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

Advertisement Notification No. 04 of 2025
Dated: 28.04.2025

Subject: Advertisement for UT/Divisional Cadre posts belonging to Lieutenant Governor's Secretariat, Jammu & Kashmir.

The Jammu & Kashmir Services Selection Board (JKSSB) has received an Indent for filling up vacancies from Lieutenant Governor's Secretariat, Jammu & Kashmir under direct recruitment as per the details indicated below:

S.No.	Reference of Indent	Indenting Department	No. of posts received
1.	i) LGS-121(Rect-Rules)23-25/807 Dated 24.02.2025 ii) LGS-121(Rect-Rules)2025/1144 Dated 19.03.2025 iii) LGS-121(Rect-Rules)2025/1454 Dated 15.04.2025	**Lieutenant Governor's Secretariat, J&K**	**16**
TOTAL			**16**

Accordingly, the JKSSB invites online application forms from eligible candidates for participating in the selection process for the aforementioned posts. The important dates/details with regard to the posts being advertised are as under:

a.)	**Date of Commencement for submission of Online Applications:**	**08.05.2025**
b.)	**Cut-off/Last Date for submission of Online Application Forms**	**06.06.2025**
c.)	**Name of the Post, Cadre, Pay Level, Category-wise break up, Qualification and Criteria of Selection for the Advertised posts.**	**Annexure-A**
d.)	**Certificate regarding Physical Limitation to write.**	**Annexure-B**
e.)	**Letter of Undertaking for using Own Scribe.**	**Annexure-C**

Total Number of Posts Advertised = 16

The detailed Terms and Conditions with regard to Eligibility, Educational qualification, Domicile, Reservation etc. for participating in the selection process for the aforementioned posts are as under:

01.) APPOINTMENT OF THE CANDIDATES:

The Appointment and other service conditions in respect of the candidates selected through this selection process shall be governed as per extant rules/regulations.

02.) DOMICILE:

The candidate(s) seeking to apply for the advertised posts shall be Domicile(s) of the Union Territory of Jammu & Kashmir and must possess a **valid Domicile Certificate issued by the Competent Authority on the prescribed format on or before the cut-off date i.e. last date of submission of online application forms**, which, unless otherwise extended, shall be **06.06.2025.**

03.) VACANCIES:

The details of posts advertised are given in **Annexure-A** to this Notification. **However, the actual number of posts may undergo increase or decrease during or before the completion of the selection process and the JKSSB is not legally liable for any such variation in the total number of posts advertised for which the final selection list will be issued. The Advertisement Notification is subject to the outcome of any writ petition/O.A pending before the competent Court of law.**

04.) AGE LIMIT:

The **requirement of age** for applying against these posts, as on **01.01.2025** for Open Merit & various Reserved Category Candidates, shall be as under:

S.No.	Category	Max. Age Limit in Years	Not Born Before	Not Born After
(i)	OM	**40**	01.01.1985	01.01.2007
(ii)	SC	**43**	01.01.1982	01.01.2007
(iii)	ST-1	**43**	01.01.1982	01.01.2007
(iv)	ST-2	**43**	01.01.1982	01.01.2007
(v)	RBA	**43**	01.01.1982	01.01.2007
(vi)	ALC/IB	**43**	01.01.1982	01.01.2007
(vii)	EWS (Economically Weaker Section)	**43**	01.01.1982	01.01.2007
(viii)	Other Backward Classes(OBC)	**43**	01.01.1982	01.01.2007
(ix)	Physically Challenged Person	**42**	01.01.1983	01.01.2007
(x)	Government Service/Contractual Employment	**40**	01.01.1985	01.01.2007

(xi)	Ex-Servicemen	**48**	01.01.1977	01.01.2007

05.) QUALIFICATION REQUIRED:

a) As per the Indent and clarification received from the Indenting Department/(s), the Qualification(s) prescribed for the advertised posts is shown in **Annexure-A** to this Notification.

b) The candidates who are declared qualified by the Board for Document Verification will be required to produce relevant Certificates in original as proof of having acquired the prescribed educational qualification **on or before the cut-off date fixed for filling online application forms, failing which the candidature of such candidates shall be cancelled by the Board**.

c) Candidates may note that their candidature/admission in examination will remain provisional till the genuineness of their documents relating to educational qualification is verified by the Appointing Authority.

d) 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.*

e) Any candidate having his/her qualification other than as prescribed, shall not be eligible for posts advertised in this notification and such candidature will be summarily rejected.

