



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
POLO GROUND, SRINAGAR -190001
(www.jkpsc.org, www.jkpsc.nic.in)

NOTIFICATION NO.: PSC/EXM2012/118
D A T E D : 3 1 - 0 8 - 2 0 1 2

J&K COMBINED COMPETITIVE (MAIN) EXAMINATION, 2012

I M P O R T A N T

- The Commission have developed an electronically scannable Application Form for the Combined Competitive (Main) Examination, which is processed on computerized machines. This Application Form, instructions for filling up the Application Form, Acknowledgement Card and an Envelope for submitting the Application Form, will be available at the Commission Offices at Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar from **04.09.2012** during office hours.
- Syllabus for the (Mains) Examination as contained in SRO 387 of 2008 dated 01-12-2008 as amended from time to time has already been provided to the candidates at the time of filling up of the forms for the (Preliminary) Examination. A copy of SRO 387 can be downloaded from the website of the Commission.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the examination before filling in the Application Form.
- Last date for receipt of Application Forms, complete in all respects, in the Commission offices indicated above, is **04.10.2012**.
- Candidates are advised not to wait till the last date. They are advised to submit their Application Forms complete in all respects at the earliest so that it reaches the Commission office in time.
- The Commission will not be responsible for any postal/courier delays and any Application Form received after the above prescribed last date, shall not be entertained.

1. Applications, in prescribed forms, are invited from permanent residents of Jammu and Kashmir State for the Main Examination of J&K Combined Competitive Examination, 2012 for direct recruitment to the posts in the pay band of Rs. 9300-34800+4800 (Grade pay) in the below mentioned services, in accordance with SRO 387 dated 01.12.2008, read with SRO 168 dated 31.05.2011 and J&K Public Service Commission (Conduct of Examination) Rules, 2005.

- A. **Junior Scale of J&K Administrative Service;**
- B. **J&K Police (Gazetted) Service, and**
- C. **J&K Accounts (Gazetted) Service.**

2. The details of the number of vacancies to be filled up is as under:-

Total Number of Vacancies	=	65
1. Junior Scale of J&K Administrative Service	=	35
2. J&K Accounts (Gazetted) Service	=	22
3. J&K Police (Gazetted) Service	=	08

Service and Category wise break-up of the vacancies is as under: -

Sr. No.	Service	OM	RBA	SC	ST	ALC	SOC Caste	PHC* Horizontal Reservation	Total
1.	Junior Scale of J&K Administrative Service	22	06	03	03	01	-	*	35
2.	J&K Accounts (G) Service	12	05	02	02	01	-	*	22
3.	J&K Police (G) Service	03	01	01	01	01	01	-	08
T O T A L		37	12	06	06	03	01	-	65

*One post each in Junior Scale of KAS and J&K Accounts (G) Service is earmarked for selection of 'Physically Challenged Candidates' through Horizontal Reservation in accordance to Govt. Order No. 62-SW of 2001 dated 13-03-2001 and Combined Competitive Examination Rules, 2008.

3. **Scheme of Examination:** The Combined Competitive (Main) Examination, 2012, will consist of two successive stages: Written and interview, for selection of candidates for various services and posts indicated above.

Candidates who have been declared by the Commission, to have qualified the Preliminary Examination vide PSC Notification No. PSC/EX-12/116 dated 28-08-2012, only are eligible for admission to the Main Examination subject to their eligibility in accordance with the rules which is further subject to the scrutiny of the documents at the time of depositing of the application forms and at any stage which the Commission may deem fit and expedient. The Examination shall commence tentatively on **15.02.2013** as already notified. A detailed Date Sheet will be notified separately. The short listed candidates will have to apply on the prescribed Application Form for the Combined Competitive (Main) Examination, which are available at the Commission offices at Jammu/Srinagar.

