

The General Administration Department Intends to fill up vacant Class IV posts in the J&K Secretariat (Subordinate) Service for which the formal Advertisement notice shall be published shortly through leading News paper of the J&K State & GAD Website (www.jkgad.nic.in)

> **THE GIST OF THE PROPOSED ADVERTISEMENT NOTICE WILL BE AS UNDER:-**

Total Number of posts = 148

Break up of the posts in terms of J&K Reservation Rules:-

OM	SC	ST	RBA	ALC	OSC	Total
84	12	15	30	05	02	148

Horizontal reservation for physically challenged persons to the extent of 3% shall be followed strictly in accordance with the policy of reservation in such cases.

(a) Date of issue of OMR/ICR application forms	04.07.2014	J&K Bank
(b) Closing date of issue of OMR/ICR application forms	25.07.2014	
(c) Date of receipt of OMR/ICR application forms	05.07.2014	District Employment/
(d) Closing date of receipt of OMR/ICR application	31.07.2014	Counselling Centres forms

> **AVAILABILITY OF APPLICATION FORMS:-**

The application forms designed in OMR/ICR technology alongwith the Envelops, Sample Dummy Form, Acknowledgement Card and the Instruction Sheet shall be available at the identified branches of J&K Bank in all the Districts.

The candidates desirous to apply against the above posts are required to obtain the application form on payment as prescribed in the Advertisement Notice.

> **DELIVERY OF APPLICATION FORMS:-**

The application form complete in all respects, alongwith Acknowledgement Card should be placed In the brown craft- paper envelope and delivered by or before the date Specified in the formal advertisement notice, either **personally or by post** in the office of:-

- ❖ Deputy Director Employment and Counselling Centres of the concerned Districts.
- ❖ Additional Resident Commissioner, J&K Government 5 - Prithvi Raj Road New Delhi for Kashmiri Migrants residing at Delhi and other places outside the State.

> **ELIGIBILITY** [JOBSINRAJOURI.BLOGSPOT.IN](http://JOBSINRAJOURI.BLOGSPOT.IN)

The last date for the receipt of application forms shall be the cut off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the first of January of the year in which advertisement is made i.e 01-01-2014. Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of application i.e, **31- 07 -2014**.

> **CRITERIA FOR SHORT LISTING OF THE CANDIDATES FOR INTERVIEW; -**

In case the number of candidates is large and It is not possible / convenient to call all the candidates for Interview the shortlisting of candidates shall be done in the following manner:-

- ❖ Total point for short listing =100
- ❖ Weightage to be given to the marks obtained in the matriculation = 90
- ❖ Points to be awarded for higher qualification (upto 10+2) = 10

> **CRITERIA FOR SELECTION:-**

❖ The criteria for selection of the candidates shall be as under:

i.	Total Points	100
ii.	Weightage to matric marks	60
iii	Points for higher qualification (upto 10+2)	20
iv.	Points for viva voice (including experience)	20

❖ The aspirants are advised to note that no weightage shall be given to qualifications above 10+2.

DIPK-2624

Dt: 24-6-2014

Sd/-  
(Mohammad Ashraf Bukhari) IAS  
Secretary to the Government,  
General Administration Department

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**(Mohamrnad Ashraf Bukhari)**

**BIAS! Secretary to the**

Government?

**General Administration**

**Department**