06.) APPLICATION OF RESERVATION:

a) The Reservation for the posts under this Advertisement Notification shall be applicable as per the Category-wise break up of vacancies as conveyed by the Indenting Department and/or in accordance with the provisions of the Jammu & Kashmir Reservation Act/Rules, as amended from time to time.

b) A candidate seeking consideration under Reserved Categories must ensure that they possess a valid/ Category Certificate strictly as on the Cut Off Date and <u>the same is required to be uploaded while submitting online application.</u>

c) Candidates may note that their candidature will remain provisional till the genuineness and validity of the Reserved Category Certificate is verified by the Appointing Authority.

d) Candidates are cautioned to note that in case a claim for reservation is made on the basis of Invalid/false/fake/fraudulent/forged certificate, they shall be debarred from the examination(s) conducted by the Board, besides penal action as may be deemed appropriate should be initiated against them.

07.) HORIZONTAL RESERVATION (*wherever applicable under rules*):

a) Horizontal Reservation 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.

b) **Horizontal Reservation for Ex-Servicemen (ESM)candidates and Persons with Benchmark Disabilities (PwBDs)** shall be applicable to the extent as communicated by the Indenting Department(s) in accordance with the extant rules/regulations.

c) The suitability/type of Disabilities/eligibility of Persons with Benchmark Disabilities for these posts under Horizontal Reservation shall be governed by the extant regulations.

d) Horizontal Reservation for Ex-Servicemen candidates is applicable as per extant rules, for the posts which carry Pay of and up to the Level-6E (35900-113500).

e) In terms of S.O. 361 of 2021 dated 20.10.2021, an Ex-Servicemen on joining any post after having availed Horizontal Reservation, cannot avail the benefit of Horizontal Reservation as Ex-Servicemen for any subsequent Employment. *A candidate seeking to apply under ESM category shall be required to submit an affidavit duly sworn before 1st Class Judicial Magistrate in this regard at the time of scrutiny of the documents.*

f) ESM candidates 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.

g) In case sufficient number of candidates belonging to the Ex- Servicemen are not available on the basis of General standard to fill all the vacancies reserved for them, candidates belonging to the category of Ex- Servicemen 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.

08.) APPLICATION FEE:

a) **Fee payable: Rs.600/-(Rupees Six Hundred only). In case of candidates belonging to SC, ST-1,ST-2, EWS and PwBD category, the fee payable shall be Rs.500/-(Rupees Five Hundred only).**

b) Fee can be paid only through online mode viz. Net Banking, Credit or Debit cards.

c) 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.

d) All the disputes related to refund of excess payment, if any, are subject matter of relevant bank and J&K Services Selection Board. Candidates are advised to apply for

refund of excess payment, if any, through official e-mail *advt04of2025@gmail.com* only. No chargeback request shall be entertained.

09.) DATE & CENTRE OF EXAMINATION:

The J&K Services Selection Board shall notify the date for examination and the Venue/Centre(s) of examination separately. The details shall be made available on the website of the Board i.e. ***www.jkssb.nic.in***. No representation/request for change in this regard shall be entertained, whatsoever be the reason.

10.) SCHEME OF EXAMINATION:

a) The Examination will consist of Objective Type, Multiple choice Questions. The questions will be set in English Language only.

b) There will be Negative Marking for each wrong answer to the extent of one-fourth of marks assigned to that question.

11.) ADMISSION TO THE EXAMINATION:

a) 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 instructed to go through the requirements of educational qualification, age, and reserved category particularly w.r.t **"cut off date"** 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,** and Criminal Proceedings under law may also be initiated, or any other action as may be deemed appropriate by the Board, shall be taken.

b) 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. slips for appearing in the Written Examination.

c) The Examination details will be uploaded on the official website of the Board i.e. ***www.jkssb.nic.in***. Examination detail/Roll Number slips will not be issued by India 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**.

d) Candidate must submit their Online Application form, Email-ID and Mobile Number along with their 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.

e) Facility for downloading of Admit Cards, as may be notified will be available about one week before the Date of Examination on the official website of the Board. Candidate must bring printout of the Admit Card/Roll Number Card/Slip to the Examination Hall.

f) In addition to the Roll Number Card/Slip, it is mandatory to carry at least two passport size recent (not older than 06 months, with date mentioned) colour photographs, Original valid Photo-ID proof such as:

- *Aadhaar Card/ Printout of E-Aadhaar,*
- *Voter ID Card,*
- *Driving License,*
- *PAN Card,*
- *Passport,*
- *School/ College/University I-Card,*
- *Employer ID Card (Govt./ PSU/ Private), etc.*

12.) PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:

In terms of the extant guidelines, the Candidates with Benchmark Disabilities (PwBDs), who are otherwise eligible for the posts and are in possession of valid disability certificate, may choose to avail the facility of Scribe and/or compensatory time of 20 minutes per hour of examination, on production of a Certificate from the competent Medical Board/Authority as per **Annexure-B** and an Undertaking to this effect as per **Annexure-C** to this Notification.

