

**GOVERNMENT OF JAMMU AND KASHMIR**  
**JAMMU AND KASHMIR SERVICES SELECTION BOARD**  
CPO Chowk, Panjthirithi, Jammu/Zamzam Complex Rambagh, Srinagar  
([www.jkssb.nic.in](http://www.jkssb.nic.in))

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**Advertisement Notification No.01 of 2023**  
**Dated: 11 .04.2023**

**Subject:** Advertisement for Division/District Cadre posts belonging to the Department of Rural Development and Panchayati Raj and Jal Shakti Department under the provisions of the Jammu & Kashmir Civil Services Decentralization and Recruitment Act/Rules, 2010, read with other relevant rules governing the subject.

**Reference:** Indents received from the Department of Rural Development and Panchayati Raj / Jal Shakti Department.

The Jammu & Kashmir Services Selection Board has received the Indents for filling up various vacancies under direct recruitment as per the details indicated below:

Sr. No.	Reference of Indent	Indenting Department	No. of posts received
1.	RDD-Estt/10/2022-12-RDD Dated 17.05.2022	Department of Rural Development and Panchayati Raj	13
2.	28166 JSD-NGJ02/2/2021 Dated 08.02.2023	Jal Shakti Department	105
3.	JSD/NGJ/65/2021 Dated: 27.04.2022 JSD-NGJ02/2/2021-US(B)-PHE Dated 08.07.2022	Jal Shakti Department	10
<b>Total</b>			<b>128</b>

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: **17.04.2023.**
- b) Cut-off/Last Date for submission of Online Applications: **16.05.2023.**
- c) **Annexure A:** Name of the Post, Cadre, Pay Level, Category wise break up of posts, Qualification and Criteria for Selection.
- d) **Annexure B:** Certificate regarding physical limitation.
- e) **Annexure C:** Letter of Undertaking for using own Scribe.

**Total Number of Posts Advertised = 128**

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 seeking to apply for the advertised posts shall 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 and as amended from time to time.

The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed **on or before the cut-off date i.e. last date of submission of online application forms.**

**03.) VACANCIES:**

The details of posts advertised 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 Departments.

**04.) AGE LIMIT:**

The requirement of age as on **01.01.2023** for Open Merit & various Reserved Categories Candidates is as follows:

Sr. No.	Category	Max. Age Limit in Years	Not born before	Not born After
(i)	OM	40	01.01.1983	01.01.2005
(ii)	SC	43	01.01.1980	01.01.2005
(iii)	ST	43	01.01.1980	01.01.2005
(iv)	RBA	43	01.01.1980	01.01.2005
(v)	ALC/IB	43	01.01.1980	01.01.2005
(vi)	EWS (Economically Weaker Section)	43	01.01.1980	01.01.2005



(vii)	PSP (Pahari Speaking People)	<b>43</b>	01.01.1980	01.01.2005
(viii)	Social Caste	<b>43</b>	01.01.1980	01.01.2005
(ix)	Physically Challenged Person	<b>42</b>	01.01.1981	01.01.2005
(x)	Government Service/Contractual Employment	<b>40</b>	01.01.1983	01.01.2005
(xi)	Every Ex-Servicemen having served in the Armed Forces shall be allowed to deduct the period of such Service from his Actual Age and if the Resultant Age does not exceed the maximum age limit prescribed for the post by more than 3 years, he shall be deemed to satisfy the condition regarding Age Limit.			01.01.2005

#### **05.) QUALIFICATION REQUIRED:**

- a) As per the Indents received from the Indenting Department, the qualification prescribed for the posts advertised are shown in **Annexure "A"** to this Advertisement Notification.
- b) 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. **02 Years Draftsman Training Course Certificate /Diploma /Graduation/Matric/Driving license** 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 **16-05.2023** and he/she has been declared passed, will also be considered to meet the educational qualification.
- c) 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.
- 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.

#### **06.) APPLICATION OF RESERVATION:**

The Reservation for the posts under this Advertisement Notification shall be applicable in accordance with the provisions of the Jammu & Kashmir Reservation Rules,

**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 and Persons with Disabilities 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 Disabilities for these posts under Horizontal Reservation shall be governed by the extant rules/regulations. PwD candidates shall be eligible for only such posts which are identified suitable for them by the competent authority.
- d) Horizontal Reservation as per rules shall be maintained for the available vacancies and provided to the Ex-Servicemen for the direct Recruitment posts borne on subordinate service under the Government, which carry the 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-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. 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.
- f) 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.500/- (Rupees Five Hundred only) for General Category etc. and Rs.400/- (Rupees four Hundred only) for SC, ST, PWD & EWS Categories.
- b.) Fee can be paid only online through 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 the J&K Service Selection Board. Candidates are advised to apply for refund of excess payment, if any, through official e-mail [ssbjkgrievance@gmail.com](mailto:ssbjkgrievance@gmail.com) only. No chargeback request shall be entertained.



## **09.) 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.) 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 of 0.25 marks for each wrong answer.
- c.) Marks scored by candidates in written test will be normalized to determine final merit and cut-off marks.

