



THE JAMMU & KASHMIR PUBLIC SERVICE COMMISSION

Subject: Filling up of post of Assistant Controller Drugs of J&K Drugs & Food Control Organization, Health & Medical Education Department.
Reference: Health & Medical Education Department's Letter No. HD-Drugs/5/2022-02 dated 13.03.2023

Notification No: 39 -PSC (DR-P) of 2023
Dated: 11 -10-2023

Applications through online mode, are invited from the applicants who are domiciled in the Union Territory of Jammu & Kashmir and are possessing the prescribed Academic/Professional qualification and age, for the posts, details of which are given in the following paras, in Health & Medical Education Department, in terms of the Jammu & Kashmir Drug and Food Control (Gazetted) Service Recruitment Rules 1997, notified vide SRO 56 of 1997 dated 03.02.1997, and Jammu and Kashmir Public Service Commission(Business and Procedure) Rules, 2021 as amended up to date.

IMPORTANT

- ☞ CANDIDATES ARE ADVISED TO UPDATE THEIR ONE TIME REGISTRATION BEFORE FILLING THE APPLICATION FORM.
- ☞ THE APPLICATION FORM TOGETHER WITH INSTRUCTIONS FOR FILLING UP THE APPLICATION FORMS WILL BE AVAILABLE AT THE WEBSITE OF THE COMMISSION FROM **12.10.2023**
- ☞ CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS AND ALL THE ELIGIBILITY CONDITIONS PRESCRIBED FOR THE POST BEFORE FILLING UP THE ONLINE APPLICATION FORM.
- ☞ LAST DATE FOR FILLING UP OF ONLINE APPLICATION FORM COMPLETE IN ALL RESPECTS ALONGWITH THE REQUISITE FEE (ONLINE MODE ONLY) IS **31.10.2023**
- ☞ THE LAST DATE FOR RECEIPT OF ONLINE APPLICATIONS PROVIDED IN THE NOTIFICATION SHALL BE THE CUT-OFF DATE FOR DETERMINING THE ELIGIBILITY AS REGARDS ACQUISITION OF DOMICILE CERTIFICATE, EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS.
- ☞ THE MINIMUM AND MAXIMUM AGE WILL HOWEVER BE RECKONED WITH REFERENCE TO **1ST JANUARY, 2023.**
- ☞ CANDIDATES CAN EDIT SOME OF THE FIELDS IN THEIR ONLINE APPLICATION FORM W.E.F **01.11.2023 to 03.11.2023 (UP TO 11.59 PM).** INSTRUCTIONS IN THIS REGARD WILL BE SEPARATELY MADE AVAILABLE ON THE WEBSITE.
- ☞ CANDIDATES ARE REQUIRED TO UPLOAD ALL THE MANDATORY PRESCRIBED/REQUISITE DOCUMENTS ALONGWITH THE ONLINE APPLICATION FORM.
- ☞ IN CASE THE MANDATORY PRESCRIBED/REQUISITE DOCUMENTS ARE NOT UPLOADED WITH THE ONLINE APPLICATION FORM, THE APPLICATION FORM/CANDIDATURE OF THE APPLICANT IS LIABLE TO BE REJECTED WITHOUT ANY FURTHER NOTICE.
- ☞ CANDIDATES WILL NOT BE REQUIRED TO SUBMIT A HARD COPY OF THE ONLINE APPLICATION FORM OR ANY OTHER DOCUMENTS TO THE COMMISSION AT THE TIME OF FILLING UP ONLINE APPLICATION FORM.
- ☞ THE CANDIDATE WILL HOWEVER BE REQUIRED TO PRESENT/PRODUCE A DOWNLOADED COPY OF THE ONLINE APPLICATION FORM ALONGWITH THE ORIGINAL CERTIFICATES AT THE TIME OF INTERVIEW.
- ☞ CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY TO PAY FEE OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
- ☞ THE TENTATIVE DATE OF EXAMINATION IS **first week of December 2023**

1. Detail of posts with category wise breakup

Item No.	Post	No. of Posts	Category
01	Assistant Controller Drugs Level-8 (47600-151100)	02	OM = 01 SC = 01

2. Prescribed Qualification

Designation	Qualification
Assistant Controller Drugs	1. Post Graduate in Pharmacy or Pharmaceutical Chemistry or Medicine with specialization in Clinical Pharmacology or Microbiology from a University established in India by law. 2. Experience in the manufacture or testing of Drugs from an approved laboratory or enforcement of the provisions of the Drugs and Cosmetics Act, 1956 for a minimum period of five years.

3. Age as on 1st January 2023

The requirement of age for candidates belonging to Open Merit (OM), Schedule Caset (SC) & In Service Candidate Categories is as follows:-

S. No	Category	Age limit	Not born after	Not born before
1	OM	40	01.01.2005	01.01.1983
2	SC	43	01.01.2005	01.01.1980
3	IN SERVICE CANDIDATE	40	01.01.2005	01.01.1983

4. Domicile

The candidate should be a Domicile of the Union Territory of Jammu & Kashmir. The candidate must possess a valid Domicile Certificate issued by the Competent Authority in the prescribed format as on the last date prescribed for submission of online application form.

5. Requisite Fee

After successful submission of the online application form, candidate will be required to deposit requisite fee through online mode. The amount of fee to be paid is given below:

General Category	=	Rs.1000.00
Reserved Category	=	Rs 500.00
PHC Candidates	=	Nil.