The facility of Scribe for such candidates shall be available only with the following conditions:

a) The candidate shall have to arrange for his/her own scribe to avail the facility.

b) The person engaged as Scribe should not be a candidate for the same examination her/himself.

c) He/She shall not be a student of the same institution/center where the test is being conducted and also not a relative of the candidate.

d) The Scribe shall be a student of a lower grade of education than the candidate appearing in the examination. He/she shall also not possess more than the minimum qualification as required for the post for which the candidate is taking the examination. If subsequently it is found that the qualification of the Scribe is not as declared by the candidate, the candidate shall forfeit his/her right to the post and claims relating thereto.

e) The Scribe would need to produce a valid ID Proof in original at the time of examination.

f) If a candidate is detected as assisting another PwD candidate as scribe in the examination, the candidature of both the candidates shall be cancelled.

g) No attendant other than the Scribe for eligible candidates shall be allowed inside the Examination Hall.

h) The candidates with Benchmark Disabilities opting for facility of a Scribe shall be required to submit details of the Scribe at the time of examination as per proforma at **Annexure-C.**

i) For availing the facility of Scribe and/or compensatory time in terms of the conditions given above, a candidate should have filled the, application form as PwD candidate, at the time of applying for the post and in addition shall have to submit following documents (whichever applicable) to the Observer on the day of the examination:

- *Application on plain paper*
- *Person with Disability Certificate (Self-attested).*
- *Certificate regarding physical limitation to write (Annexure-B).*
- *Letter of Undertaking for Using Own Scribe (Annexure-C)*
- *Admit Card/Roll Number and Contact Number.*
- *Qualification certificate of Scribe (Self-attested).*
- *Photocopy of the Scribe's Photo-ID Proof signed by the candidate as well as the Scribe.*

j) Candidates who wish to avail either facility of a Scribe and/or compensatory time, are advised to reach the examination centre at least one hour in advance to make the process hassle free.

k) The candidature of such candidates shall remain provisional till the veracity of the relevant document/s is verified. Candidates shall be debarred from the examination in case of fraudulent claim of PwD status.

13.) DOCUMENT VERIFICATION (DV):

a) The candidates who are shortlisted for Document Verification will be required to appear for Document Verification along-with the original documents as well as self-attested Photostat copy of each document/certificate/Online application form as per the Advertisement Notification.

b) The candidate must be in possession of the prescribed academic qualification and other documents like Birth Certificate, Domicile Certificate, Category Certificate, etc. which are **legally valid on or before the last date of submission of online application form.**

c) The candidate must appear with original Domicile Certificate/Qualification/ Category/Bonafide Certificate/s etc. before the Document Verification Committee as may be constituted for such purpose by the Board. In case a candidate fails to appear before the DVC or fails to produce relevant documents/testimonials in original on the scheduled date of DV, he/she **shall not be considered for selection.**

d) No TA/DA will be paid for participation in the written test/ document verification.

e) Candidates shall be required to bring two passport size recent colour photographs and to produce a valid ID Proof in original at the time of Document Verification.

f) Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders by the concerned issuing authority, 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.

g) Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite valid **(w.r.t cut off date)** 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.

h) Candidates claiming to be Domicile of Jammu & Kashmir shall be asked to

produce the Domicile Certificate in original issued by the competent authority which should be valid up to the cut-off date, in the prescribed format at the time of Document Verification.

i) Ex-Serviceman candidates shall be required to produce a Certificate in form XIV duly signed by the competent authority as provided in Rule 18 of Jammu and Kashmir Reservation Rules, 2005.

j) Bonafide Certificate on the format prescribed by the Board duly issued by the Controller/Registrar of the concerned University in respect of the candidates, who have obtained Degree from the valid and recognized Universities/Colleges/Institutes outside the UT of J&K and other than Central Universities.

k) In addition, any other Certificate, as may be required as part of the eligibility for a specific post, shall also be produced at the time of the DV.

14.) 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 the cancellation of candidature for the instant examination any other penal action as would be necessary & expedient, under the extant rules and laws, shall be taken.

