 10+2) | 20         |
| iv. Points for viva voce<br>(including experience)  | 20         |

**NOTE:**

The horizontal reservation for Ex-Serviceman and Physically challenged 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 challenged persons the reservation shall be available only for services, posts and type 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 the post of Class IV indicated in Order No. 62-SW of 2001 dated 13-03-2001 read with Government Order No.147-SW of 2014 dated 17-06-2014 shall be adhered to in letter and spirit.

  
**(Mohammad Ashraf Bukhari) IAS**  
Secretary to the Government  
General Administration Department

No. GAD(Estt)Misc – 13/2010-IV

Dated: 27 - 06 - 2014

Copy to the: -

01. Chief Secretary, J&K Government, Srinagar.
02. All Financial Commissioners.
03. Chairperson, J&K Special Tribunal
04. Principal Secretary to Hon'ble Chief Minister, J&K.
05. Principal Secretary to Hon'ble Governor, J&K.
06. All Administrative Secretaries to the Government
07. Divisional Commissioner, Kashmir / Jammu.
08. All Deputy Commissioners for information.
09. All Heads of the Departments
- 10. Director Employment, J&K, Srinagar with the request to issue necessary instructions to the Deputy Directors, Employment and Counselling Centres of the concerned Districts for collection of OMR/ICR application forms of the concerned Districts from the candidates within stipulated time period as specified in the notification and send the same through Special Messenger to the Additional Secretary to Government, General Administration Department (Establishment), 3<sup>rd</sup> Floor, Room No.322, Main Block, Civil Secretariat, Srinagar.**
11. Director Information J&K for publication of Advertisement Notice in all Dailies of J&K State for three consecutive days including the State Times published from New Delhi.

12. Director, Doordarshan Kendra, Srinagar/Jammu for telecasting the substance of the notice for seven consecutive days in addition to the Rozgar Bulletin.
13. Director, Radio Kashmir Srinagar/Jammu/Leh/Bhaderwah/Kupwara/Kargil for putting the notice on air for seven consecutive days in addition to the Rozgar Bulletin.
14. Additional Resident Commissioner, J&K Government, 5 – Prithvi Raj Road, New Delhi.
15. General Manager, Government Press Srinagar / Jammu for publication in an extraordinary issue of the Government Gazette.
16. Secretary, J&K Legislative Assembly / Council, Srinagar.
17. Director Sainik Welfare Department, J&K, Jammu.
18. Director Re-settlement, Headquarters Northern Command C/O 56 APO.
19. Chief Executive Officer, Hill Development Council, Leh/Kargil.
20. Zila Sainik Welfare Board Jammu / Srinagar / Samba / Leh / Rajouri/Baramulla.
21. Notice Board, Civil Secretariat, Srinagar/Jammu.