



**GOVERNMENT OF JAMMU AND KASHMIR,
J&K SERVICES SELECTION BOARD,
Sehkari Bhawan Panama Chowk, Jammu.**

www.jkssb.nic.in

Subject:-Advertisement of various posts of various Departments.

1. The J&K Services Selection Board shall advertise the following posts on **17-11-2017**:

Name of the Department	Name of the post	Cadre	Total Posts
Animal/Sheep Husbandry Department	Fisheries Development Assistant	Div Cadre Kashmir	6
Animal/Sheep Husbandry Department	Fisheries Development Assistant	Div Cadre Jammu	4
ARI & Training Deptt	Re-Toucher Artiest	Div Cadre Kashmir	1
ARI & Training Deptt	Assistant Operator	Div Cadre Kashmir	1
Deptt of Food, Civil Supplies and Consumer Affairs	Junior Assistant	Div Cadre Jammu	21
Deptt of Food, Civil Supplies and Consumer Affairs	Assistant Storekeeper-cum-Clerk	Div Cadre Kashmir	161
H&ME	Junior Health Inspector (Computer)	Anantnag	1
H&ME	Driver	Kulgam	1
Higher Education Deptt	Junior Laboratory Assistant	Div Cadre Jammu	12
Higher Education Deptt	Library/RR Assistant	Div Cadre Jammu	4
Higher Education Deptt	Mistry	Div Cadre Jammu	2
Higher Education Deptt	Mistry	Div Cadre Kashmir	1
Higher Education Deptt	Steno Instructor	Div Cadre Kashmir	2
Industries & Commerce Department	Assistant Jobber	Srinagar	2
Information Department	Information Assistant	State	6
Information Department	Library Assistant	State	1
Information Department	Library Assistant	Div Cadre Kashmir	2
Information Department	Library Assistant	Div Cadre Jammu	2
Information Department	Videographer	State	2
Transport Department	Fitter	State	2
	G.Total		234

- The detailed Notification of advertisement alongwith link for online application will be activated on **17-11-2017** on SSB's new Application Portal-www.ssbjk.in. The last date for submission of online application would be **11.12.2017**.
- It is again reiterated that advertisements will be notified and online application will be accepted at www.ssbjk.in only.
- This is for advance intimation of general public.

Sd/-
(Tassaduq Hussain Mir) KAS,
Secretary,
J&K Services Selection Board,
Srinagar.

No. SSB/Sel/Secy/2017/ 11793-812

Dated: 16-11-2017.

Copy for information to the:-

- Principal Secretary to the Hon'ble Governor, J&K State.
- Principal Secretary to the Hon'ble Chief Minister, J&K State.
- Director Information, J&K Government, Srinagar with the request to get the said notification published in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
- Director, Radio Jammu/Kashmir with the request to kindly broadcast the above said notification appropriately.
- Director, Doordarshan Jammu/Kashmir with the request to kindly telecast the above said notification appropriately.
- Joint Director Information, Jammu/Kashmir, with the request to publish the said notification in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
- Administrative Officer, J&K Services Selection Board, Jammu / Srinagar.
- Public Law Officer, J&KSSB.
- Pvt. Secretary to Chairman, for information of the Ld. Chairman, JKSSB.
- Incharge Website for uploading of the Notice on the official website of the Board.
- Notice Board.



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/02

Dated: 17/11/2017

Subject: - Advertisement for Jammu Division Cadre Posts of Junior Assistant
Reference: -Food, Civil Supplies & Consumer Affairs department's indent no. CAPD/ESTT/59/2011 dated 11/09/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 21

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the Jammu Division cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 01/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link (if not already created).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised/generated on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No.SSB/Secy/Sel/2017/11794

16/11/2017

Sd/

SECRETARY.