## **11.) SYLLABI FOR THE POSTS:**

Syllabus for the posts is available on the official website of JKSSB.

## **12.) 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 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.
- 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 slip 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](http://www.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.
- d.) 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.

- e.) 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.
- f.) 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.e. www.jkssb.nic.in. Candidate must bring printout of the Admit Card/Roll Number Card/Slip to the Examination Hall.
- g.) 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:**

For the examinations conducted by the J&K Services Selection Board, a Person with Benchmark Disabilities (PwBDs), who is either blind or is permanently disabled from writing with his own hands, may choose to avail the facility of a Scribe and/or compensatory time of 20 minutes per hour of examination, on production of a Certificate from the competent Medical Board/Authority (**Annexure-B**), provided the posts for which the examination is being conducted are otherwise suitable for such categories of Persons with Disabilities.

The facility of Scribe for such candidates shall be available 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 himself.
- c.) He shall not be a student of the same institution/centre 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 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 this examination, the candidature of both the candidates shall be cancelled.
- g.) 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 preform at **Annexure-C**.
- h.) No attendant other than the Scribe for eligible candidates shall be allowed inside the Examination Hall.
- 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.*

**k.)** 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 manner.

**l.)** 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.

#### **14. DOCUMENT VERIFICATION (DV):**

**I)** 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 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.

- a.)** Copy of online application form
- b.)** Marks sheet(s)/Diploma/Degree(s) of the qualification prescribed for the post as per Advertisement Notification.
- c.)** DoB/Matriculate Certificate.
- d.)** 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.
- e.)** Caste/Category Certificate, if belongs to reserved categories.
- f.)** Domicile Certificate.
- g.)** Driving license prescribed for the post as per Advertisement Notification.

**II.)** 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:

- a)** Aadhaar Card/Printout of e-Aadhaar.
- b)** Voter ID Card.
- c)** Driving License.
- d)** PAN Card.
- e)** Passport.
- f)** School/College/University I Card.
- g)** Employer ID Card (Govt./PSU/ Private), etc.

**III.)** 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 sought by the Board; in case of failure, the Board shall take necessary decision which shall be final.

- IV.)** 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.
- V.)** 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.
- VI.)** 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.
- VII.)** Ex-Serviceman 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.
- VIII.)** 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 Universities/Colleges/Institutes outside the UT of J&K and other than Central Universities.

**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 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/ 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 <b>BENCHMARK PHYSICAL DISABILITY</b> 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 DEPARTMENT, 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.	<p><b><u>FOR SINGLE STAGE EXAMINATION POSTS:</u></b></p> <p>FEE PAYABLE: RS.500/- (RUPEES FIVE HUNDRED ONLY) FOR GENERAL CATEGORY ETC. AND RS.400/- (RUPEES FOUR HUNDRED ONLY) FOR SC, ST, PWD &amp; EWS CATEGORIES.</p>

## 19. **PROCEDURE FOR FILLING ONLINE APPLICATION:**

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

- a.) 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.
- b.) 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.
- c.) 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.
- d.) After creating login credential, candidates need to login with these credentials by clicking on "**Candidate Login**". Candidate can update their information like mobile number, email id and password from time to time, but cannot change their First Name, Last Name and Gender.
- e.) Once successful Login, the candidate can check under "**Latest Openings**" for all available advertisements and click on "**Apply Now**" against "Application Form for Appointment to the Post applied."
- f.) Candidate should carefully fill in all the information in various sections and click on "**SAVE & CONTINUE**".
- g.) The candidate is required to upload the images of recent photograph and signature.
  - *Size of the photograph (passport size) (Max size-1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).*
  - *Size of the signature (Max size-1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).*
- h.) The candidate needs to ensure that all the required fields are filled up with correct information. The system shall check that all required fields are filled up, before final submission of the application.
- i.) Candidate shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of wrong/non-filling of information shall be entertained subsequently.

- j.) Once submitted, the Application Form cannot be edited by the candidates, unless EDIT OPTION is enabled by the Board after the cut-off date for editing some permissible fields. However, a candidate can cancel his/her application if wrongly filled at any time before the last date of submission of forms, but the fee of such cancelled application form will not be remitted. In such case, a candidate can apply afresh till the last date after paying new fee.
- k.) Candidate's Application will not be considered if fee is not paid for that application.
- l.) Fees decided by JKSSB can be paid only by **Net banking/Debit Card/Credit Card Options**.
- After successful completion of the form, the candidate shall be shown "**Pay Now**" link for making the online application fee payment. Once fees is successfully submitted, Application ID shall be generated.
  - The options will be available after clicking on Pay Now link. Candidate can pay using **Net banking, Debit Card, Credit Card**, as Online Payment options.
- m.) Payment will not be accepted and will not be considered valid after cut-off date mentioned in Advertisement Notification, i.e. **16.05.2023** (last date for submission of application forms).
- n.) Candidates should not submit a printout of the application/fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- o.) 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.
- p.) 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 Applications" link available in the Portal. Application printout can be taken by selecting Application ID/No and clicking on Download Application. Similarly, receipt printout can be taken by selecting Application ID/No and clicking on Download Receipt button available.
- q.) Any person who finds difficulty in submission of application form due to technical issue or for any other reasons, shall be required to send a self-explanatory mail at [ssbjkgrievance@gmail.com](mailto:ssbjkgrievance@gmail.com) for seeking guidance, clarification, etc. No other mode of grievance submission in this context would be taken into consideration. Moreover, only grievances pertaining to the active application will be replied through the mail.