NOTE

- The application Form submitted without deposition of the fee, which gets substantiated through reflection of the same on the application form, such application form shall be treated as incomplete and candidature shall be deemed to have been rejected without any notice. No representation against such rejection shall be entertained.
- Submission of multiple applications by way of prefixing Mr./Ms. or through generation of multiple User ID's or any other mode, followed by either non-payment of fee particulars or fee particulars (TID) of one application (RID) being mentioned against another application with a different RID would lead to rejection of the online application. The applicants who are submitting multiple applications should note that only the applications with higher Registration ID (RID) number shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID number. Besides a strict disciplinary action shall be taken including the cancellation of candidature and debarment for future examinations of J&K PSC will be taken against such applicants.

6. Documents to be uploaded

While filing the online application form the applicants are required to upload the documents as per details given below:

- i. Date of Birth certificate (Secondary School/Matric Certificate).
- ii. Domicile certificate of the UT of J&K.
- iii. Degree Certificate.
- iv. PG Degree certificate in relevant field.
- v. Experience certificate in the relevant field as per format.

► DOCUMENTS (MANDATORY) IF CLAIMING BENEFIT UNDER THAT CATEGORY-

- i. Category certificate- 01 leaf
- ii. In-service certificate signed by HOD

Any other document for which the candidate is claiming weightage as per J&K, Public Service Commission (Business & Procedure) Rules, 2021.

1. M.Phil certificate in relevant subject alongwith result Notification.
2. Ph.D Degree Certificate in relevant subject.
3. "C" Certificate in NCC/NSS (national level two camps) activities-01 leaf.

It may be noted that no further opportunity to upload any document shall be provided hereafter and action under rules including rejection of application / candidature will be taken.

7. Scheme of Selection

The selection shall be made in accordance with Rule 43(ii) of the Jammu and Kashmir Public Service Commission (Business & Procedure) Rules, 2021 amended up-to date. The candidates are advised to acquaint themselves with the said rule.

9. Important instructions regarding filling up of online applications are given herein below:

- a) Candidates are required to apply online through the website of the Commission i.e. <http://www.jkpsc.nic.in>. No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JK PSC website <http://www.jkpsc.nic.in> and click on the link "**One Time Registration**" or click on Login menu if you have already created your profile with the JK PSC.
- c) After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details etc.
- d) The candidate shall also be required to upload the image of date stamped recent passport size color photograph and signature. The photograph should not be taken earlier than **01.01.2023**.
- e) Size of the photograph (passport size) and signature must be between 10kB to 20kB in *.jpeg or *.jpg only.
- f) After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g) On Clicking on the "show examination" a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.
- h) An "APPLY" button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.
- i) On clicking "APPLY" button, an instruction window will appear. Candidates should read instructions carefully before clicking on "APPLY" button at the bottom of the webpage.
- j) On clicking "APPLY" button, the system will display all facts/particulars that a candidate may have mentioned while filling up the necessary fields of his/her OTR account. Candidate shall fill up the remaining required fields in the application form and accept the declaration thereof.
- k) Once the candidate is satisfied about the correctness of the filled in details, then,

he or she may click on "SUBMIT" button to finally push the data into server with successful submission report.

- l) On successful submission of the basic details, the candidates will be required to pay the online fee and uploading of the documents, for final submission of the online application form.
- m) Candidates can pay the requisite fee through online mode in the "SUBMITTED APPLICATIONS" menu in your account.
- n) After successful payment of the fee, the fee status will get reflected on the Online Application form. Candidates can check the fee status by clicking on the **Print Application Button** in the submitted Applications menu in your JKPSC account. In case the payment status shows either "not submitted or under processing or status has not been reflected on your submitted application form", candidates(s) are advised to contact the JKPSC at Solina Srinagar/Resham Ghar Colony Jammu immediately for clarification. Further where the online fee is paid through other service providers the candidate must ensure that not only the amount of fee is debited from his/service provider's Account but also credited into the official account of JKPSC.
- o) After successful submission of fee, the candidates will be required to upload requisite documents as specified in the advertisement/application form.
- p) The candidate would be able get the printout of his/her submitted application only after the payment of the requisite fee and uploading of requisite documents.
- q) Please note that the 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.

10. Action against candidates found guilty of misconduct.

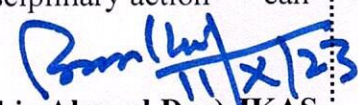
Candidates are advised that they should not furnish any particulars that are false or suppress any material information.

A candidate who is, or has been, declared by the Commission, to be guilty of:

- i. obtaining by wrongful support of his/her candidature by any means, or
- ii. impersonating, or
- iii. procuring impersonation by any person, or
- iv. submitting fabricated documents or documents which have been tampered with or
- v. making statements which are incorrect, or false or suppressing material information, or
- vi. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- vii. attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution.

shall be liable;

- a) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
- b) to be debarred either permanently or for a specified period:-
 - i. By the Commission from any selection held by them.
 - ii. By the Union Territory Government from any employment under them, and
- d) if he/she is already in service under Government, disciplinary action can be taken against him/her under the appropriate rules


(Bashir Ahmad Dar) JKAS
Secretary

J&K, Public Service Commission.

No: PSC/DR/DrugController/2023

Dated: 11.02.2023

Copy to the: -

1. Secretary to Government, Health & Medical Education Department, Civil Secretariat, J&K

2. Director, Information Department J&K. He is requested to publish the Notification in all the leading local dailies of the Union Territory of J&K, for at least three consecutive days.
3. General Manager, Govt. Press, Jammu for publication of Notification in the next issue of Govt. Gazette.
4. Assistant Director, Planning, J&K Public Service Commission.
5. P.S. to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
6. P.S. to Member _____, J&K PSC for information of Hon'ble Member.
7. P.A. to Controller of Examinations, J&K Public Service Commission
8. In charge website, J&K Public Service Commission for uploading of the Notification on the website.
9. Notice Board, J&K Public Service Commission, Srinagar/Jammu.
10. Stock file/Main file.