

GOVERNMENT OF JAMMU AND KASHMIR

J&K SERVICES SELECTION BOARD

(www.jkssb.nic.in)

Advertisement Notification No.04 of 2022

Dated: 27-07-2022

Subject:-Advertisement for District/Divisional/UT Cadre posts of Indenting Department(s) under the provisions of the Jammu & Kashmir Civil Services – Decentralization and Recruitment Act, 2010 and rules made thereunder, read with other relevant rules governing the subject.

Reference:-Requisition of Posts/Vacancies received from Indenting Departments as per the details given below:

S.No.	Reference of Indent	Department	No. of posts received
1	(i)Agri/Cord/06/2021/683 Dated 07-04-2022 (ii)Agri/Cord/06/2021/684 Dated:-07-04-2022 (iii)Agri/Cord/06/2021/685 dated 07-04-2022	Agriculture Production & Farmer's Welfare	30
2	IJASHF-CORD/92/2021-03 Dated:-04-04-2022 IIJASHF-SHOGAZ/105/2021-03 Dated:-04-04-2022	Animal/Sheep Husbandry & Fisheries Department.	126
3	CAD-ADM/158/2022-5 Dated:-07-04-2022	Civil Aviation Department	2
4	Law-Estt/29/2022-10 Dated:04-04-2022	Department of Law , Justice and Parliamentary Affairs	3
5	Est/79/2021-04 -(86979)/900 Dated:-11.04.2022	Estates Department	5
6	(i)FST-NG/5/2021-04 Dated:21-02-2022 followed by FST-NG/5/2021-04 Dated:-12-04-2022 (ii)FST-Cord/16/2021-02 Dated 11-04-2022 (iii)FST-Cord/14/2021-02 dated 11-04-2022	Forest,Ecology& Environment	523
7	GAD-ESTB/107/2022-09-GAD Dated:-11-04-2022	General Administration Department	28
8	HD-Drgs/01/2021-02 dated:-31.01.2022	Health & Medical Education	4
9	Home-Jail/122/2021-01-HOME Dated:-12-01-2022 followed by Home-Jail/122/2021-01-Home Dated:-25-04-2022.	Home Department	23
10	HP-Estt/49/2021-05/(38048) dated:-11/04/2022	Hospitality & Protocol Department	1
11	TSM-Estb/124/2021 Dated:-06-04-2022	Tourism	10
13	TRPT-SMGMN/20/2021-02-TPT Dated:-12-04-2022	Transport	17
	Grand Total		772

- Date of Commencement for submission of online applications= **14-08-2022.**
- Last Date for submission of online applications = **14-09-2022.**
- Annexure "A"** = Name of the Post, Cadre, Pay Level, Category wise break up of posts, Qualification and Criteria for selection.
- Annexure "B"**=Certificate regarding physical limitation.
- Annexure "C"**=Letter of undertaking for using own Scribe.

Total Number of Posts Advertised =772

The J&K Services Selection Board invitesonline application from eligible candidates for participation in the selection process for District/Divisional/UT Cadre posts shown in Annexure "A" to this Notification.

The detailed terms and conditions with regard to eligibility, educational qualification, domicile, reservation, etc are asfollows:-

(1) Appointment of the candidates: -

- The Appointment and other service conditions in respect of the candidate selected through this selection process, shall be governed by the provisions of the Jammu & Kashmir Probationer (Condition of Services, Pay & Allowances) and Fixation of Tenure Rules, 2020, notified vide S.O 192 dated 17th of June 2020.
- The reservation for the posts under this Advertisement Notification shall be applicable in accordance with the provisions of the Jammu & Kashmir Reservation Rules notified vide SRO 294 dated 21-10-2005 read with SO 127 of 2020 dated20.04.2020.

