



Government of Jammu & Kashmir

**DISTRICT LEVEL COMMITTEE FOR RECRUITMENT TO THE CLASS IV POSTS IN REVENUE
DEPARTMENT OF DISTRICT KISHTWAR**

Advertisement Notice No: DCK/Recruitment/01 of 2018

Dated 07/02/2018

Subject: Recruitment to the class IV posts (orderly, Process Server and Chowkidar) In Revenue Department District Kishtwar

Date of Submission of Application form is 26/02/2018

Last date for receipt of application: 27/03/2018 (before 4.00 PM)

Application on prescribed format annexed as annexure "A" are invited from the eligible permanent residents of District Kishtwar for filling up the following class-IV Posts in Revenue Department in the pay scale of Rs. 4440-7440+GP 1300 as per the details and breakup given as under:

S.No	Name of post	OM	RBA	SC	ST	OSC	Total
1	Class-IV	38	13	06	06	01	64
Ex-serviceman						6%	AS per Horizontal
Physically Challenged persons						3%	Reservation

1. The applicant must fulfill the following eligibility conditions:

- The applicant must be a permanent resident of District Kishtwar of Jammu and Kashmir State except schedule caste category in terms of rules prescribed in section 13 (1 to 3) of the J&K Services Decentralization Act 2010 Act No XVI of 2010 dated 10th May 2010.
- Age as on 01-02-2018 should not :-Below the age of 18 years and (ii) above the age of
 - 40 years in case of open Merit
 - 43 years in case of SC/ST/RBA/OSC candidates
 - 42 years in case of physically challenged candidates.
 - 40 years in case of candidate already in Govt service.
 - 48 years in case of Ex-Serviceman

(iii) Qualification:

- Minimum Matriculation from recognized Board/University.
- Maximum 10+2 from recognized Board/University.
- The Degrees Diploma obtained through distance mode/study centre mode except from IGNOU and DOEACC/MANNU shall not be entertained/considered unless such Degrees/Diplomas are recognized by state board of School Education J&K.

(Note). The aspirants are advised to note that no weightage will be given qualifications above 10+2.

2. The last date for receipt of application as mentioned below shall be the cutoff date for determining the eligibility to apply for the post

3. The applicant must attach the self attested photo copies of the following certificates/testimonials with the application form.

- Permanent Resident Certificate
- Matriculation Diploma as proof of "Date Of Birth".
- All academic qualification certificates along with marks sheets.
- Valid reserve category certificate issued by the competent authority.
- Recent passport size photographs one paste with Application Form and two copies staple with application form.
- Character certificate from the educational institution last attended or any Gazzated Officer.
- Physically handicapped certificate issued by the competent authority indicating percentage of disability. if applicable.
- Ex-Serviceman Certificate (In case of Ex-serviceman candidates)
- Two self addressed envelope affixed with postal stamp of worth Rs. 5 each.
- Demand Draft of Rs. 100/- from any branch of J&K Bank in favour of Addl. Deputy Commissioner, Kishtwar.

4. Terms and conditions

- The application form duly filled complete in all respects should be delivered by hand or registered post which must reach in the office of **Deputy Commissioner Kishtwar** within 30 days from the issuance of this Advertisement Notice against proper receipt.
- Reservation rules shall be applicable as per standing orders of the Government

- (iii) The above vacancies are exclusive of the posts earmarked for recruitment for settlement of pending SRO-43 cases
- (iv) Onus on the burden of receipt of application form lies on the aspirant candidates and not on committee and in this connection committee will not be responsible for the non receipt of application form.
- (v) Candidates found guilty of impersonation or submitting fabricated documents or documents which have been tempered with or making incorrect or false statement suppressing material information shall be liable for criminal prosecution.
- (vi) Application if any already submitted by the candidates shall not be considered against the present advertisement and such person shall have to apply afresh. No application shall be considered after the expiry of the last date.
- (vii) In case of receipt of large number of application, the candidates will be short listed on the basis of their academic merit and shall be called for interview.
- (viii) No TA/DA shall be payable for submission of Application /Interview
- (ix) The candidates shall opt for one category only even if he/she qualifies under more than one category.

Note: The post is advertised under the notification are subject to increase or decrease at the time of selection as per the availability.

5. In terms of SRO 202 of 2015 dated 30.06.2015 further prescribed/notified as:-

- i) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- ii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iii) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.)
- iv) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he/she is appointed.
- v) Every appointee shall after completion of five years period on probation be entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years service on consolidated salary.
- vi) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- vii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- viii) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- ix) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

No:- UK/PS/2017/895
Dt:- 07-02-2018

Chairman,
Class IV Recruitment Committee
Revenue Department District Kishtwar
Deputy Commissioner Kishtwar

Application form for Appointment in Government Service

Note: All the documents attached with application shall be marked page number

Application No. _____ Dated: _____ (Office use)

Space for self
Attested Photo

- 1 Post applied for* _____
- 2 Advertisement Notice No.* _____ Dated:- / /
- 3 Name of the Department* _____
- 4 Full Name of the Candidate(IN BLOCK LETTERS)*

- 5 Father's Name (IN BLOCK LETTERS)*

- 6 Mother's Name (IN BLOCK LETTERS)*

- 7 Permanent Address*

Village _____ Mohalla _____
 Post Office _____ Pin Code _____
 Tehsil _____ District: _____ State **J&K**

- 8 Corresponding Address

Village _____ Mohalla _____
 Post Office _____ Pin Code _____
 Tehsil _____ District: _____ State **J&K**

- 9 Date OF Birth*

DD	MM	YYYY

- 10 Category(Tick) Yes/No, (enclosed valid attested copy)

OM _____ Scheduled Caste _____ Scheduled Tribe _____ RBA _____ OSC _____
 PWD (Person with Disability) _____ Ex-Serviceman _____

- 11 Detail of Educational Qualification

S.No.	Exam	BOARD	Year of Passing	Max.Marks	Marks Obtain	%age
1	10th					
2	12th					

- 12 Contact No.* _____ Valid Email. _____

- 13 Bank Draft No.* _____ Dated:- _____

- 14 Detail of Certificates / Documents attached with application form (Tick Yes/No.)

- (a) DOB (Matric Diploma) _____ (b) 10th Marks Card _____ (c) 12th Marks Card _____
 (d) Character Certificate _____ (e) Category Certificate _____ (f) PRC (State Subject) _____
 (g) Bank Draft of Rs.100/- _____

- 15 Declaration :

_____ S/o, D/o, W/o _____ R/o _____ Tehsil _____
 _____ District _____ do hereby solemnly declare that the enteries made here above in application form are true and correct to the best of my knowledge and nothing has been concealed therein. I undertake that, if any misrepresentation of facts or concealment of any information in the above application is found at any stage at the time of shortlisting / interview, my candidature is liable to be rejected at any stage of selection process and I shall be liable for action as warranted. Even after my appointment in the Deptt. that the particulars furnished by me are correct or suppressed, my service are liable to be terminated without any notice.

Signature of Candidate

FOR OFFICE USE

Total No. of Enclosers _____

XXXXXXX.....ACKNOWLEDGEMENT....XXXXXXXXXX

Received an Application from _____ S/o _____

Application No. _____ Dated: _____ with number of enclosures as under:-

- (a) DOB (Matric Diploma) _____ (b) 10th Marks Card _____ (c) 12th Marks Card _____
 (d) Character Certificate _____ (e) Category Certificate _____ (f) PRC (State Subject) _____
 (g) Bank Draft of Rs.100/- _____

Signature of Receiving clerk