4. **How to obtain the Application Form:** The Candidates seeking admission to the Main Examination can obtain the prescribed Application Form, instructions for filling the Application Form, acknowledgement card and an envelope for submitting the Application Form, from the offices of J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar, on payment of Rs. 510/- and Rs. 260/- respectively in respect of OM candidates and Reserved Category candidates respectively on cash payment to be deposited in the J&K Bank Counters established at the offices of the Commission at Jammu/ Srinagar. The amount payable should include Rs.100/- as cost of the form and Rs.10/- service charges of the J&K Bank.

- **The Below Poverty Line female candidates are exempted from payment of application fee.**
- **The candidates are advised to bring with them Roll No Slip/Admit Card of Preliminary Examination, as proof of their identification for obtaining the Application Form.**

5. **Eligibility Conditions:** The conditions of eligibility and age limits etc., as laid down in the Notification, SRO 387 dated 01.12.2008, read with SRO 168 dated 31.05.2011 shall be as under:-

A Candidate:

- a) should have qualified the Combined Competitive (Preliminary) Examination, 2012.
- b) must be a permanent resident of J&K State; and
- c) must hold a Bachelor's Degree in any subject from a recognized University in India or from a Foreign University declared by Government in consultation with the Commission to be equivalent to a degree of a recognized University.

The candidate shall have to provide the proof to the effect that he/she had appeared in the requisite examination upto the last date for receipt of Application for Preliminary Examination viz. up to 15.05.2012 and had qualified the Examination at the time of filling up the Application Forms for the Mains Examination, failing which, such candidate shall not be admitted to the Mains Examination.

d) Age Limit:

- (i) A candidate must have attained the age of 21 years and but has not crossed the age of 35 years (in case of OM candidates) on 1st January 2012 i.e. a candidate must have been born not earlier than 01.01.1977 and not later than 01.01.1991.

(ii) The upper age limit prescribed shall be 37 years, if the candidate:

- 1. belongs to Scheduled Castes/Scheduled Tribes/Socially and Educationally Backward Classes; or
- 2. is a person holding a civil post in the 'State' in a substantive capacity.
- 3. the upper age limit for physically challenged candidates, shall be 38 years irrespective of the category to which such a candidate belongs.

Provided further that a candidate who has completed two years service in substantive capacity to be certified by his Head of Department, shall alone, be eligible to claim the benefit of upper age limit under clause (2) above.

Note: Two years of service for the above purpose will be determined on 01.01.2012, as 1st January is relevant for purpose of determination of the age in the services.

Provided further that candidates in respect of J&K Police (Gazetted) Service should possess the following physical standards also, namely:

I. For Males:

Height	165 cm
Chest girth	84 cms
Expansion	5 cm

II. For Females:

Height	150 cm
Chest girth	79 cm
Expansion	5 cm

III. For Candidates from Leh/Kargil

<u>a. For Males:</u>		<u>For Females:</u>	
(i) Height	160 cm	Height	145 cm
(ii) Chest girth	79 cm	Chest girth	79 cm
(iii) Expansion	5 cm	Expansion	5 cm

Provided also the candidate(s) already holding a civil post in the State shall submit their applications through Head of Office with an advance copy of the application directly to Commission and in case the Commission receives an intimation withholding permission from the employer in respect of a candidate who has applied for, or is appearing in the Combined Competitive Examination, his/her application shall be rejected and candidature cancelled. Such a candidate may, however, be allowed to appear in the examination as fresh candidate subject to the condition that the said candidate is otherwise eligible under rules.

Explanation: The expression “Civil post in the State” mentioned above means a post in any departmental service under the State and includes the posts in the High Court of J&K and the J&K State Legislature”.

