

HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR

(Chief Justice's Secretariat)

Notification No. 323

Dated: 26.05.2017

1. Applications in the prescribed format (Annexure-A) are invited from the permanent residents of the State of Jammu and Kashmir, fulfilling the eligibility criteria, for the posts of Junior Assistants and Steno Typists in J&K Subordinate Judiciary shown below Itemwise.
2. **Number and break-up of posts category-wise:**

Item No.	Name of the Post with Pay Scale	Cadre	No. of Posts with breakup		Prescribed Qualification
01	Steno Typist (5200-20200+GP 2400)	Kashmir Division	OM	30	b) Graduate or equivalent from any recognized University. b) Diploma in Shorthand and typewriting from a recognized Institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing on computer key Board.
			RBA	09	
			SC	04	
			ST	04	
			ALC	01	
			Total	48	
02	Steno Typist (5200-20200+GP 2400)	Jammu Division	OM	17	b) Graduate or equivalent from any recognized University. b) Diploma in Shorthand and typewriting from a recognized Institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing on computer key Board.
			RBA	06	
			SC	02	
			ST	03	
			ALC	01	
			OSC	01	
			Total	30	
03	Junior Assistant (5200-20200 + GP 1900)	Kashmir Division	OM	72	Graduation from a recognized University, and Six months certificate course in computer application.
			RBA	25	
			SC	18	
			ST	13	
			ALC	04	
			OSC	02	
			Total	134	
04	Junior Assistant (5200-20200 + GP 1900)	Jammu Division	OM	38	Graduation from a recognized University, and Six months certificate course in computer application.
			RBA	14	
			SC	05	
			ST	06	
			ALC	02	
			OSC	02	
			Total	67	

Note: I) Number of posts may **increase or decrease**, depending on vacancy position at the time of final selection.

- 3. A)** Only candidates belonging to the concerned Division can apply.

- B)** Age as on 01.01.2017.
- I) Should not be below 18 years; and
- II) Not above:-
- a) 40 years in case of Open Merit candidates.
- b) 42 years in case of SC/ST/RBA/ALC/OSC candidates.
- c) 42 years in case of Physically Challenged candidates.
- d) 48 years in case of Ex-Servicemen.
- e) 40 years in case of candidates already in Government Service/Contractual employees.

4. The application duly filled up by the candidate in his/her own hand with recent passport size photographs scanned at specified places shown in the annexed format of the application form and attested photocopies of the following testimonials:

- (i) Date of Birth Certificate.
- (ii) Permanent Resident Certificate.
- (iii) Qualification Certificate and marks Certificates.
- (iv) Six months course in computer application certificate.
- (v) Diploma Certificate of Shorthand and typing from recognized institute (relevant only for posts mentioned at item No. 01 & 02).
- (vii) Character Certificate; and

demand draft of Rs. 200/= in the name of Principal Secretary to Hon'ble the Chief Justice, High Court of J&K drawn on any branch of Jammu & Kashmir Bank and payable at Srinagar/Jammu, may be personally delivered by the candidate(s) in the Office of Concerned Principal District and Sessions Judge, during the schedule office hours on or before **15th of June, 2017.**

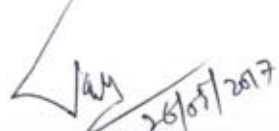
Candidates belonging to any **reserved category** must indicate the particular category in the relevant column of the application and annex an attested copy of the certificate issued by the competent authority in this behalf.

Important Instructions:

- a) Application not accompanied by required testimonials shall not be entertained.
- b) Candidates who are eligible for applying for more than one post are required to apply on the prescribed application form separately for each post. The single application form filled in for more than one post shall render the application liable to rejection without notice and no claim will be entertained even for the same cadre of post.
- c) Any wrong or incorrect information furnished by the candidate shall lead to the rejection of his/her candidature at any stage without notice.
- d) The selection shall be made as per the reservation Rules.
- e) The eligible candidates shall have to appear in written test as would be prescribed by Selection Committee on the date(s) notified separately. The date

of test shall be notified through print media and separate call letters will not be mailed to the candidate(s).