- Domicile:** -The candidate should be a Domicile of the Union Territory of Jammu & Kashmir as defined in terms of the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31-03-2020 and S.O 1245(E) dated 03-04-2020 read with Notification issued by the General Administration Department, Government of Jammu and Kashmir vide S.O 166 dated 18-05-2020.

The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose, **on or before the last date of submission of online application form.**

- Vacancies:** -The cadre wise (UT, Divisional &District Cadre) details of notified posts are given in **Annexure "A"**to this notification.However, the number of posts can undergo increase or decrease without any notice before the completion of selection process, if so communicated by the concerned Indenting Department.
- Age limit:** - **(as on 01-01-2022)**

(A)The requirement of age for Open Merit & various Reserved Categories candidates is as follows: -

S.No	Category	Age limit in years	Not born before	Not born After
(i)	OM	40	01-01-1982	01-01-2004
(ii)	SC	43	01-01-1979	01-01-2004
(iii)	ST	43	01-01-1979	01-01-2004
(iv)	RBA	43	01-01-1979	01-01-2004
(v)	ALC/IB	43	01-01-1979	01-01-2004
(vi)	EWS(Economically Weaker Section)	43	01-01-1979	01-01-2004
(vii)	PSP (Pahari Speaking People)	43	01-01-1979	01-01-2004
(viii)	Social Caste	43	01-01-1979	01-01-2004
(ix)	Physically Challenged Person	42	01-01-1980	01-01-2004
(x)	Ex-Servicemen	48	01-01-1974	01-01-2004
(xi)	Government Service/Contractual Employment	40	01-01-1982	01-01-2004

- One time age relaxation shall be granted to the overaged candidates who had earlier applied for the following posts only, in response to the Advertisement Notification(s) mentioned against each, provided they were within the age limit, as per the advertisement notification issued at that time :

S.no	Name of the post	Cadre	Previous Advertisement Notification No.	Previous Item No.	Present Item No
1.	Inspector (FPF)	Div Kashmir	08 of 2010	341	084
2.	Inspector(FPF)	Div Jammu	08 of 2010	225	085
3.	Junior Assistant (Law Department)	District Samba	02 of 2014	260	128
4.	Receptionist (Hospitality and Protocol)	Div. Jammu	01 of 2015	131	129
5.	Stock Assistant(Sheep	District Samba	03 of 2016	413	133

	Husbandry Deptt)				
6.	Assistant(Sheep Husbandry Deptt)	District Ramban	01 of 2011	875	134
7.	Veterinary Pharmacist(Sheep Husbandry Department)	District Kishtwar	03 of 2016	359	135
8.	Forester (Forest Deptt)	Div. Kashmir	08 of 2010	340	192
9.	Forester (Forest Deptt)	Div. Jammu	08 of 2010	224	193

(5) Qualification Required: -

- As per Indent(s) received from the respective Indenting Department(s), the qualification prescribed for the posts advertised are shown in **Annexure "A"** to this Advertisement Notification.
- The candidates who are declared qualified by the Board for Document Verification will be required to produce relevant Certificates such as Mark sheets, Provisional Certificates, etc. for completion of Graduation /Post-Graduation Degree/PhD Degree in original as proof of having acquired the prescribed educational qualification **on or before the cutoff date fixed for filling online application form, failing which the candidature of such candidates shall be cancelled by the Board.** The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date **I.e. 14-09-2022** and he/ she has been declared passed, will also be considered to meet the educational qualification.
- Candidates may note that their candidature will remain provisional till the genuineness of their documents relating to educational qualification is verified by the Appointing Authority.
- In case of candidates claiming possession of equivalent educational qualification(where it is applicable/required), it shall be mandatory to produce relevant Equivalence Certificate or seek equivalence from the concerned competent authorities as and when required by the Board. However, final decision regarding selection of such candidates will be taken by the Board, in light of relevant rules which shall be binding.
- Any candidate having his/her qualification other than as prescribed, shall not be eligible for posts advertised in this notification.
- The degrees/ diplomas obtained through distance mode which are in consonance with the Govt. Order No. **252-HE of 2012**dated**30.05.2012** shall be entertained, subject to fulfillment of other terms and conditions.