6. How to apply:

- i. Since the Application Form is to be electronically scanned, due care should be taken to fill up the Application Form neatly and correctly. (while filling up the Application Form, please refer to detailed instructions given in the instruction booklet).
- ii. The candidates are required to submit the Application Form complete in all respects. Photograph, duly attested, should be pasted (**Not Staped in Any Case**) at the space provided in the Application Form. It should then be submitted along with a photocopy of the original form.
- iii. They are further advised to attach attested copies of the documents/testimonials with the photo-stat copy of the Application Form and not with the original form
- iv. The candidate should also fill up the data/information at relevant spaces of the **Acknowledgment Card** along with his Form Number and name of the examination
- v. In case of Application Form submitted by post, the Acknowledgement Card should bear postage stamps of Rs. 5/-.
- vi. Application Form, duly filled in along with its Photostat copy and the Acknowledgement Card, with all the documents/testimonials etc. shall have to be submitted in the Commission office at Jammu/Srinagar personally or mailed in the special envelope supplied for the purpose, by registered post to the **address of the Secretary & Controller of Examinations, J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar**, before the last date notified for the purpose.
- vii. The envelope should be superscribed “**Combined Competitive (Mains) Examination, 2012**” in the block letters.
- viii. A candidate already holding a Civil Post in the state shall submit his Application Form through Head of his/her Office with an advance copy of the Application Form directly to the Commission. The period and type of employment should be clearly mentioned and any ambiguity in the certificate shall make the candidate liable for disqualification for claiming any benefit of higher age limits.

- ix. In case the Commission receives an intimation withholding permission from the employer in respect of the candidate applying for appearing in the Combined Competitive Examination, 2012, his/her Application Form shall be rejected and candidature cancelled. Such a candidate may, however, be allowed to appear in the examination as a fresh candidate subject to the conditions that the candidate is otherwise eligible under rules.

The following documents are necessarily required to be attached with the Photostat copy of the Application Form:

- (i) **Attested copies of:**
- (a) **Matriculation or Secondary School Leaving Certificate as proof of date of birth;**
 - (b) **Educational qualification certificate;**
 - (c) **Permanent Residence Certificate;**
 - (d) **Certificate of belonging to RBA/SC/ST/ALC/SOC/PHC.**
 - (e) **Certificate of holding of a civil post under the state as required, under SRO 387 dated 01.12.2008, for seeking age relaxation, (if relevant).**
 - (f) **PHC category candidates should furnish the disability certificate on the proforma appended to this notification.**
 - (g) **Character Certificate issued by the Head of the Educational Institution or University last attended by the candidate/ A Gazetted Officer certifying that the candidate is known to him for at least 10 years and the candidate bears a sound moral character.**
 - (h) **In case of a candidate already in Government Service, a character certificate issued by the concerned Head of the Office.**
 - (i) **In case of Below Poverty Line female candidates, the applicant shall have to produce the proof of having Below Poverty Line Ration Card/Certificate issued by the Consumer Affairs and Public Distribution Department.**

Application forms without these documents shall be considered incomplete.

- (ii) One recent passport size photograph of the candidate, duly attested by a Gazetted Officer and pasted at the space provided in the Application Form;

Note 1: Copies of documents submitted by the applicant shall bear the self-attestation by the candidate as well as of the Gazetted Officer attesting the same, with his signature, name and designation.

Note 2: The candidates are advised to write their complete postal address including Pin Code to facilitate quick postal deliveries.

7. Last Date for receipt of Application Form:

- i. The Application Forms shall be received at the counters set up for the purpose, in the Commission Offices located at Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar on all working days (Monday to Friday) **from 10 A.M to 5 P.M up to 04.10.2012, which shall be the last date.**

- ii. Application Forms received after the last date viz. **04.10.2012** will not be entertained, under any circumstances, whatsoever, and all such Application Forms shall and shall be deemed to have been rejected without further notice.

Note: The Candidate should, therefore, ensure that the Application Forms reach the Commission Offices by any means on or before the prescribed last date.

- The Admission to the Combined Competitive (Mains) Examination, 2012 shall be purely provisional subject to the determination of the eligibility, as prescribed under rules.

