



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

Advertisement No 02/2017/43 to Advertisement No 02/2017/62

Dated: 18/10/2017

Subject: -Advertisement for District Cadre Posts of Junior Assistant

Reference: -School Education department's indent no. Edu-I/322/2009 dated 13/10/2017

- a) Date of Commencement for submission of online applications =**18.10.2017**
- b) Last Date for submission of online applications =**11.11.2017**

Total Number of posts advertised = 575

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the District cadre posts shown against Unique Advertisement Numbers 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. 11/11/2017.**
 - (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.
- 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.
- 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. Fees 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 11/11/2017.

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. **11/11/2017** 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.

SSB/Sel/Secy/2017/10950
18/10/2017

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

Annexure - A for Junior Assistant					
Unique number of Advertisement	Name of Post	Cadre	No. of Posts	Category-wise-breakup	
2/2017/43	Junior Assistant	Anantnag	20	OM	10
				RBA	04
				SC	02
				ST	02
				ALC	01
				OSC	01
				Total	20
2/2017/44	Junior Assistant	Bandipora	20	OM	12
				RBA	04
				SC	01
				ST	02
				ALC	01
				OSC	00
				Total	20
2/2017/45	Junior Assistant	Baramulla	67	OM	39
				RBA	13
				SC	05
				ST	07
				ALC	02
				OSC	01
				Total	67
2/2017/46	Junior Assistant	Budgam	37	OM	22
				RBA	07
				SC	03
				ST	03
				ALC	01
				OSC	01
				Total	37
2/2017/47	Junior Assistant	Ganderbal	7	OM	04
				RBA	01
				SC	01
				ST	01
				ALC	00
				OSC	00
				Total	7
2/2017/48	Junior Assistant	Kulgam	22	OM	13
				RBA	04
				SC	02
				ST	02

				ALC	01
				OSC	00
				Total	22
2/2017/49	Junior Assistant	Kupwara	62	OM	35
				RBA	13
				SC	05
				ST	06
				ALC	01
				OSC	02
				Total	62
2/2017/50	Junior Assistant	Pulwama	25	OM	16
				RBA	05
				SC	02
				ST	02
				ALC	00
				OSC	00
				Total	25
2/2017/51	Junior Assistant	Shopian	12	OM	08
				RBA	02
				SC	01
				ST	01
				ALC	00
				OSC	00
				Total	12
2/2017/52	Junior Assistant	Srinagar	35	OM	20
				RBA	07
				SC	03
				ST	03
				ALC	01
				OSC	01
				Total	35
2/2017/53	Junior Assistant	Samba	19	OM	12
				RBA	03
				SC	02
				ST	02
				ALC	00
				OSC	00
				Total	19
2/2017/54	Junior Assistant	Udhampur	34	OM	19
				RBA	07
				SC	03
				ST	03

				ALC	01
				OSC	01
				Total	34
2/2017/55	Junior Assistant	Reasi	13	OM	07
				RBA	02
				SC	01
				ST	01
				ALC	01
				OSC	01
				Total	13
2/2017/56	Junior Assistant	Rajouri	31	OM	18
				RBA	06
				SC	03
				ST	03
				ALC	01
				OSC	00
				Total	31
2/2017/57	Junior Assistant	Jammu	10	OM	07
				RBA	01
				SC	01
				ST	01
				ALC	00
				OSC	00
				Total	10
2/2017/58	Junior Assistant	Kathua	37	OM	22
				RBA	07
				SC	03
				ST	04
				ALC	01
				OSC	00
				Total	37
2/2017/59	Junior Assistant	Ramban	17	OM	08
				RBA	04
				SC	01
				ST	02
				ALC	01
				OSC	01
				Total	17
2/2017/60	Junior Assistant	Doda	80	OM	46
				RBA	16
				SC	06
				ST	08

				ALC	03
				OSC	01
				Total	80
2/2017/61	Junior Assistant	Kishtwar	22	OM	11
				RBA	04
				SC	02
				ST	03
				ALC	01
				OSC	01
				Total	22
2/2017/62	Junior Assistant	Poonch	05	OM	04
				RBA	01
				SC	00
				ST	00
				ALC	00
				OSC	00
				Total	05
		G. Total	575		575

Annexure –B

Qualification/Eligibility for Jr. Assistants advertised vide No. 02/2017/43 to 02/2017/62.

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 are 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 atleast 35 words with accuracy of atleast 90% to be eligible for selection.
7. Any other clarification, if needed, will be given subsequently.

Secretary, SSB