## **20. 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 Head of Department (as defined in the



JK Book of Financial Powers). 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.

- a) The candidate must produce the original Domicile Certificate/Qualification/Category/Bonafide Certificate/s 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.***
- b) No TA/DA will be paid for participation in the written test/ document verification.
- c) Reservation for various categories for all the above posts, wherever applicable and admissible, would be as determined & communicated by the respective Indenting Department, as per extant Rules/Orders.
- d) The vacancies have been advertised by the J&K Service Selection Board as per the Indent(s) received from the concerned Department. There can be increase or decrease in the number of posts/vacancies available for selection at any point of time before the completion of selection process, on the written request of Indenting Department. The Services Selection Board will not be responsible for withdrawal/alteration of vacancies by the Indenting Department(s), at any point of time.

  
(Sachin Jamwal) JKAS  
**Secretary**  
**J&K Services Selection Board**

No. JKSSB-PLAN/16/2022-03/ 457-71

Dated: 11-04-2023

Copy to:

1. Principal Secretary to Government, Jal Shakti Department Civil Secretariat, Jammu/Srinagar.
2. Principal Secretary to Government, Public Works (R&B) Department Civil Secretariat, Jammu/Srinagar.
3. Principal Secretary to Government, Rural Development and Panchayati Raj Department Civil Secretariat, Jammu/Srinagar.
4. Divisional Commissioner, Kashmir/Jammu.
5. Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
6. Director, Information and Public Relations, J&K for publishing this Advertisement Notice in all leading dailies of J&K for three consecutive days.
7. Director, Radio Kashmir Jammu/ Srinagar/Bhaderwah/Kupwara for airing this Notice on air for three consecutive days in addition to the Rozgar Bulletin.
8. Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
9. Director Employment, J&K.
10. All Members, J&K Services Selection Board.
11. Controller of Examinations, J&K Services Selection Board.
12. Administrative Officer, J&K Services Selection Board, Srinagar/Jammu.
13. Private Secretary to the Chief Secretary, J&K.
14. Private Secretary to the Chairman, 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 District/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	OSC	ALC/IB	RBA	PSP	EWS	Total	Qualification prescribed	Criteria for Selection
01	Rural Development and Panchayati Raj	Dir, of Rural Development and Panchayati Raj, Jammu	Level-2 (19900-63200)	Panchayat Secretary	District Cadre Reasi	2	1	0	0	0	1	1	1	6	Graduation	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.
02	Rural Development and Panchayati Raj	Dir, of Rural Development and Panchayati Raj, Jammu	Level-2 (19900-63200)	Panchayat Secretary	District Cadre Udhampur	1	0	1	0	1	0	0	0	3	Graduation	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.
03	Rural Development and Panchayati Raj	Dir, of Rural Development and Panchayati Raj, Jammu	Level-2 (19900-63200)	Panchayat Secretary	District Cadre Kishtwar	1	0	0	1	0	1	0	0	3	Graduation	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.
04	Rural Development and Panchayati Raj	Dir, of Rural Development and Panchayati Raj, Jammu	Level-2 (19900-63200)	Panchayat Secretary	District Cadre Kathua	0	1	0	0	0	0	0	0	1	Graduation	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.






05	Jal Shakti	Jal Shakti	Level-4 (25500-81100)	Draftsman (Civil)	Div. Jammu	22	4	3	2	1	4	2	4	42	Two Years Draftsman Training Course Certificate /Diploma from any Government recognized Institute	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.
06	Jal Shakti	Jal Shakti	Level-4 (25500-81100)	Draftsman (Civil)	Div. Kashmir	32	5	6	2	2	7	3	6	63	Two Years Draftsman Training Course Certificate /Diploma from any Government recognized Institute	The selection for the posts shall be made on the basis of merit obtained by candidates in Objective Type Multiple Choice Examination only.
07	Jal Shakti	I&FC Department	Level-2 (19900-63200)	Driver-II	Div. Cadre Kashmir	6	1	1	1	0	1	0	0	10	Matric pass with possessing valid Hill driving License	The selection for the post shall be made on the basis of merit obtained in the written examination only. The candidate shall have to qualify Driving test to appear for written examination
<b>Total</b>						<b>64</b>	<b>12</b>	<b>11</b>	<b>6</b>	<b>4</b>	<b>14</b>	<b>6</b>	<b>11</b>	<b>128</b>		

  
 (Sachin Jamwal) 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 \_\_\_\_\_ a resident of  
\_\_\_\_\_ Village/District/State) and to state that he/she has physical  
limitation which hampers his/her writing capabilities owing 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 opting for Scribe)

Place:

Date: