



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
RESHAMGHAR COLONY, BAKSHI NAGAR, JAMMU.

(www.jkpsc.org)

NOTIFICATION NO: 03 - PSC OF 2012

D A T E D : 2 4 . 0 2 . 2 0 1 2

1. Applications on prescribed form are invited (from the permanent residents of the J&K State only) for the posts of Court Manager for Judiciary in the Department of Law, Justice & Parliamentary Affairs as per category-wise breakup, Pay scale, educational qualification and age limit given below which should reach the Commission Office J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar on or before **26.03.2012.**

NAME OF THE DEPARTMENT: - DEPARTMENT OF LAW, JUSTICE & PARLIAMENTARY AFFAIRS

Item No	Discipline	OM	RBA	SC	ST	ALC	Total
04	Court Manager for Judiciary	14	05	02	02	01	24

Pay scale = Rs. 9300-34800 (GP = 4800)

Prescribed Qualification:-

A Masters Degree in Business Administration from a University established by Law in India.

Age as on 1st January 2012

Minimum	=	18 years
Maximum	=	37 years
Physically Handicapped	=	39 years
RBA/ SC/ST /ALC/SLC	=	40 years
In-service candidates	=	40 years
Ex-Servicemen	=	48 years

Note A: In terms of the Government Order No. 102-GAD of 2007 dated 27.01.2007, the Contractual appointees shall be deemed to be in-service candidates so far as the upper age limit for direct recruitment to Government Service is concerned provided they subsist in contractual appointment as on the date of issue of advertisement.

Note B: Over-aged candidates having exceptional qualification relevant to the concerned subject may also apply at their own risk and responsibility without prejudice to the right of the Commission to reject their Application Forms:

Provided that over-aged candidates, shall not be considered when other eligible candidates are otherwise available.

2. **Application Forms**

- (a) Application Forms can be obtained from the office of the J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/ Polo Ground Srinagar on cash payment of Rs. 50/- (excluding processing charges of Rs. 10/) from the counters opened by the representative of J&K Bank in Jammu & Srinagar offices of the Commission.
- (b) The OMR Application Forms should neatly and correctly be filled in. A copy of passport size photograph should be pasted at the relevant space in the Application Form and duly attested by the Gazetted Officer.
- (c) The Application Form complete in all respects should be photo-copied. The photocopies of the certificates/testimonials be attached with photocopy of the Application Form. The OMR Application Form together with the photocopy of the Application Form and enclosures be submitted to the Commission office in the envelope provided by the Commission along with the Application Form.

Note: APPLICATION FORM ON WHICH CORRECTION FLUID IS APPLIED, SHALL BE OUT RIGHTLY REJECTED.

3. **Fee**

The Application Forms, duly filled in by the candidates should be submitted at PSC office, Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar accompanied with Bank Draft or against cash payment of an amount of Rs. 400/- (excluding processing charges of Rs.10/-) in respect of general category candidates and Rs.200/- (excluding processing charges of Rs. 10/-) in respect of reserved category candidates through the counters of J&K Bank opened in the offices of J & K PSC at Jammu/Srinagar.

The Application Forms complete in all respects must reach the Secretary, J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar on or before the last date i.e. **26.03.2012** in an envelope provided by the Commission alongwith the Application Form. In case the last date is declared a public holiday, then the last date for receipt of Application Forms shall be the next working day.

Note: Candidates should clearly note that the Commission will, in no case, be responsible for non-receipt of their Application Forms or any delay in receipt

thereof on any account whatsoever. No application received after **26.03.2012** will be entertained under any circumstances and all the late applications shall be deemed to have been rejected. Applicant should, therefore, ensure that their applications reach the Commission's office on or before **26.03.2012**.

Note: The in-service candidates shall submit their Application Forms after a certificate from the Head of the Office is to be recorded in the format given at the end of the Scorable Application Form and submit a photocopy of Scorable Application Form through their appointing authority.

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess, at least the essential qualifications. No enquiry or advise in respect of eligibility will be entertained.

4. **CERTIFICATES TO BE ATTACHED WITH THE PHOTOCOPY OF THE APPLICATION FORM**

Attested true copies of the following certificates are to be attached with the photo copy of the Application Form:-

- i. Date of Birth Certificate.
- ii. Permanent Resident Certificate.
- iii. Educational Qualification Certificate Prescribed for the Post.
- iv. Certificate of Higher/Additional Qualification if any.
- v. Valid Category Certificate as per SRO 294 dated 21.10.2005.as amended from time to time.
- vi. Marks Certificate of Prescribed Qualification.
- vii. For Physically Handicapped Candidates, Disability Certificate on the prescribed format

5. **CANDIDATES WHO CLAIM TO POSSESS**

If Candidates are in possession of the following certificates/testimonials, attested copies of the same be also attached with the Application Form for claiming any benefit at the time of interview as prescribed in Rule 51 of J&K PSC (Business & Procedure) Rules, 1980.