- f) No TA/DA shall be paid for the test/interview.
- g) Applications delivered after due date shall not be entertained.


(Jawad Ahmad)
(Member Secretary)
Principal Secretary to
Hon'ble the Chief Justice

No.1471-1503/PSY

Dated: 26.05.2017

Copy to:

1. Registrar General, High Court of J&K.
2. Registrar Vigilance High Court of J&K.
- 3-4. Registrar Judicial, High Court of J&K, Jammu/ Srinagar.
..... for information.
- 5-26. Pr. District & Sessions Judge, Srinagar/ Anantnag/ Bandipora/ Budgam/ Baramulla/ Ganderbal/ Kargil/ Kupwara/ Kulgam/ Leh/ Pulwama/ Shopian/ Jammu/ Kathua/ Samba/ Rajouri/ Poonch/ Reasi/ Ramban/ Udhampur/ Kishtwar/ Baderwah, for information and necessary action.
27. Secretary to Hon'ble Mr. Justice Mohammad Yaqoob Mir, for information of his Lordship.
28. Secretary to Hon'ble Mr. Justice Janak Raj Kotwal, for information of his Lordship.
29. Director Information, Kashmir with the request to publish the above Notification in **Daily Excelsior, Amar Ujala (Hindi) and State Times, published from Jammu and in Greater Kashmir, Srinagar Times and Daily Aftab published from Srinagar.**
30. Director, Doordarshan **Jammu/Srinagar** for broadcast of the above Notification in News & Employment Bulletin.
31. Director, Radio Kashmir **Jammu/Srinagar** for broadcast of the above Notification in News & Employment Bulletin.
32. Incharge NIC for uploading in High Court, Web site.
33. Office File.


Principal Secretary to
Hon'ble the Chief Justice

ANNEXURE-A

APPLICATION FORM FOR APPOINTMENT TO THE POST OF JUNIOR ASSISTANT/ STENO-TYPIST IN THE SUBORDINATE COURTS OF THE STATE OF J&K

1. Post applied for : _____
2. Advertisement Notice No. with date : _____
a) Item No. of the post in Adv. Notice : _____
3. Name of the candidate (in the block letters) : _____
4. Father's Name : _____
5. Permanent Address : Village _____
Mohalla/Street _____
Tehsil _____ District _____
Pin Code _____
6. Present Address : _____

- Telephone No. (if any) : _____ Cell Phone No. : _____
7. Date of Birth (DD-MM-YY) (As per Matriculation Certificate) :
8. Age as on 01.01.2017 : Year Month Days
9. Reservation Category (if any) to which the candidate belongs : _____



10. Details of Academic Qualifications from Matriculation onwards:

S.	Examination passed	Board/University	Year of passing	Marks obtained	Maximum Marks	% age of Marks

11. Past Experience, if any:

Department Post held Pay scale Cadre

12. Details of Documents attached:
- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____
- vi) _____
- vii) _____

13. Details of Demand Draft:

Demand Draft No. _____ Name of the Bank _____

Date _____ Amount _____

Declaration:

I hereby declare that the particulars given in this Application Form are true and correct to the best of my knowledge and in case an information given above is found false, it shall entail rejection of my Application Form without any notice in this regard.

Place: _____

Date: _____

Signature of the candidate

(For office use only)

District: _____ Application Form receipt No./ Roll No. : _____

Acknowledgent / Roll No. Slip

High Court of Jammu and Kashmir
(Chief Justice's Secretariat)
J&K Subordinate Judiciary

District: _____ Receipt No./ Roll No. _____



Received Application Form from _____ Parentage _____
R/o _____ for the post of _____ vide Advertisement Notification No. _____ Dated _____

Incharge