(6)Reservation:

- Reservation for Scheduled Castes (SC), Scheduled Tribes(ST), Economically Weaker Section(EWS), Persons with Disabilities (PwD), Pahari Speaking People(PSP), etc for the above posts, wherever applicable and admissible, would be as determined & communicated by the Indenting Department, in accordance with the provisions of SRO 294 dated 21-10-2005 and S.O 127 dated 20-04-2020.
- A candidate seeking his /her consideration under Reserved Categories must ensure that he/she possess a validCategory Certificate as on the **Cut Off Date.**
- Candidates may note that their candidature will remain provisional till the genuineness of the Reserved Category Certificate is verified by the Appointing Authority.
- Candidates are cautioned to note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the Board, in addition to any other action as may be deemed appropriate.

(7) Horizontal Reservation (wherever applicable under rules)-

- The Horizontal Reservation for Ex-Servicemen and Physically Handicapped persons to the extent of 6% and 4% 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.
- In terms of S.O.361 dated 20-10-2021**
 - The Horizontal Reservation to the extent of 6% of the available vacancies shall be provided to the Ex-Servicemen for the direct Recruitment post borne on subordinate service under the Government, which carry the pay of and up to the Level 6E (35900-113500).
 - An Ex-Serviceman on joining any post after having availed Horizontal Reservation, cannot avail of the benefit of the reservation as Ex-Servicemen for any subsequent Employment.
 - An Ex-Serviceman shall be required to produce a certificate in form- XIV duly signed by the competent authority as provided in the rule 18 of Jammu and Kashmir Reservation Rules, 2005.
 - Relaxation of Standard. In case sufficient numbers of candidates belonging to the Ex-serviceman are not available on the basis of General standard to fill all the vacancies reserved for them, candidates belonging to the category of Ex-serviceman may be selected under the relaxed standard of selection to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.

III) Permissible disabilities for PwD candidates: -

- The disabilities identified/ permissible for the instant posts advertised through this notification, shall be notified separately in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and/or rules made thereunder, read with Government Order No.59-JK(SWD) of 2021 dated 15-04-2021 or any other rule/order notified in this regard, by the Social Welfare Department before the completion of selection process.
- The posts may be declared as identified for additional disabilities as per the provisions of the "Rights of Persons with Disabilities Act, 2016" and rules/orders issued there under at any later date in consultation with the Indenting Department. Candidates with such disabilities for which the posts are declared as identified will also be eligible for final selection.

(8)Application Fee:-

- For posts involving two stage examination:-**
Fee payable: Rs.550/- (RupeesFive Hundred and fifty only) for General Category etc. and Rs.450/- (RupeesFour Hundred and fifty only) for SC,ST,PwD & EWS Categories.
 - For posts involving single stage examination:-**
Fee payable: Rs.500/- (RupeesFive Hundred only) for General Category etc. and Rs.400/- (Rupeesfour Hundred only)for SC,ST,PwD & EWS Categories.
 - The candidates falling in category at 4*(b) above need not to pay any fees afresh.
- Fee can be paid only online through Net Banking, Credit or Debit cards.
- Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- All the disputes related to refund of excess payment, if any, are subject matter of the J&K Service Selection Board.Candidates are advised to apply for refund of excess payment, if any, through official E-mailshkjrgovernance@gmail.comonly. No chargeback request shall be entertained.

(9) Centre of Examination:

The J&K Services Selection Board shall notify the Venue /Centre(s) of examination separately. No representation/ request for change in this regard shall be entertained, whatsoever be the reason.

(10) Schemeof Examination:

- The Examination will consist of Objective Type, Multiple choice questions only except for items mentioned otherwise in the relevant column of Annexure 'A' to this notification. The questions will be set in English only.
- There will be negative marking of 0.25 marks for each wrong answer.