1. Distinction in NCC activities (Holder of grade 'C' Certificate).
2. Distinction in sports (Certificate by Secretary, J&K Sports Council to be an outstanding sports person in terms of J&K (Appointment of Outstanding Sports Persons) Rules, 1998).
3. Experience against the post in a Govt./Govt. recognized institution including the institutions authorised by MCI/DCI/ICAR/ICVR/AICTE/Bar Council of India (Certified by the Head of Institution and in case of private institutions to be

countersigned by the District/Divisional/State authority of the concerned Government Department and/or Director College Development Council/authorized Officer of the University granting affiliation, as the case may be). The weightage shall be calculated at 0.25 points for every completed three months.

The last date for receipt of applications as indicated above i.e. **26.03.2012** shall, for all purposes be the cut off date for determining the eligibility. Experience/improvement in the qualification/marks/additional qualification/distinction in sports/Games/NCC, if any, acquired by the candidate after the last date fixed for receipt of applications, shall not be taken into account nor given any credit.

6. **OTHER INFORMATION/INSTRUCTIONS**

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess, at least the essential qualifications prescribed for the post. No enquiry for advice as to the eligibility will be entertained.

- i. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Further, the summoning of candidates for interview shall convey no assurance, whatsoever, that they will be selected. Appointment order of the selected candidates will be issued by the Government in accordance with the availability of vacancies.
- ii. Save as otherwise provided, in any other Act, Rules, or Regulations in force, where the Commission considers that the number of candidates who have applied for the post to be filled by direct recruitment, on the basis of interview, is large and it is not convenient, or possible, for the Commission to interview all the candidates, the Commission may restrict the number of candidates to be called for interview, to a reasonable limit as provided in rule 40 of J&K Public Service Commission (Business & Procedure Rules) 1980 by shortlisting in the manner as indicated below: -

a) Short listing through a written Screening Test

Where the number of applicants exceeds 350 against posts not exceeding 100 and where the number of applicants is more than 3 times against vacancies exceeding 100, the short listing in the proportion of 1 (post) : 3 (applicants) shall be done through a Written Screening Test.

b) Short listing by other methods

When the number of applicants for posts upto 100 is 350 or less, the short listing shall be done in the proportion indicated in the sub joined table on the basis of:

- (i) Percentage of marks secured in the qualifying examination; and
- (ii) Higher qualification, if any, in the relevant subject.

i	For 1-5 post	Five times the number of posts
ii	For 6-10 posts	Four times the number of posts subject to a minimum of 25.
iii	For 11 -100 posts	Three times subject to a minimum of 40.

Provided that, if the degree awarded for the minimum academic qualification prescribed for a post does not indicate the merit achieved by the holder in terms of grade or marks, and the applicants competing for the posts are more than the number required to be shortlisted as per table above, the Commission shall carry out short listing by a written Screening Test.

Provided further that the candidate (s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed according to ii(a) and ii(b) above.

In a situation, when a reserved category candidate secures, merit equal to or above the cut off merit, in open category, such candidates shall also be called for interview in the respective category.

Explanation:

Weightage for merit in the qualifying examination shall be 90% and for higher qualification in the relevant subject upto 10%.

- i. The marks secured by the candidates in the screening test shall not be taken into for determining the final order of merit.
- ii. The place of interview/centre for screening test once chosen by the candidate shall not be changed in any case at later stage.
- iii. Selections of the candidates shortlisted for the interview shall be made in accordance with rule 51 of J&K Public Service Commission as notified vide Notification No.PSC/Ex/11 dated 30.03.2011.
- iv. The summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.
- v. Candidates must be having sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Government may require.

- vi. Candidates will be informed of the result of their applications in due course of time and any interim enquiries about the result are, therefore, unnecessary and will not be attended to. The Commission shall not enter into any correspondence with the candidates about reasons for their non-selection for interview/appointment.
- vii. Canvassing, in any form, shall disqualify a candidate.

7. **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 in filling up the Application Form. Candidates are also warned that they should, in no case, correct or alter or otherwise tamper 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 any 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 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 test, or
- viii. writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- ix. misbehaving in any 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 under the rules.

IMPORTANT

1. Candidate must read the detailed instructions 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 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 not filled correctly and as per the instructions is liable to be rejected and the onus of such rejection would be on the candidate himself/herself. The Commission will not entertain any claim in respect of such rejection.
3. Copies of the certificates should be attached in support of the information given in the form, where necessary. Any information contained in the attached certificates shall not be considered unless it is claimed in the Application Form.
4. Fee amount is payable in the shape of Bank Draft drawn from J&K Bank Limited only or by cash at J&K Bank counters opened in P.S.C Offices both at Jammu/Srinagar. No other mode of payment is acceptable.
5. Applications should be sent/delivered to the Secretary J&K Public Service Commission Reshamghar Colony, Bakshi Nagar, Jammu /Polo Ground Srinagar.
6. For any query visit the Commission's Website www.jkpsc.org or Commission's facilitation centre at Jammu/Srinagar or dial Number 2566710 (Jmu) and 2455089 (Sgr).
7. Moreover, in case of clarification, the candidates should mention the Notification No., Item No. and Bar Code No. of the Application Form alongwith specific information to be sought.

Sd/-
(M.A. Bukhari) IAS
Secretary,
J&K Public Service Commission.
Dated: 24.02.2012

No: PSC/DR/Court Manager/1/2012