

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

**NOTIFICATION**

No.: 986

Dated: 20.02.2014

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	Data Entry Operator (5200-20200 + GP 2400)	State Cadre	ST	02	a) Graduate or equivalent from any recognized University with proficiency in English language and having elementary knowledge in Urdu; b) B.C.A. Degree from recognized Institute/ University with sufficient expertise in typing.
			SC	01	
			<b>Total</b>	<b>03</b>	
02	Steno Typist (5200-20200 + GP 2400)	Divisional Cadre Kashmir	OM	01	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	08	
			SC	04	
			ST	04	
			ALC	01	
			<b>Total</b>	<b>18</b>	
03	Steno Typist (5200-20200 + GP 2400)	Divisional Cadre Jammu	RBA	06	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.
			SC	01	
			ST	03	
			ALC	01	
			<b>Total</b>	<b>11</b>	
04	Junior Assistant (5200-20200 + GP 1900)	Divisional Cadre Kashmir	OM	40	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	01	
<b>Total</b>	<b>69</b>				
05	Junior Assistant (5200-20200 + GP 1900)	Divisional Cadre Jammu	OM	34	a) Graduate or equivalent from any recognized University. b) The Candidates must possess working knowledge of Urdu.
			RBA	12	
			SC	05	
			ST	06	
			OSC	01	
			ALC	02	
<b>Total</b>	<b>60</b>				

06	Driver (5200-20200 + 1900)	Divisional Cadre <b>Kashmir</b>	OM	02	Matric pass with valid LMV driving licence issued by Competent Authority.
07	Driver (5200-20200 + 1900)	Divisional Cadre <b>Jammu</b>	OM	02	Matric pass with valid LMV driving licence issued by Competent Authority.

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

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

**B)** Age as on 01.01.2014 should not be:-

l) below 18 years; and above

a) 37 years in case of Open Merit candidates.

b) 40 years in case of SC/ST/RBA/ALC/OSC candidates.

c) 39 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.** For the initial period of five years of Service, pay of direct recruits shall be regulated as per the fixed monthly salary in terms of the Govt. Order No. 257-F of 2011 dated 27.10.2011.

**5.** 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) B.C.A. Degree Certificate from recognized Institute/University in case of Data Entry Operator.

(vi) LMV driving licence issued by Competent Authority in case of drivers.

(vii) Character Certificate.

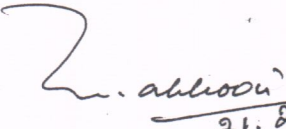
and demand draft of Rs. 100/= in the name of Principal Secretary to Hon'ble Chief Justice, High Court of J&K drawn on any branch of Jammu & Kashmir Bank and payable at Srinagar/Jammu, shall be personally delivered by the candidate(s) in the Office of Registrar Judicial at High Court Srinagar/ Jammu

and from Leh & Kargil Districts in the Office of Concerned Principal District and Sessions Judges, during schedule office hours on or before **10<sup>th</sup> March, 2014**.

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:**

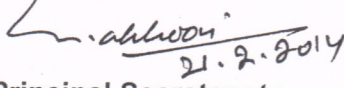
- a) Application not accompanied by required testimonials shall not be entertained.
- b) Candidates who are eligible for applying for more than one post are required to apply on the prescribed application form separately for each post. The single application form filled in for more than one post shall 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.
- e) The eligible candidates shall have to appear in test as prescribed by Selection Committee on the date(s) 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 TA/DA shall be paid for the test/interview.
- g) Incomplete Applications or Applications delivered after due date shall not be entertained.

  
21.2.2014  
Principal Secretary to  
Hon'ble the Chief Justice  
Dated: 21.02.2014

No. 1579-90/Asy-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.

  
21.2.2014  
Principal Secretary to  
Hon'ble the Chief Justice  
Dated: 21/2/14

**ANNEXURE-A**

**FORM OF APPLICATION FOR APPOINTMENT TO THE POST OF DATA ENTRY OPERATOR/  
STENO TYPIST/ JUNIOR ASSISTANT/ DRIVER IN THE SUBORDINATE COURTS OF J&K**

1. a) Advertisement Notice No. with date: \_\_\_\_\_  
b) Item No. \_\_\_\_\_
2. Name of the post : \_\_\_\_\_
3. Name of the candidate (in the block letters) : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Permanent Address : Village \_\_\_\_\_  
Mohalla/Street \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ Pin Code \_\_\_\_\_
- Telephone No. (if any) : \_\_\_\_\_ Cell Phone No. (if any) : \_\_\_\_\_
6. Date of Birth as per Matriculation Certificate : \_\_\_\_\_
7. Reservation Category (if any) to which the candidate belongs : \_\_\_\_\_



8. Details of Academic Qualifications from Matriculation onwards:

S. No.	Examination	Board/University	Year of passing	Division/Class	%age of Marks
1	Matric				
2	10+2 (Higher Part-II)				
3	Graduation				
4	BCA				
5					
6					

9. Past Experience, if any:
- | <u>Where served</u> | <u>Post held</u> | <u>Pay scale</u> | <u>Cadre</u> |
|---------------------|------------------|------------------|--------------|
|---------------------|------------------|------------------|--------------|
10. Bank Draft No. \_\_\_\_\_ Name of the Bank \_\_\_\_\_  
Dated \_\_\_\_\_ Amount \_\_\_\_\_

**Declaration:**

I hereby declare that the entries in this application are true and correct to the best of my knowledge. I understand that any deliberate misrepresentation of facts and/or concealment of information shall result in the cancellation of my candidature.

**Signature of the candidate**

**ACKNOWLEDGEMENT SLIP**

**High Court of Jammu and Kashmir**  
**(Chief Justice's Secretariat)**

Roll No. \_\_\_\_\_

Received Application Form for the post of \_\_\_\_\_ for J&K Subordinate  
Judiciary advertised vide Notification No. \_\_\_\_\_ dated \_\_\_\_\_  
from Sh./Smt. \_\_\_\_\_ S/DW/o \_\_\_\_\_  
R/o \_\_\_\_\_

**Incharge**