15.)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.

16.) 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 CANDIDATES MUST WRITE THEIR NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION CERTIFICATE.
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-1/ST-2/OBC/EWS/ALC/IB/PWD/ESMMUST ENSURE THAT THEY ARE ENTITLED TO SUCH RESERVATION AS PER ELIGIBILITY CONDITION(S) PRESCRIBED IN THIS NOTICE. THEY SHOULD ALSO BE IN POSSESSION OF THE CERTIFICATES IN THE PRESCRIBED FORMAT IN SUPPORT OF THEIR CLAIM, ON OR BEFORE THE CUT-OFF DATE.**CANDIDATES ARE ALSO REQUIRED TO UPLOAD THE (VALID WITH-IN CUT-OFF DATE) CATEGORY CERTIFICATE WHILE FILLING UP THE ONLINE APPLICATION FORM.**
g.	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.
h.	ONLY ONE ONLINE APPLICATION FOR THE POST OF SAME ITEM NUMBER 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., THEIR CANDIDATURE WILL BE CANCELLED AND THEY WILL BE DEBARRED FROM THE EXAMINATIONS OF THE BOARD AS PER RULES.
i.	**REQUEST FOR MODIFICATION OR CHANGE IN THE PREFERENCES ONCE FILLED RELATING TO CADRE AND DEPARTMENT, IF APPLICABLE, SHALL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**
j.	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.
k.	APPLICATIONS WITH BLURRED/ ILLEGIBLE PHOTOGRAPH/ SIGNATURE WILL BE REJECTED SUMMARILY.
l.	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.
m.	THE CANDIDATES MUST CARRY TWO PASSPORT SIZE RECENT (NOT OLDER THAN 06 MONTHS, WITH DATE MENTIONED) 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.
n.	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/RELEVANT RULES.
o.	**FOR SINGLE STAGE EXAMINATION POSTS:** FEE PAYABLE: RS.600/- (RUPEES SIX HUNDRED ONLY). IN CASE OF CANDIDATES BELONGING TO SC, ST-1,ST-2, PWBD & EWS CATEGORIES, THE FEE PAYABLE SHALL BE RS.500/- (RUPEES FIVE HUNDRED ONLY).
p.	THE CANDIDATES SHALL CAREFULLY INDICATE THE ITEMS FOR WHICH THEY ARE APPLYING AND SHALL BE CONSIDERED FOR SELECTION FOR ONLY ONE ITEMS FOR WHICH HE/SHE HAS APPLIED AND IS OTHERWISE ELIGIBLE. EACH CANDIDATE APPLYING FOR SUCH MULTIPLE ITEMS SHALL BE REQUIRED TO CLEARLY INDICATE THE ITEMS FOR WHICH THEY ARE COMPETING (DEPENDING UPON THEIR CHOICE AND ELIGIBILITY) AND THE FINAL ALLOTMENT AGAINST THE ADVERTISED POSTS /SERVICES/CADRE SHALL BE MADE ON THE BASIS OF **MERIT-CUM-PREFERENCES** OF THE CANDIDATE.

17. PROCEDURE FOR FILLING ONLINE APPLICATION:

The necessary instructions regarding filling up of online applications, including the details of the Online Portal in this regard shall be made available on the Board's Website separately. Candidates will be required to fill the application form in online mode only and no other means/mode of application will be accepted.

18. IN-SERVICE CANDIDATES:

In service candidates 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 Major Head of Department/Appointing Authority as per extant rules. 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/documents verification**. Such candidates shall also indicate the same while submitting online form.

19. FINALITY OF DECISION OF THE BOARD:

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 tests / examination(s), allotment of examination centre, debarment for indulging in malpractices, preparation of result / merit list, etc. will be final and binding on the candidates and no enquiry/ correspondence in this regard will be entertained.

20. ABBREVIATIONS:

OM-Open Merit, SC-Scheduled Castes, ST-Scheduled Tribes, RBA-Residents of Backward Areas, EWS-Economically Weaker Sections, OBC- Other Backward Classes, ALC/IB- Residents of areas adjoining Line of Actual control/International Border, ESM- Ex-Servicemen, PwD- Person with Disability, DV- Document Verification.

28/4/25

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

No. JKSSB-PLAN/5/2025-03 (E-7660889) Dated: 28.04.2025

Copy to:

1. Principal Secretary to the Government, Hon'ble Lieutenant Governor's Secretariat, Raj Bhavan, J&K.
2. Commissioner/Secretary to Government, General Administration Department.
3. Divisional Commissioner, Kashmir/Jammu.
4. Director Employment, J&K.
5. Director, Information and Public Relations, J&K for publishing this Advertisement Notice in all leading dailies of J&K for three consecutive days.
6. Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.

7. Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
8. Director, Radio Kashmir Jammu/ Srinagar/Bhaderwah/Kupwara for airing this Notice on air for three consecutive days in addition to the Rozgar Bulletin.
9. All Members, J&K Services Selection Board.
10. Controller of Examinations, J&K Services Selection Board.
11. Administrative Officer, J&K Services Selection Board, Srinagar/Jammu.
12. In-Charge, Planning Section, J&K Services Selection Board.
13. Private Secretary to the Chief Secretary, J&K.
14. PA to the Chairperson, J&K Services Selection Board.
15. In-Charge Website, J&K Services Selection Board

Annexure "A"

Name of the Posts, Category wise break up of posts, Qualification & Criteria for selection of the UT/Divisional Cadre posts.

Item No.	Department	Sub Deptt/Appointing Authority.	Pay Scale of the Post	Name of the post	Cadre of the post	OM	SC	ST-1	ST-2	OBC	ALC/ IB	RBA	EWS	Total	Qualification prescribed	Criteria for Selection
08	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Gardener	Division (Raj Bhavan, Jammu)	2	1	0	0	0	0	0	0	3	Middle Pass. Experience: 7 years experience in the line of floriculture and are working as helpers. *Note: The experience certificate is to be certified by Floriculture Department.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
09	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Gardener	Division (Raj Bhavan, Srinagar)	1	0	0	0	0	0	0	0	1	Middle Pass. Experience: 7 years experience in the line of floriculture and are working as helpers. *Note: The experience certificate is to be certified by Floriculture Department.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
10	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Farash	UT	1	1	0	0	0	0	0	0	2	Matric pass and having experience of 2 years from catering institute/Hotel. *Note: The experience certificate is to be issued by Govt. recognized/Accredited Institute/Hotel.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
11	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Traffic Orderly	UT	1	0	0	0	0	0	0	0	1	Minimum Matric and maximum 10+2.	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.

12	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Multi Tasking Staff (MTS)	UT	1	0	0	0	0	0	0	0	1	Minimum Matric and maximum 10+2.	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
13	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Masalchi	UT	1	0	0	0	0	0	0	0	1	Matric pass and having experience of 2 years from catering institute/Hotel. *Note: The experience certificate is to be issued by Govt. recognized/Accredited Institute/Hotel.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
14	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-SL1 (14800-47100)	Khansama-III	UT	1	0	0	0	0	0	0	0	1	Matric pass and having experience of 2 years from catering institute/Hotel. *Note: The experience certificate is to be issued by Govt. recognized/Accredited Institute/Hotel.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
15	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-2 (19900-63200)	Dhobi	UT	1	0	0	0	0	0	0	0	1	Matric pass and Dhobi by profession. *Note: The professional certificate is to be issued by the concerned Tehsildar.*	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only.
16	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-2 (19900-63200)	Driver-II	UT	2	1	1	0	0	0	0	0	4	Minimum Matric and maximum 10+2 having valid HGV/PSV driving license	The selection for the post shall be made on the basis of merit obtained in the written/OMR examination only. The candidate(s) shall have to qualify Driving Test to be eligible to appear for written examination.

17	Lieutenant Governors Secretariat, J&K	Lieutenant Governors Secretariat, J&K	Level-2 (19900-63200)	Website Operator	UT	1	0	0	0	0	0	0	0	1	i) Graduation from any recognized university with knowledge of type writing having not less than 35 words speed per minute. ii) Six months certificate course in computer application from a recognized institute.	Skill Test = 20 points Written Examination/OMR =80 points (The marks obtained in the Type Test shall be proportionately allotted against 20 points earmarked for the Type Test)
Total						**12**	**3**	**1**	**0**	**0**	**0**	**0**	**0**	**16**		

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

"Annexure-B"

Certificate regarding Physical Limitation of an Examinee to Write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o/ W/o _____a resident of _____Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government Healthcare Institution

Name & Designation:

Name of Government Hospital/
Health Care Centre with Seal:

Place :
Date :

Note: Certificate should be given by a Specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor Disability-Orthopedic Specialist/ PMR).

Annexure-C

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____ (name of the examination) bearing Roll No_____ at _____ (name of the centre) in the District _____, _____(name of the State/ UT). My qualification is _____.

I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with disability opting for Scribe)

Place:
Date: