

Department of Food, Civil Supplies & Consumer Affairs

Civil Secretariat, Jammu/Srinagar

Notification No. 01-FCS&CA of 2016 Dated: 27-10-2016

Applications are invited (from permanent residents of J&K State Only) for the following posts to be filled on contract basis for a period of one year only in the Food, Civil Supplies and Consumer Affairs Department:

S. No.	Name of the post	No. of Vacancies	Minimum Educational Qualification & Experience	Remuneration	Place of posting
1.	Consultant	01	B.E/B.Tech and MBA with 4+ years experience in relevant field	Rs 60,000/- per month	The consultant will have to work in Civil Secretariat, J&K.
2.	Data Entry Operator (DEO)	04	10+2 with one Year diploma in Computer Applications from recognized Institute.	Rs 20,000/- per month	One post each DEO is for divisional cadre, Jammu/ Kashmir & two posts are for State Cadre.

CONDITIONS:

- Candidate must be a bona fide State Subject of J&K.
- Candidate should not be less than 18 years and not more than 40 years of age as on 01.08.2016.
- Application forms shall have to be received on or before 22-11-2016.
- In-service candidates shall be required to produce NOC form his/her employers at the time of interview.

HOW TO APPLY:

The prescribed application form is available at the official website of FCS&CA Department or can be obtained on request from the office of Secretary to Government, FCS&CA Department, Civil Secretariat, Srinagar on any working day between 01:00 PM to 04:00 PM.

Application complete in all respects (on the prescribed format) affixed with the recent passport size photograph of the candidate (duly attested by Gazetted officer) along with a non-refundable Bank Draft of Rs. 500/- (Rupees Five Hundred only) in favour of Financial Advisor/CAO, FCS&CA Department payable at Jammu should reach the Secretary to Government, FCS&CA Department, Civil Secretariat, Jammu by or before the last date of submission of the application forms.

Attested photocopies of the following documents should be attached with the Application Forms:-

01. Relevant qualification Certificates.
02. Experience Certificate.
03. Date of Birth Certificate (Matriculation Certificate)
04. Marks certificate of all qualifying examinations.
05. Permanent Resident Certificate.
06. NOC (in case of in Govt. service candidates only).

Candidates who are shortlisted for interview shall be required to produce the original set of above certificates for verification at the time of interview. Candidates who fail to produce any of the above mentioned certificates in original shall not be allowed to appear in the interview and their candidature will be cancelled.

CRITERIA OF SELECTION:

Candidates whose application forms are complete in all respects shall be considered to be short-listed for an interview based on the following criteria:

- The selection of Candidate will be based on point system with 60 points for Educational Qualification, 15 for Experience and 25 points for interview.
- Short listing for interview will be done for 5 times the number of posts available i.e. for 1 vacancy 5 eligible candidates shall be short listed for interview.
- The short listing for interview will be done based on the points awarded to each candidate for his/her respective educational qualification and experience. The points system shall work as per the Annexure 'A': The points accumulated by the candidate based on the above table shall be added to his/her score in the interview and the merit list for selection will thus be determined. The candidates securing the highest marks shall be selected for the post depending upon the number of posts to be filled up.

INTERVIEW:

The date of interview shall be notified separately.

DECLAIMER:

The FCS&CA Department shall have sole right of cancellation of advertisement, rejection of any application, cancellation of candidature of any applicant at its discretion without any notice.

FCS&CA Department reserves the right to withdraw/cancel/modify any action to this invitation without any prior notice. Notwithstanding anything contained in this advertisement, FCS&CA Department reserves the right to accept or reject any Application, or to annul the selection process or reject all applications, at any time without any liability or any obligation for such rejection or annulment and without assigning any reasons thereof.

Sd/- Secretary to Government
FCS&CA Department

DIPK-6926

ANNEXURE - A

CONSULTANT

S. No	Criteria	Basic/Particulars	Points (Breakup)	Maximum Points
01.	Educational Qualification	B.E/B.Tech	On Prorata Basis	40
		MBA	-Do-	20
02.	Experience	04 Years	For every one year 02 points	20
03.	Interview		20	20
Total:				100

DATA ENTRY OPERATOR

S. No.	Criteria	Basic/Particulars	Points (Break Up)	Maximum Points	
01.	Educational Qualification	10+2	40	40	
		1 Year Diploma	10	10	
		Higher Qualification	BCA/B.Sc	05	05
			PG/Any Higher Qualification	05	05
02.	Experience 2 Years & above @ 2 Points per one year	20		20	
03.	Interview		20	20	
Total				100	