Annexure A

Name of Posts	OM	RBA	SC	ST	ALC
Jr Assistant	12	4	2	2	1

Annexure –B

Qualification/Eligibility & Criteria for Jr. Assistants advertised vide No. 03/2017/02

1. Candidate is required to be graduate from any recognized university with knowledge of type writing having not less than 35 words speed per minute and six months certificate course in computer from a recognized institute.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degree after Sr. Secondary School is also eligible to apply.
3. It is further clarified that candidate having degrees like BCA, BCS, BCM, BE/B.Tech (computer/ IT), MCA, MCS, MCM, BSc (IT), MSc (IT), ME/M.Tech (computer/ IT) or BSc (with computer as a subject) are not required to possess the six months certificate course in computer from a recognized institute.
4. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in type test (having 60 points weightage) and a multiple choice based written test (having 40 points weightage).
5. There shall be negative marking in Multiple Choice Based written test.
6. Candidates will have to necessarily obtain type speed of at least 35 words with accuracy of at least 90% to be eligible for selection.
7. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/18

Dated: 17/11/2017

Subject: -Advertisement for Srinagar district cadre Post of Assistant Jobber

Reference: -Industries & Commerce department's indent no. IND/HL/44/2005-II dated 8/9/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

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- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
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- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
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- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

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- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
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 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
- i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11810

16/11/2017

**Sd/
SECRETARY.**

Annexure A

Name of Posts	RBA	SC
Assistant Jobber	1	1

Annexure –B

Qualification/Eligibility and Criteria for posts advertised vide no. 3/2017/18.

1. Candidate is required to be at least Matric with ITI.
2. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
3. There shall be negative marking in Multiple Choice Based written test.
4. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/19

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Post Assistant Operator

Reference: -ARI & Training department's indent no. ARI/SP/14/2014 dated 23/1/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** by or before the last date of submission of application forms i.e. **11/12/2017**.
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
 - viii. **Click Here to apply** link is available next to active advertisements after login.
 - ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
 - x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.
 - xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11811

16/11/2017

**Sd/
SECRETARY.**

Annexure A

Name of Posts	OM
Asst Operator	1

Annexure –B

Qualification/Eligibility and Criteria for posts advertised vide no.03/2017/19.

1. Candidate is required to be Matric with Apprenticeship in Press of repute.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/01

Dated: 17/11/2017

Subject: -Advertisement for Kashmir Division Cadre Posts of Assistant Storekeeper cum Clerk

Reference: -Food, Civil Supplies & Consumer Affairs department's indent no. CAPD/Estt/59/2011 dated 11/09/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 161

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the Kashmir Division cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect.** (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In

case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link (if not already created).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
- viii. **Click Here to apply** link is available next to active advertisements after login.
- ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '**Unpaid**', '**Pay Now**' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised/generated on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
- i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11793

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM	RBA	SC	ST	ALC	OSC
Asst Storekeeper cum Clerk	92	32	13	16	5	3

Annexure –B

Qualification/Eligibility & Criteria for Asst Storekeeper cum clerk advertised vide No. 3/2017/01

1. Candidate is required to be graduate from any recognized university.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degrees after Sr. Secondary School are also eligible to apply.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/09

Dated: 17/11/2017

Subject: -Advertisement for Kulgam district cadre Post of Driver

Reference: -H&ME department's indent no. HD/FW/27/2015 dated 18/4/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** by or before the last date of submission of application forms i.e. **11/12/2017**.
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
 - viii. ***Click Here to apply*** link is available next to active advertisements after login.
 - ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
 - x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.
 - xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11801

16/11/2017

**Sd/-
S E C R E T A R Y.**

Annexure A

Name of Posts	OM
Driver	1

Annexure –B

Qualification/Eligibility & Criteria for advertised vide no. 03/2017/09

1. Candidate is required to be Matric with Hill driving License.
2. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in the practical/Written test.
3. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/17

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Jammu Posts of Fisheries Development Assistant

Reference: -Animal and Sheep Husbandry department's indent no. ASHF/coord/Fish/23/2011 dated 22/09/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 04

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect.** (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In

case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11809

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM	RBA	SC
Fisheries dev Asst	2	1	1

Annexure –B

Qualification/Eligibility and Criteria for posts advertised vide no. 03/2017/17.