8. Acknowledgement of Application Forms:

- i. Candidates, who personally submit their Application Form at the Commission counters, will be issued an acknowledgement duly stamped, and signed by the counter/receipt assistant in token of receipt of the Application Form.
- ii. In respect of the Application Forms received by post, the acknowledgement card duly filled in by the candidate will be dispatched to him/her duly stamped and signed by the Receipt Assistant.
- iii. If a candidate does not receive the acknowledgement card within 15 days, he should, at once, contact the Secretary, J&K Public Service Commission quoting his/her Application Form number.

The mere fact that the Commission office has acknowledged a candidate's Application Form does not mean that the Commission has accepted his candidature for the examination which shall and shall depend upon the eligibility of the candidate in accordance with the rules.

9. Date of Examination:

- i. The Mains Examination will be held tentatively w.e.f. **15.02.2013** at Jammu & Srinagar simultaneously as per date sheet to be notified separately by the commission.
- ii. The date of holding the examination shall not be changed unless required for any unavoidable reasons which shall be at the discretion of the Commission.
- iii. Change, if any as such, in the date of examination shall be notified accordingly.

10. Centre of Examination:

- i. The Examination will be held at different centres located in Srinagar and Jammu cities.
- ii. The allotment of centres shall be at the sole discretion of the Commission and once a centre is allotted to a candidate, request for change of centre will neither be entertained nor will the Commission will respond to request for change of centre.

Note:

- ✓ The Candidate should carefully mention about **his/her choice for the centre** viz. Jammu/Srinagar and the **optional subjects** for the examination while filling the Application Form.

- ✓ **If a candidate records more than TWO optional subjects and/or more than one centre in his/her application, his/her Application Form will be rejected.**
 - ✓ **Under no circumstances, request for change in the choice once exercised by the candidate in respect of optional subjects shall be entertained.**
 - ✓ While every endeavor will be made to allot the candidates, the examination centres of their choice viz. Jammu/Srinagar, the Commission may, at their discretion, allot a different centre to a candidate, where circumstances so warrant.
11. **Withdrawal of Application:** Request for withdrawal of candidature from a candidate shall not be entertained after 15 days from the last date for submission of Application Forms.
12. **Correspondence with the Commission:** The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:
- i. The candidates are advised to remain in touch with the Commission through its official website www.jkpsc.org/www.jkpsc.nic.in. The Admit cards shall be available on the Commission's website for downloading by the candidates from the date as will be notified by the Commission separately. The Commission shall not be responsible for any postal delay of the admit cards sent to them by post. However, if a candidate does not find his/her admit card on the said website or does not receive it by post 15 days before the conduct of examination, he/she in his/her own interest, should contact the Commission's office at Polo Ground, Srinagar/Resham Ghar Colony, Bakshi Nagar, Jammu for ascertaining the reasons or for obtaining a duplicate copy of Admit Card, as the case may be.
 - ii. Change in address, if any, should be communicated to the Commission at the earliest. Although, the Commission would make every effort to take account of such changes, it does not take any responsibility in this regard.
- **Important:** All correspondence with the Commission should, invariably, contain the following particulars:
- a. Name and Year of Examination;
 - b. Application Form number;
 - c. Full name of the candidate (in Block Letters);
 - d. Complete postal address as given in the Application Form;
 - e. email address of the candidate; and
 - f. Mobile/Landline No. with STD code.

GENERAL INSTRUCTIONS

1. Candidate(s) should fill up the Application Form(s) carefully.
2. No column of Application Form should be left blank.
3. **Incomplete and incorrectly filled in Application Form shall not be entertained. No representation or correspondence regarding such rejection shall be entertained.**

4. **The candidate(s) should also note that their admission at all the stages of examination shall be provisional, subject to fulfillment the prescribed eligibility conditions.**
5. If it comes to the notice of the Commission at any time before or after the Main Examination, or Interview, that a candidate does not fulfill any of the eligibility conditions or the candidate has claimed eligibility based on misrepresentation, fraud or concealment of material fact or impersonation, his/her candidature for the examination shall be cancelled and he/she shall be also liable for prosecution/disciplinary action by the Commission which includes debarment from appearing in the future examinations.
6. Any change of address given in the Application Form should at once be communicated to the Secretary, J&K Public Service Commission.
7. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority, as the Government may require.
8. Canvassing, in any form, shall disqualify a candidate.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

