

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF DEPUTY COMMISSIONER, ANANTNAG

ADVERTISEMENT NOTICE

- Reference:-
- i) Government Order No. 257-F of 2011 dated 27-10-2011.
 - ii) This office advertisement Notification No. DCA/Acctts/11-12/1080-93, dated 29.08.2011
 - iii) Communication No. GAD/Mtg/RB-IV/28/2013, dated 14.08.2013 from General Administration Department, J&K Government.

Application on the prescribed format (*Annexure - A*) are invited from the permanent residents of Anantnag District of Jammu and Kashmir state for recruitment to the following Class-IV posts in Revenue Department, District Cadre Anantnag. However, for the posts reserved for Scheduled Caste, candidates belonging to Scheduled Caste category hailing from J&K State shall be eligible to apply.

S.No	Name of the post	No Of posts	Open	Resident Backward Area	Schedule Caste	Schedule Tribe	Social Caste
01	Orderlies/ Process servers	40	31	04	02	02	01

Terms and conditions:-

1. The salary of the selected candidates shall be governed in terms of Government Order No 257-F of 2011 dated 27-10-2011 read with SRO -332 of 201, dated 28-10-2011.
2. The candidate must possess the minimum qualification as Matric & Maximum as 10+2.
3. For selection purposes 10th & 12th pass qualification only shall be considered and points shall be awarded as under:-
10th = 60 points (on prorated basis)
12th = 20 points (on prorated basis)
Viva = 20 points
Total = 100 points.
4. The age of the candidate as on 01-01-2013 should not be:-
Below the age of 18 years and not above the age of 37 years in case of Open merit, however in case of SC/ST/RBA age should not be more than 40 years.
5. The application on prescribed format along with attested copies of the following certificates / documents shall be received at **GIRLS HIGHER SECONDARY SCHOOL, (LAL CHOWK) ANANTNAG**. The last date of submitting/receiving of application form is **28.12.2013 (up to 3:00 pm)**
 - i. Date of Birth
 - ii. Academic Qualification Certificates
 - iii. Marks Certificate of the Examinations Passed
 - iv. Character Certificate
 - v. Permanent Resident Certificate
 - vi. Reserved Category Certificate, if any, issued by the concerned competent authority
6. Application received incomplete in any respect shall be rejected without assigning any reason thereof and no correspondence shall be made in this regard.

7. All the documents attached with the application shall be signed by the applicant and pages numbered.
8. The total No. of pages (cncls.) have to be mentioned both in words and figures in the application.
9. The applications received after last date either through post or by hand shall not be entertained.
10. Candidates found guilty of impersonation or submitting false, fabricated and tampered documents suppressing material information shall lead to the rejection of his/her candidature at any stage. Besides, such applicants are liable for criminal prosecution.
11. The candidates will have to appear before the selection committee for interview at the venue to be intimated latter on on their own expenses.
12. The date of interview shall be notified separately, and no call letters shall be sent individually. However , the candidates in their own interest may contact Deputy Commissioner Office Anantnag , for any query regarding dates of interview .No claim of being unaware of interview shall be entertained.
13. The candidates at the time of interview should be in possession of all the certificates / documents in original.
14. The number of Posts as mentioned above may increase or decrease depending upon number of Vacancies available at the time of final selection.
15. If large number of applications are received, the selection committee will short list the candidates for interview. The short listing shall be done in the ratio of 1:5 based on the merit obtained in 10th and 12th and weightage to 10th and 12th shall be assigned as mentioned above. (Term/Condition No. 3)
16. The application submitted by the candidate shall be pasted with the recent passport size photograph of the applicant & dully attested by a Gazetted Officer.
17. Reservation to Physically Challenged applicants/Ex Servicemen shall as per the Reservation Rules.
18. This advertisement notification includes the posts advertised earlier vide notification No. DCA/Acctts/11-12/1080-93, dated 29.08.2011 and the candidates who have applied earlier against class-IV posts advertised by this office vide above advt. notification need not apply afresh.
19. The last date of receipt of applications shall be the cutoff date for determining the eligibility/ merit. Any document issued after last date of receipt of applications shall not be considered.

No.: DCA/Class-IV/Acctts/13/1580-87

Dated: 14.12.2013

*Chairman Selection Committee/
Deputy Commissioner Anantnag.*

ACKNOWLEDGEMENT CARD

Received an application form

from.....

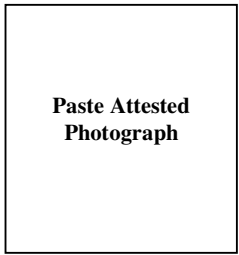
S/o,D/o,W/o.....

R/O.....

under No.....

along with

- 1) D.O.B
- 2) 10th Marks Certificate
- 3) 12th Marks Certificate
- 4) PRC
- 5) Category Certificate
- 6) _____



Total Number of enclosures _____ today on _____

For the post of Class-IV in Revenue Department, District Anantnag. Posts advertised vide

notification No. *DCA/Class-IV/Acctts/13/*

DATED: 14.12.2013

OFFICE STAMP

SIGNATURE OF RECEIPT CLERK