

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT JAMMU
(Chief Justice's Secretariat)**

Email: cj.sec.highcourt@gmail.com

NOTIFICATION

No. 04 of 2024/Psy

Dated: 25-01-2024

It is for the information of all those candidates who have applied for the posts of Accounts Clerks, Data Entry Operators/Computer Operators and Library Assistants in the District Judiciary of UT of J&K pursuant to the Advertisement Notification No. 01 of 2019 dated 10.01.2019, that their Computer Based Test (CBT) is schedule to be held on Sunday, 25th of February, 2024 at Jammu for Jammu Division candidates and Srinagar, for Kashmir Division Candidates simultaneously:

Following Criteria and Syllabus has been approved for selection to the aforesaid posts.

For the posts of Data Entry Operators/Computer operators:

1. Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-

- i. Computer related = 15 Marks
- ii. English Language = 10 Marks
- iii. General Awareness = 10 Marks
- iv. General Aptitude = 05 Marks

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

2. Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

For the posts of Accounts Clerk:

1. Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-

- i. Accountancy related = 20 Marks
- ii. English Language = 10 Marks
- iii. General Awareness = 10 Marks

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

2. Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

For the posts of Library Assistants:

1. Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-
 - i. Library Management related = 15 Marks
 - ii. English Language = 15 Marks
 - iii. General Awareness = 10 Marks

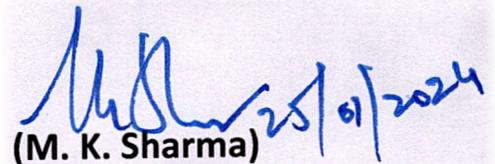
(Note: There shall be negative marking of 0.25 Marks for one wrong answer).
2. Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

Instruction for the test:

- i. The venue of the test will be notified on admit card.
- ii. The candidates can download their admit card from the official website of High Court of J&K and Ladakh i.e <https://jkhighcourt.nic.in> from 15th February, 2024 onwards.
- iii. The test for the post of Data Entry Operator/ Computer Operator shall start at 11.00 AM, whereas the test for the Accounts Clerk and Library Assistant shall start at 2:00 PM. However, the candidates shall report at the venue one hour before the scheduled time of the test.
- iv. Test will be conducted of only those candidates whose documents are found valid.
- v. For identification purpose, the candidates can produce either of the following testimonials:
 - i) Aadhar Card
 - j) Election Card
 - k) Passport
 - l) Driving License
- vi. No TA/DA shall be paid to the candidates.
- vii. Any request for the change of date/venue shall not be entertained.
- viii. Mobile phone and other Electronic Gadgets are not allowed inside the Examination Hall.
- ix. Mere appearance in the test shall not confer any right to seek appointment against the post.

By Order.


(M. K. Sharma) 25/01/2024

**Principal Secretary to
Hon'ble the Chief Justice.**

No. 91-98/Psy-511 (II)

Dated: 25-01-2024

Copy to the:-

1. Registrar General, High Court of J&K and Ladakh.
2. Registrar Rules, High Court of J&K and Ladakh.
3. Registrar Vigilance, High Court of J&K and Ladakh.
..... for information.
4. Secretary to Hon'ble Mr. Justice _____ for information of
His Lordship.

5. Director Information, J&K, Jammu/Srinagar with the request to publish the above notification at least in two daily newspapers with wide circulation in whole UT of J&K.
6. CPC, e-Court, High Court of J&K, Jammu for uploading the same in the High Court website.
7. Chief Librarian, High Court Wing, Jammu / Srinagar for keeping the record of the same.
8. Order file.


Principal Secretary to
Hon'ble the Chief Justice.