Candidates are warned that they should not furnish any particulars that are false or suppress any material information. While filling in the Application Forms, candidates are also warned that they should, in no case, alter or otherwise temper with any entry in a document or its attested/certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or discrepancy between two or more such documents or their attested /certified copies, an explanation regarding this discrepancy should be furnished.

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. using unfair means during the course of examination, or
- viii. writing irrelevant matter including obscene language or pornographic matter ,
in the script(s), or
- ix. misbehaving in any other manner in the examination hall, or
- x. harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- xi. 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, 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 examination or selection held by them.
- (ii) By the State Government from any employment under them, and
- (c) if he/she is already in service under Government, disciplinary action can be taken against him/her under the appropriate rules.

IMPORTANT

1. Candidate must read the detailed instructions for the candidates before filling up of the form. He/she must fill the form strictly according to the instructions.
2. Candidates must ensure that no column is left blank or is wrongly filled, as information furnished therein would be used for deciding the eligibility and suitability of the candidate for being called for the interview. Application Form not filled in correctly and as per the instructions is liable to be rejected and the onus of such rejection shall be on the candidate himself/herself. The Commission shall not entertain any claim in respect of such rejection.
3. For any query visit the Commission Website www.jkpsc.org or the Commission facilitation centre at Jammu/Srinagar or dial Number 2566710 (Jammu) and 2455089 (Srinagar).

Sd/-
(Dr. T.S. Ashok Kumar) IFS
Secretary,
J&K Public Service Commission.

No: PSC/KAS/2012/172

Dated 31-08-2012

CC: -

1. All Financial Commissioners/Principal Secretaries/ Secretaries to Govt_____
2. Resident Commissioner, J&K Government New Delhi.
3. Director General Police J&K, Srinagar.
4. Divisional Commissioner Kashmir/Jammu.
5. All Deputy Commissioners.
6. All Head of Departments.
7. Director, Information Department, J&K Govt. The notification be published in all the leading local dailies in Jammu/Srinagar.
8. Director Radio Kashmir, Jammu/Srinagar/Leh.
9. Director Doordarshan Kendra Jammu/ Srinagar/Leh.
10. Private Secretary to His Excellency The Governor J&K, Srinagar.
11. Private Secretary to Hon'ble Chief Minister, J&K State, Srinagar.
12. General Manager, Govt. Press, Jammu/Srinagar for publication of notification in the next issue of Govt. Gazette.
13. P.P.S. to Hon'ble Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
14. P.S. to Member for information of _____ Hon'ble Member.
15. All Sr. Standing /Standing Counsel J&K PSC, Jammu/Srinagar.
16. P.A. to Secretary & Controller of Examinations, J&K Public Service Commission.
17. Office file.

DISABILITY CERTIFICATE

1. Name of the Candidate: _____
2. Father's/Husband's Name: _____
3. Sex & Age: _____
4. Address: _____
5. Mark of Identification: _____
6. Type of Disability: _____
 - A. Visual Disability
 - B. Hearing Impairment
 - C. Locomotor Disability
 - D. Mental Retardation
 - E. Any other (specified in the Act)
7. Diagnosis: _____
8. Degree of Disability (%age) _____

(Detailed in the Act/Guidelines): _____
9. Validity: _____

**Medical Officer
Board**

Medical Officer

Chairman Medical

- Act means J&K Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1998.
- Medical Board will give permanent disability certificate in case of such permanent disabilities where there are no chances of variation in the degree of disability. Wherever there is any chance of variation in the degree of disability, the Medical Board will indicate period of validity in the certificate.

N.B One of the Medical Officer should be specialist in the concerned disability.