

ANNEXURE "A"
TO ADVERTISEMENT NOTICE NO.01 OF 2016 DATED 08.08.2016

**"FORM OF APPLICATION FOR APPOINTMENT AS CLASS-IV IN GOVERNMENT SERVICE
(REVENUE DEPARTMENT) DISTRICT CADRE RAJOURI".**

1	Post applied for				Space for photograph
2	Advertisement notice No.& date	01 of 2016 dated 08.08.2016 issued under endt.No.Esst/Adv/409-34 dated 08.08.2016			
3	Name of the candidate (IN CAPITAL LETTERS)				
4	Parentage				
5	Permanent address:				
	Ward/village	Post Office	Tehsil		
6	Present address:				
	Ward/village	Post Office	Tehsil	District	
7	Marital status	(Married [] Un-married [])			
8	Date of Birth				
9	Category, if any				
10	If the applicant is female and married, give name and full address of husband: i.Name of Husb. _____ ii.R/O _____ iii.P/O _____ iv.Tehsil _____ v.District _____				
11	Detail of Educational Qualification (from matric to 10+2)				
	Examination passed	Session/year of passing exam	Subjects offered	Marks obtained/ maximum marks	%age of marks
	i.Matric				
	ii.Hr.Sec.Part-I				
	iii.Hr.Sec.Part-II				
12	Whether you have ever been debarred from appearing in any examination.				Yes/No
13	Whether you have ever been arrested/prosecuted or involved in any criminal case				Yes/No
14	Enclosures:- Self attested photo copies of:- (1).Date of Birth Certificate (2).Academic Qualification Certificates (3).Valid category certificate, if any (4).Character certificate issued by District Police (5).Try. Receipt of Rs.20/- (in original).				
	Declaration: I hereby declare that the statements given above are true to the best of my knowledge and belief. I understand that any willful mis-representation of facts and concealment of information shall result in the cancellation of my candidature and may also debar me either permanently or for a specified period from applying for further selection. I shall accept the selection made by the competent authority which will be binding on me. Place : _____ Applicant's Signature Dated: _____ Jatotia				



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE CHAIRMAN
DISTRICT LEVEL CLASS-IV APPOINTMENT COMMITTEE (DEPUTY COMMISSIONER)
RAJOURI
Tele:01962-262244 Fax:01962-262481

ADVERTISEMENT NOTICE NO:01 OF 2016
D A T E D: 08.08.2016

Applications are invited from the eligible candidates, who are permanent residents of Rajouri District for filling up of following Class-IV posts in Revenue Department District Cadre, Rajouri on the format forming **ANNEXURE "A"** to this Notice. However, candidates belonging to SC category of other Districts of the State shall be eligible to apply for the said reserved vacancies irrespective of their residence:-

Detail of posts:		
S.No	Name of post	No.of posts
01	Orderly	27
02	Process Server	10
03	Chowkidar	10
04	Sweeper-cum-Chowkidar	01
Total		48

Closing date	15.09.2016
---------------------	-------------------

Note:- (i).Reservation shall be provided as per the Jammu & Kashmir Reservation Act and Rules made there-under.

(ii).The number of vacancies advertised are tentative & liable to increase or decrease.

(A).Pay Scale: Pay Scale of these posts is Rs.4440-7440+1300 Grade Pay.

Note: The posts advertised are under the "New Recruitment Policy" notified vide SRO:202 dated 30th June, 2015, therefore, the candidates appointed through selection process will get salary as Basic Pay+Grade Pay (4440+1300=5740 per month) for first five years and the selectees/appointees shall be governed under the "New Pension scheme" as per SRO 400 of 2009 dated 24.12-2009.

The Application Forms shall be deposited in the following offices. The candidates desirous to apply for the above posts can also obtain Application Forms from these offices:

S. No	Candidates belonging to:	Offices identified for deposit of application forms
01	Tehsil Rajouri & Manjakote	Deputy Director Employment & Counseling Centre, Rajouri
02	Tehsil Thanamandi	Tehsil Office Thannamandi
03	Tehsil Darhal	Tehsil Office Darhal
04	Tehsil Khawas & Koteranka	Tehsil Office Koteranka
05	Tehsil Taryath & Kalakote	Tehsil Office Kalakote
06	Tehsil Siot, Sunderbani & Beri Pattan	Tehsil Office Sunderbani

(B). Basic Eligibility:

1. The minimum and maximum academic qualification (on the last date of receipt of applications) is matric and 10+2 respectively, besides the candidate must fulfill all other conditions of eligibility prescribed for the post.
2. The age of the candidate as on 1st January, 2016 should not be:
 - i. Below 18 years
 - ii. Above 40 years in case of general category (open merit)/in-service candidates
 - iii. Above 43 years in case of reserved category candidates
 - iv. Above 42 years in case of physically challenged candidates
 - v. Above 48 years in case of Ex-Servicemen.

(C). Documents (attested copies) to be attached:

- i. Date of Birth Certificate
- ii. Educational Qualification Certificate(s) (refer (A)1)
- iii. Permanent Resident Certificate
- iv. Character Certificate
- v. Category certificate, if any
- vi. Treasury Receipt of Rs.20/- in original (deposited in Major Head: 0029).

(D). How to apply:

- (a). The application forms (duly pasted (not stapled) with a passport size photograph) duly filled-in and complete in all respects should be delivered by hand or by registered post in the above offices by or before the last date for receipt of application forms.
- (b). One candidate should submit only one application form for a post.

(E). Other conditions:

- (a). The application found incomplete in any manner, will be rejected without assigning any reason to the applicant.
- (b). The information with regard to interviews shall be conveyed through electronic/print media, no individual interview card/call letter shall be issued.
- (c). Interviews for the above posts shall be conducted together with the interviews of candidates who had applied for class-IV posts advertised in the previous years in response to Advertisement Notice(s).
- (d). The last date of the receipt of application forms shall be the cut of date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the 1st of January of the year in which posts are advertised i.e. 01.01.2016. Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of applications. Any qualification acquired thereafter shall not be taken into account for any purpose. Similar will be the case with the qualification acquired in consequence of declaration of result after the last date of receipt of application.
- (e). The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof does not entitle the candidate to be called for interview.
- (f). Call letter(s) shall not be issued individually, however, department shall give wide publicity through print and electronic media, official website of Deputy Commissioner,

Rajouri (www.rajouri.nic.in) etc. about the venue and dates of the interview for the eligible short-listed candidates.

- (g).The candidates called for interview must produce the original qualification/category certificates etc. before the Committee constituted for conduct of interview so that their eligibility for participation in the interview is verified. Any candidate who fails to produce the relevant original documents/testimonials shall not be allowed to appear in the interview. A photocopy of each such certificate duly attested/signed by the candidate should be brought along for depositing the same with the office.
- (h).A candidate found guilty of impersonation or submitting fabricated/tempered documents/ testimonials or making statement which are incorrect, false or suppressing material information, may be rendered liable for criminal prosecution under law.
- (i). No TA/DA will be paid for participation in the interview.

(F).Criteria for short-listing of the candidates:

(a).Where the number of candidates are large and it is not possible/convenient to call all the candidates for interview, the short-listing of candidates shall be done in the following manner:-

(i).Total points for short-listing	= 100
(ii).Weightage to be given to the marks obtained in the matriculation	= 90
(iii).Points to be awarded for higher qualification (upto 10+2)	= 10

(G).Criteria for selection of the candidates shall be as under:

(i).Total points	= 100
(ii).Weightage to matric marks	= 60
(iii).Points for higher qualification (upto 10+2)	= 20
(iv).Points for viva voice (including experience)	= 20

No:Estt/Adv/409-34

Dated: 08.08.2016

Copy to the:-

1. Financial Commissioner (Revenue) J&K Srinagar for kind information.
2. Divisional Commissioner, Jammu for kind information.
3. Commissioner/Secretary to Govt.Revenue Deptt.J&K Srinagar for kind inf.
4. Joint Director, Information Department, Jammu alongwith copy of Annexure "A" for wide publicity in the leading news papers for information of the interested candidates.
5. Sub-Divisional Magistrate, Nowshera/Sunderbani/Kalakote/Koteranka/Thannamandi alongwith copy of Annexure "A" for information and necessary action.
6. Scientist-D & DIO (NIC) Computer Centre, Rajouri alongwith copy of Annexure "A" for necessary action.
7. Deputy Director, Employment and Counseling Centre, Rajouri alongwith copy of Annexure "A" for necessary action.
8. District Information Officer, Rajouri alongwith copy of Annexure "A" for information and necessary action.
9. Tehsildar Manjakote/Rajouri/Qila Darhal/Nowshera/Beri Pattan/Kalakote/Sunderbani/Siot/Taryath/Kalakote/Khawas/Koteranka/Darhal/Thannamandi alongwith copy of Annexure "A" for necessary action. They will also display this notice and Annexure "A" in the notice boards for information of the interested candidates.

(Shabir Ahmad Bhat)KAS
Chairman
Distt.Level Class-IV Appointment Committee
(Deputy Commissioner)
Rajouri



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE CHAIRMAN
DISTRICT LEVEL CLASS-IV APPOINTMENT COMMITTEE
(DEPUTY COMMISSIONER) RAJOURI
Tele:01962-262244 Fax:01962-262481

Addendum to Advertisement Notice No.01 of 2016
dated 08.08.2016

It is for the information of the applicants of Scheduled Caste category belonging to other Districts of the J&K State that they may deposit their application forms in response to Advertisement Notice No.01 of 2016 dated 08.08.2016 issued under endorsement No.Estt/Adv/409-34 dated 08.08.2016 for Class-IV posts in Revenue Department District Cadre, Rajouri in the Office of Deputy Director, Employment and Counseling Centre, Rajouri in person or by registered post.

Other terms and conditions shall remain same.

No:Estt/Adv/_____

(Shabir Ahmad Bhat)KAS
Chairman
Distt.Level Class-IV Appointment Committee
(Deputy Commissioner)
Rajouri

Dated: _____

Copy to the:-

1. Financial Commissioner (Revenue) J&K Srinagar for kind information.
2. Divisional Commissioner, Jammu for kind information.
3. Commissioner/Secretary to Govt.Revenue Deptt.J&K Srinagar for kind inf.
4. Joint Director, Information Department, Jammu for wide publicity in the leading news papers for information of the interested candidates.
5. Scientist-D & DIO (NIC) Computer Centre, Rajouri for information.
6. Deputy Director, Employment and Counseling Centre, Rajouri for n/action.
7. District Information Officer, Rajouri for information and necessary action.
8. Notice Board, DC Office