

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

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**NOTICE**

**Subject: Instructions for submission of application forms for the advertised posts.**

The J&K Services Selection Board, vide Advertisement Notification No. 05 of 2025 dated 09.06.2025, has advertised **75 posts of Naib Tehsildar in Revenue Department** for inviting application from eligible candidates, who are in possession of a valid Domicile Certificate and other eligibility conditions as mentioned in the Advertisement Notification.

The aspirants can submit the application forms through the online portal of JKSSB. The following detail are given as under :

Submission of Application Forms	Last Date for receiving Fee Online
16.06.2025 (12:00 AM) to 15.07.2025 (11:59 PM)	16.06.2025 (12:00 AM) to 15.07.2025 (11:59 PM)

The necessary instructions for filling up of online applications in this regard are as under:

- 1) Candidates are required to apply through online mode only, by accessing the website of JKSSB [www.jkssb.nic.in](http://www.jkssb.nic.in). No other means/mode of application will be accepted.
- 2) All the candidates shall be required to register on the Portal by clicking on 'Log-in (Apply on Various Posts)' tab available on the Board website.
- 3) Candidates are required to have a valid e-mail ID and Mobile Number for registering by clicking on "New User / Sign Up" and creating login credentials. The same shall be validated using OTP (One Time Password) based verification on e-mail and if the verification code is not working, the candidates are required to resend the verification code for account activation by clicking on "Get Activation Code".
- 4) Candidates are advised to use their username only generated while registration of their application form or received with the account activation mail instead of their e-mail ID.

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- 5) After registering/creating login credentials, the candidates shall complete their OTR (One-Time Registration) form. After the completion of OTR form, the candidates shall click on '**Active Advertisement**' tab and then click on '**Apply**' tab for submitting the application form for the advertised posts.
- 6) The candidates shall carefully fill in all correct information in various columns and click on '**SAVE & CONTINUE**'.
- 7) A recent and clear passport size **Photograph with white background of the candidate** shall be uploaded with following specifications:
- *Size of Photograph (Max size-20 KB to 50 KB) ( Ht.X Wd=4.5 X 3.5 cms).*
- 8) A clear **Signature of the candidate** shall be uploaded with following specifications:
- *Size of Signature (Max size- 10 KB to 20K B) ( Ht.X Wd=1.5 X 3.5 cms).*
- 9) A valid(within cut-off date) and genuine **Category Certificate** shall be uploaded with the following specifications: *(Max size- 100KB in pdf format).*
- 10) The candidate shall ensure that all the required fields are filled up with correct information, before final submission of the application form. Once submitted, the Application Form cannot be edited by the candidates. They shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidates 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. Benefits related to category, weightage etc. shall be claimed only in case of possession of a valid, within the cut-off date certificate to this effect and no such claim shall be entertained at any subsequent stage.
- 11) Candidate's Application will not be considered if fee is not paid for that application. Fees shall be paid only by **Net banking/Debit Card/UPI/Credit Card Options**:
- *After successful completion of the form, the candidates shall be shown "Pay Now" link for making the online application fee payment. Candidates are advised to check the status of the fee as 'Submitted' on their dashboard.*

- The options will be available after clicking on Pay Now link. Candidate can pay using **Net banking, Debit Card, UPI, Credit Card**, as Online Payment options.

- 12) No hard copy or print out of the application form is required to be submitted by the candidates, except at the stage of DV, only in respect of the shortlisted candidates, after the conclusion of the examination. However, 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.
- 13) Candidates must include the Payee name and Account Number while submitting payment representations to this department/office.
- 14) 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.
- 15) Candidates are advised to submit their representations regarding any queries related to submission of online application form through online mode only at the given below e-mail address-
- a) Official e-mail viz [naibtehsildar2025@gmail.com](mailto:naibtehsildar2025@gmail.com)
- b) Helpdesk/ Landline of JKSSB – 0191-2461335 (Jammu)  
0194-2435089 (Srinagar)
- Helpdesk/ Landline of NIC - 9107706766

  
(Atul Kumar) JKAS  
Secretary  
J&K Services Selection Board

Copy to:

1. Financial Commissioner, Revenue Department, J&K.
2. Commissioner/Secretary to Government, General Administration Department.
3. Secretary to the Government, Revenue Department, J&K.
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 Notice in all leading dailies of J&K for three consecutive days.
7. Director, Radio Kashmir Jammu/Srinagar/Bhaderwah/Kupwara for airing this Notice 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 Chairperson, J&K Services Selection Board.
15. In-Charge, Planning Section, J&K Services Selection Board.
16. In-Charge Website, J&K Services Selection Board.