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

NOTIFICATION

No.: 1337

Dated: 25-03-2015.

1. Applications in the prescribed format (Annexure-A) are invited from the permanent residents of the state of Jammu and Kashmir, fulfilling the eligibility criteria, for the different State/Divisional Cadre posts in J&K Subordinate Judiciary shown below Itemwise.

2. **Number and break-up of posts category-wise:**

Item No.	Name of the Post with Pay Scale	Cadre	No. of Posts with breakup		Prescribed Qualification
01	Steno Typist (5200-20200 + GP 2400)	Divisional Cadre Kashmir	OM	05	a) Graduate or equivalent from any recognized University. b) Diploma in Shorthand and and typewriting from a recognized Institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing.
			RBA	02	
			ST	01	
			ALC	01	
			Total	09	
02	Steno Typist (5200-20200 + GP 2400)	Divisional Cadre Jammu	OM	04	a) Graduate or equivalent from any recognized University. b) Diploma in Shorthand and and typewriting from a recognized Institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing.
			Total	04	
03	Junior Assistant (5200-20200 + GP 1900)	Divisional Cadre Kashmir	OM	15	a) Graduate or equivalent from any recognized University. b) The Candidate must possess working knowledge of Urdu.
			RBA	06	
			SC	02	
			ST	03	
			OSC	01	
			ALC	01	
Total	28				
04	Junior Assistant (5200-20200 + GP 1900)	Divisional Cadre Jammu	OM	42	a) Graduate or equivalent from any recognized University. b) The Candidates must possess working knowledge of Urdu.
			RBA	14	
			SC	06	
			ST	07	
			OSC	01	
			ALC	02	
Total	72				

Note: I) Number of posts may increase or decrease, depending on vacancy position at the time of final selection.

II) The candidates who have already applied in pursuance of High Court

Notification No. 986 dated 20.02.2014 need not apply again.

25/3/2015

3. A) In respect of Divisional Cadre posts only candidates belonging to the concerned Division can apply.

B) Age as on 01.01.2015 should not be:-

l) below 18 years; and above

a) 40 years in case of Open Merit candidates.

b) 43 years in case of SC/ST/RBA/ALC/OSC candidates.

c) 42 years in case of Physically Challenged candidates.

d) 48 years in case of Ex-Servicemen.

e) 40 years in case of candidates already in Government Service/Contractual employees.

4. The application duly filled up by the candidate in his/her own hand accompanied by two duly attested recent passport size photographs (one to be affixed on the application) and attested photocopies of following testimonials:

(i) Date of Birth Certificate.

(ii) Permanent Resident Certificate.

(iii) Qualification Certificate and marks Certificates.

(iv) Diploma Certificate of Shorthand and typing from recognized institute in case of Steno Typist.

(v) Character Certificate

with a demand draft of Rs. 100/= in the name of Principal Secretary to Hon'ble Chief Justice, High Court of J&K drawn on any branch of Jammu & Kashmir Bank and payable at Srinagar/Jammu, may be personally delivered by the candidate(s) in the Office of Registrar Judicial at High Court Srinagar/Jammu and from Leh & Kargil Districts in the Office of Concerned Principal District and Sessions Judges, during schedule office hours on or before **12th April, 2015**.

Candidates belonging to any reserved category must indicate the particular category in the relevant column of the application and annex an attested copy of the certificate issued by the competent authority in this behalf.

Important Instructions:

a) Application not accompanied by required testimonials shall not be entertained.


b) Candidates who are eligible for applying for both the posts are required to apply on the prescribed application form separately for each post. The single application form filled in for more than one post shall render the application liable to rejection without notice and no claim will be entertained even for the same cadre of post.

c) Any wrong or incorrect information furnished by the candidate shall lead to the rejection of his/her candidature at any stage without notice.

d) The selection shall be made as per the reservation rules.

25/3

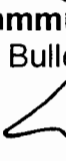
- ③
- e) The eligible candidates shall have to appear in a test that may be prescribed by the Selection Committee on the date(s) to be notified separately. The date of test shall be notified through print media and separate call letters will not be mailed to the candidate(s).
- f) No Application form sent through post will be accepted.
- g) No TA/DA shall be paid for the test/interview.
- h) Incomplete applications or Applications delivered after due date shall not be entertained.


- Ahluwalia
25.3.2015
Principal Secretary to
Hon'ble the Chief Justice

No. 3386-95/854 Dated: 25.03.2015
-344

Copy to the:

1. Registrar General, High Court of J&K, Jammu.
- 2-3 Registrar Judicial, High Court of J&K, Srinagar/Jammu.
.....for information.
- 4-5 Principal District & Sessions Judge Leh/Kargil for information and necessary action.
6. Secretary to Hon'ble Mr. Justice Mohammad Yaqoob Mir for information of his Lordship.
7. Secretary to Hon'ble Mr. Justice Hasnain Massodi for information of his Lordship.
8. Director Information, Jammu with the request to publish the above Notification in Daily Newspapers i.e. **Daily Excelsior (Jammu), Amar Ujala (Hindi), State Times, Greater Kashmir (Srinagar), Kashmir Times (Srinagar) and Daily Aftab.**
9. Director, Doordarshan **Srinagar/Jammu** for broadcast of the above Notification in News & Employment Bulletin.
10. Director, Radio Kashmir **Srinagar/Jammu** for broadcast of the above Notification in News & Employment Bulletin.


- Ahluwalia
25.3.2015.
Principal Secretary to
Hon'ble the Chief Justice

4

Annexure-A

**FORM OF APPLICATION FOR APPOINTMENT TO THE POST OF
STENO TYPISTS AND JUNIOR ASSISTANTS**

- 1) Post Applied for _____
- 2) Advertisement Notice No. with date. _____
- 3) Name of the candidate(in block letters) _____
- 4) Father's Name _____
- 5) Permanent Address ; _____
Village _____ Tehsil _____ District _____
- 6) Date of birth as per Matriculation certificate _____
- 7) Do you belong to any reserve category, if so, mention the category
and attach a copy of certificate in support thereof _____
- 8) Contact No: _____
- 9) Academic record (attach true copies of the certificates including marks
certificates);

Space
for
Photograph

Examination	Year of Passing	Board/ University	% age of Marks	Division.
Matriculation				
10+2				
Graduation				
Any Other				

- 10) Past Experience, if any .

Where served Post held Pay Scale Cadre

- 11) Bank Draft No. _____ Dated _____
Name of the Bank _____ Amount _____

I hereby declare that the particulars given above by me are correct and in case any information is found false, the decision of the competent authority shall be binding on me.

Signature of applicant.

Place:- _____

Date:- _____

ACKNOWLEDGEMENT SLIP

HIGH COURT OF JAMMU AND KASHMIR
(Chief Justice's Secretariat)
J&K SUBORDINATE JUDICIARY

Received application from Sh/Smt _____

Parentage:- _____ R/O _____

For the Post of _____ Notification No. _____ Dated _____

Inchage