1. Candidate is required to be Graduate in Fisheries' Science (B.F.Sc) or BSc with Zoology or Industrial Fish and Fisheries from any recognized University.
2. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
3. There shall be negative marking in Multiple Choice Based written test.
- 4 Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/16

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Posts of Fisheries Development Assistant

Reference: Animal and Sheep Husbandry department's indent no. ASHF/coord/Fish/23/2011 dated 22/09/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 06

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect.** (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In

case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
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- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
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xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11808

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM	RBA	SC	ST
Fisheries dev Asst	3	1	1	1

Annexure –B

Qualification/Eligibility and Criteria for posts advertised vide no. 03/2017/16.

1. Candidate is required to be Graduate in Fisheries' Science (B.F.Sc) or BSc with Zoology or Industrial Fish and Fisheries from any recognized University.
2. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
3. There shall be negative marking in Multiple Choice Based written test.
- 4 Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/15

Dated: 17/11/2017

Subject: -Advertisement for State cadre Post of Fitter.

Reference: -Transport department's indent no. TR-9/SMG/2015 dated 08/12/2016.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the State cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** by or before the last date of submission of application forms i.e. **11/12/2017**.
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
 - viii. **Click Here to apply** link is available next to active advertisements after login.
 - ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
 - x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.
 - xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11807

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	RBA	SC
Fitter	1	1

Annexure –B

Qualification/Eligibility and Criteria advertised vide no.03/2017/15

1. Candidate is required to be Matric and ITI trained in Motor Mechanism trade. Candidate is subsequently also required to pass departmental Trade Test.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/03

Dated: 17/11/2017

Subject: -Advertisement for State Cadre Posts of Information Assistant

Reference: -Information department's indent no. ID/Estt/11/2014/part-III dated 10/01/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 06

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the State cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B" by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option; additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated. **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11795

16/11/2017

**Sd/-
S E C R E T A R Y.**

Annexure A

Name of Posts	OM	RBA	SC	ST
Information Assistant	3	1	1	1

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 3/2017/03

1. Candidate is required to be a graduate with PG Diploma in Journalism from any recognized university.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degree after Sr. Secondary School is also eligible to apply. The candidates with PG in Journalism can also apply.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/08

Dated: 17/11/2017

Subject: -Advertisement for Anantnag district cadre Post of Jr Health Inspector (Computer)

Reference: -H&ME department's indent no. HD/FW/27/2015 dated 18/04/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the post shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
- viii. **Click Here to apply** link is available next to active advertisements after login.
- ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
- i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11800

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM
Jr Health Inspector	1

Annexure –B

Qualification/Eligibility & Criteria for post advertised vide no. 03/2017/08

1. Candidate is required to be Matric.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/10

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Jammu Posts of Junior Laboratory Assistant.

Reference: -Higher Education department's indent no. EC-Coll/NG/JK/2017 dated 31/5/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 12

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect.** (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
 - viii. ***Click Here to apply*** link is available next to active advertisements after login.
 - ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
 - x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.
 - xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11802

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM	RBA	SC	ST
Jr Lab Assistant	7	2	1	2

Annexure –B

Qualification/Eligibility and Criteria for Jr. Assistants advertised vide no. 03/2017/10

1. Candidate is required to be a Science Graduate from a recognized University. Preference shall be accorded to those having at least PG Diploma in Professional Lab Courses in Chemistry/Other Sciences.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degree after Sr. Secondary School is also eligible to apply.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test and preference. 95 points will be allocated for written merit and 05 points for preferential qualifications (across the board).
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/07

Dated: 17/11/2017

Subject: - Advertisement for Division Cadre Jammu Posts of Library Assistant,

Reference: -Information department's indent no. ID/ESTT/11/2014-part-III dated 10/1/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the Jammu Division cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** by or before the last date of submission of application forms i.e. **11/12/2017**.
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
 - viii. ***Click Here to apply*** link is available next to active advertisements after login.
 - ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
 - x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.
 - xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.
- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last

paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.

- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.
 - ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i)** Appointment would be on regular basis from the date of appointment.
- ii)** A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii)** The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv)** The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v)** During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi)** Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii)** These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii)** The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix)** The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x)** Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11799

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM
Library Assistant	2

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 03/2017/07

1. Candidate is required to possess Bachelor's Degree in Library Science from any recognized university.
2. It is further clarified that candidates having 02 year's Masters of Library & Information Science (M.LIS) directly after Graduation shall also be eligible to apply for the posts mentioned above.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/06

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Posts of Library Assistant

Reference: -Information department's indent no. ID/ESTT/11/2014/part-III dated 10/1/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the Kashmir Division cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 01/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
- viii. **Click Here to apply** link is available next to active advertisements after login.
- ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
- i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11798

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM
Library Assistant	2

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 03/2017/06

1. Candidate is required to possess Bachelor's Degree in Library Science from any recognized university.
2. It is further clarified that candidates having 02 year's Masters of Library & Information Science (M.LIS) directly after Graduation shall also be eligible to apply for the posts mentioned above.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/05

Dated: 17/11/2017

Subject: -Advertisement for State Cadre Posts of Library Assistant

Reference: -Information department's indent no. ID/ESTT/11/2014/part-III dated 10/01/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the State cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
- viii. **Click Here to apply** link is available next to active advertisements after login.
- ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
- x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **01/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
- i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11797

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM
Library Assistant	1

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 03/2017/05

1. Candidate is required to possess Bachelor's Degree in Library Science from any recognized university.
2. It is further clarified that candidates having 02 year's Masters of Library & Information Science (M.LIS) directly after Graduation shall also be eligible to apply for the posts mentioned above.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/11

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Jammu Posts of Library/RR Assistant
Reference: -Higher Education department's indent no. EC-Coll/NG/JK/2017 dated 31/05/2017

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 04

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**
- (2) **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
 - ii. Applicants are first required to go to the said Portal and register themselves by clicking on "**New User? Register here**" link(**if not already created**).
 - iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
 - iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Creation** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
 - v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
 - vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - vii. After login with credentials, candidate can see active advertisements under **Online Application** Link.
 - viii. **Click Here to apply** link is available next to active advertisements after login.
 - ix. Candidate need to click on **Click Here to apply** link to apply for the advertisement.
 - x. On clicking on Click Here to apply link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
 - xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
 - xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
 - xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11803

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM	SC	ST
Library /RRAssistant	2	1	1

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 03/2017/11

1. Candidate is required to possess Bachelor's Degree in Library Science from any recognized university.
2. It is further clarified that candidates having 02 year's Masters of Library & Information Science (M.LIS) directly after Graduation shall also be eligible to apply for the posts mentioned above.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/12

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Jammu Posts of Mistry

Reference: -Higher Education department's indent no. EC-Coll/NG/JK/2017 dated 31/5/17

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11804

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	RBA	SC
Mistry	1	1

Annexure –B

Qualification/Eligibility and Criteria for post advertised vide no. 3/2017/12

1. Candidate is required to be Matric with National Trade Test/ITI training in the trade.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/13

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Post of Mistry

Reference: -Higher Education department's indent no. EC-Coll/NG/JK/2017 dated 31/5/17.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11805

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	ST
Mistry	1

Annexure –B

Qualification/Eligibility & Criteria for the post advertised vide no. 3/2017/13

1. Candidate is required to be Matric with National Trade Test/ITI training in the trade.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/20

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Post Re-Toucher Artist

Reference: -ARI & Training department's indent no. ARI/SP/14/2014 dated 23/01/2017.