- Tentative Answer Keys, in due course after the Examination, will be placed on the website of the Board (www.jkssb.nic.in). Any representation regarding Answer Keys received within the time limit fixed by the Board at the time of uploading of the Answer Keys, will be scrutinized and the decision of the Board in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.
- Marks scored by candidates in written test will be normalized if required, to determine final merit and cut-off marks.

(11) Syllabi for these posts shall be notified separately.

(12) Admission to the Examination:

- The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, reserved category and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated or correct, the candidature will be cancelled, Criminal Proceedings under law shall be initiated, or any other action as may be deemed appropriate by the Board, shall be taken.
- All candidates who register themselves in response to this Advertisement Notification, by the closing date and time and whose applications are found to be in order, and are provisionally accepted by the Board as per the terms and conditions of this Advertisement Notice, will be assigned Roll numbers and issued Admit Card/Roll No slip for appearing in the Written Examination.
- The Examination details will be uploaded on the official website of the Board i.ewww.jkssb.nic.in. Examination detail/Roll Number slips will not be issued by post for any stage of examination. Therefore, candidates are advised to visit the official website of Board regularly for updates and information about the examination.
- Information about the Examination indicating the Time Table and City/ Centre of Examination for the candidates will be uploaded on the websites of the Board about two weeks before the date of examination. If any candidate does not find his/ her Roll Number on the website of the Board, one week before the date of examination, he/ she must immediately contact the concerned Divisional Office or Central office of the J&K Services Selection Board, with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- Candidate must submit his/ her online Application form, Email-ID and Mobile Number along with his/ her Name, Date of Birth and Name of the Examination, while addressing any communication to the Board. Communication from the candidate not furnishing these particulars shall not be entertained.
- Facility for download of Admit Cards will be available about one week before the Date of Examination on the official website of the Board i.ewww.jkssb.nic.in. Candidate must bring printout of the Admit Card/Roll Number Card/Slip to the Examination Hall.
- In addition to the Roll Number Card/Slip, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof such as:
 - Aadhaar Card/ Printout of E-Aadhaar,
 - Voter's ID Card,
 - Driving License,
 - PAN Card,
 - Passport,
 - School/ College/University I-Card,
 - Employer ID Card (Govt./ PSU/ Private), etc.

(13) Provision of Compensatory Time and Assistance of Scribe:

- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate.
- In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from a specialist doctor working in a Government Health Institution duly countersigned by the concerned Medical Superintendent in this regard.
- In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the minimum qualification as prescribed against each unique Advertisement Item No. (e.g- less than Graduation if the prescribed minimum qualification is Graduation for the candidate taking the examination). The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

(14) Document Verification (DV):

- The candidates who are shortlisted for Document Verification are required to appear for Document Verification along with the original documents as well as self-attested Photostat copy of each documents as per the Advertisement Notification. The candidate must be in possession of the prescribed academic qualification and other documents like Domicile certificate,Category certificate ,etc. **on or before the last date of submission of online application form.**
 - Marks sheet(s)/Diploma/Degree(s) of the qualification prescribed for the post as per Advertisement Notification.
 - Matric Diploma (D.O.B)
 - Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
 - Caste/ Category Certificate, if belongs to reserved categories.
 - Domicile Certificate.
- Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
 - Aadhaar Card/ Printout of E-Aadhaar,
 - Voter's ID Card,
 - Driving License,
 - PAN Card,
 - Passport,
 - School/College/University I Card,
 - Employer ID Card (Govt./ PSU/ Private), etc.
- The candidates who are supposed to furnish various certificate issued by or before the prescribed cutoff date, shall be required to produce them at the time of Documents Verification or as may be necessary by the Board; in case of failure, the Board shall take necessary decision which shall be final.
- Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders, a candidate shall be supposed to furnish the said requisite documents in the prescribed format at the time of Documents Verification, otherwise his/her candidature shall be liable for cancellation /rejection.
- Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite certificate/documents from the Competent Authority in the prescribed format when such certificates are sought by the Board at the time of Document Verification, otherwise their claim will not be entertained & their candidature shall be considered under Open Merit Category.
- Candidates claiming to be Domicile of Jammu & Kashmir shall be asked to produce the Domicile Certificate in original issued by the competent authority up to the cut-off date, in the prescribed format at the time of Document Verification or as and when sought by the Board.
- For Ex-Servicemen (ESM):

- Discharge Certificate, if discharged from the Armed Forces,
- No Objection Certificate, in case already employed in Government/ Government undertakings.

(15) Misconduct /Malpractice: -

If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of selection process, such candidate shall be debarred from the examinations conducted by the Services Selection Board for such period as may be deemed appropriate, and apart from cancellation of candidature for the instant examination any other action as would be necessary & expedient, shall be taken.

(16) Steps Taken for Fairness & Transparency in Examination Process: -

The Board, for the purposes of ensuring integrity, fairness and transparency in the Examination process shall be well within its rights & duties, to take steps as necessary or issue instructions as deemed appropriate, at any stage of selection process, and all such steps/instructions shall be deemed to have been taken/given in furtherance of its mandate, as enshrined in the relevant laws/rules/regulations.

(17)Board's Decision Final: The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list &Cadre/Department allocation, debarment for indulging in malpractices would be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

(18) Important Instructions To Candidates:

a.	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
b.	THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATIONCERTIFICATE.
c.	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
d.	Candidates are advised to fill the application form carefully & diligently, as no claims for making changes in any entry/field shall be entertained at any later stage.
e.	The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Board's decision shall be final and binding.
f.	Candidates seeking reservation benefits available for RBA/SC/ ST/ OSC/ EWS/PSP/ALC/IB must ensure that they are entitled to such reservation as per eligibility condition prescribed in this notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
g.	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
h.	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form and submit the same at the time of Documents Verification. The candidates are further advised NOT to submit the hard copies of the Online application form in the office of the Services Selection Board either in person or by post/email.
i.	Only one online application for the post of same item No. is allowed to be submitted by the candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected for the same item No., the Board will consider latest application. If a candidate submits multiple application forms for the same post and appears in the examination (at any stage) more than once for the post of the same item No., his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Board as per rules.
j.	Request for modification or change in the preferences once filled relating to Cadre and Departments, if applicable, shall not be entertained under any circumstances.
k.	The candidates must write their father's name and mother's name strictly as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Board.
l.	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
m.	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Therefore, the applicants are advised to fill all the fields of the online application form with due diligence and after carefully reading the terms and conditions given in the advertisement notification.
n.	The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by School/College/University/ Employer (Government or any other office, where the candidate may be working, etc) in original to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of scribe shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
o.	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate(s)/ shall be held responsible for the same and liable for suitable legal action under cyber/ IT Act.
p.	For two stage examination posts:- Fee payable: Rs.550/- (RupeesFive Hundred and fifty only) for General Category etc. and Rs.450/- (RupeesFour Hundred and fifty only) for SC,ST, PwD& EWS Categories. For single stage examination posts:- Fee payable: Rs.500/- (RupeesFive Hundred only) for General Category etc. and Rs.400/- (RupeesFour Hundred only) for SC, ST,PwD& EWS Categories.

(19) (Procedure for filling Online Application)
The necessary instructions regarding filling up of online applications are given herein below: -

- Candidates are required to apply online through JKSSB's online Application Portal-<https://ssbjk.org.in> No other means/ mode of application will be accepted.
- The Candidates who have not registered earlier on the portal are first required to go to the said Portal and register themselves by clicking on **"Candidate Registration"** link.
- Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials. The same shall be validated using OTP (One Time Password) based verification.

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