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 01

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11812

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	OM
Re toucher artist	1

Annexure –B

Qualification/Eligibility and Criteria for posts advertised vide no. 03/2017/20

1. Candidate is required to be Matric with Apprenticeship in Press of repute.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/14

Dated: 17/11/2017

Subject: -Advertisement for Division Cadre Kashmir Posts of Steno Instructor

**Reference: -Higher Education department's indent no. EC-Coll/NG/JK/2017 dated-
31-05-2017**

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

➤ **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) **The necessary instructions regarding filling up of online applications are given herein below:-**

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11806

16/11/2017

**Sd/-
SECRETARY.**

Annexure A

Name of Posts	RBA	SC
Steno Instructor	1	1

Annexure –B

Qualification/Eligibility and Criteria for the post advertised vide no.3/2017/14.

1. Candidate is required to be a Graduate from a recognized University and possessing Diploma in Stenography from any recognized institute.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degree after Sr. Secondary School is also eligible to apply. It is also clarified that higher qualification in Stenography is also valid eligibility.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of the merit obtained in type test (having 10 points weightage), a shorthand test (having 50 points weightage) and a multiple choice based written test (having 40 points weightage). 50 points of shorthand test will further be divided into 25 points each for transcription and dictation. The Type test and shorthand points are subject to minimum eligibility as prescribed at para 6 below.
5. There shall be negative marking in Multiple Choice Based written test.
6. Candidates will have to necessarily obtain type speed of at least 40 WPM with accuracy of at least 90% to be eligible for selection. Further, candidate has to obtain WPM of at least 80 in short hand test for being considered eligible for consideration.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 03/2017/04

Dated: 07/11/2017

Subject: -Advertisement for State Cadre Posts of Videographer

Reference: -Information department's indent no. ID/ESTT/11/2014-part-III dated 10/1/17

- a) Date of Commencement for submission of online applications =**17.11.2017**
b) Last Date for submission of online applications =**11.12.2017**

Total Number of posts advertised = 02

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the State cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
- (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
- (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2017**
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
- (c) 42 years in case of Physically Challenged candidates.
- (d) 48 years in case of Ex-Servicemen.
- (e) 40 years in case of candidates in Government Service/Contractual employees;
- (iii) are in possession of the prescribed academic / professional / technical qualifications and fulfill all other eligibility conditions wherever required as shown in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 11/12/2017.**
- (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect**. (It may be noted that there will be nominal additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement are required to apply separately for each post.**

(2) The necessary instructions regarding filling up of online applications are given herein below:-

- i. Candidates are required to apply online through JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link(**if not already created**).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address)
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size)(Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.
- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.

xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

xv. Candidates are required to follow below mentioned procedure to pay the fees:-

- After login, **My Account** link is visible at the left side of page. Click on My Account link.
- Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
- Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
- Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option; additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised/generated on 11/12/2017.

xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.

xvii. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). 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 the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (4) The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2017**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **11/12/2017** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (5) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained from outside J&K State before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10)
 - i) The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means 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, posts and type of disability 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 read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

- ii) 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/- (pre revised).

11) In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No. SSB/Secy/Sel/2017/11796

16/11/2017

**Sd/-
S E C R E T A R Y.**

Annexure A

Name of Posts	OM
Videographer	2

Annexure –B

Qualification/Eligibility & Criteria for posts advertised vide no. 3/2017/4

1. Candidate is required to be a Science graduate with at least one year experience in Still Photography.
2. It is further clarified that graduation herein means graduation having minimum three years duration obtained after Senior Secondary School. Further, those candidates possessing 05 year's Integrated PG Degree after Sr. Secondary School is also eligible to apply.
3. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit obtained in a multiple choice based written test.
4. There shall be negative marking in Multiple Choice Based written test.
5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB

