

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

Advertisement Notice No. 01 of 2019

Dated: - 10.01.2019

Subject: -Advertisement for Divisional/District Cadre Posts

- a) Date of Commencement for submission of online applications = **15. 01. 2019**
b) Last Date for submission of online applications = **03. 02. 2019**
c) Last Date for submission of fee = **03. 02. 2019**

Total Number of posts to be advertised = 148

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for the Divisional and District cadre, posts shown against Item code No mentioned in the "**Annexure-A**" to this notification who:
- (i) are Permanent residents of J&K State.
- (a) It is further amplified that in respect of Divisional and District Cadre posts only those candidates who are residents of the concerned Division/Districts defined under the relevant Act/Rules can apply.
- (b) "A person shall be deemed to be resident of a particular District /Division if he/she has resided in such District /Division as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
- (c) If a woman marries outside her District/Division, the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District/Division, as the case may be for a period of not less than 15 years."
- (ii) are having age as on **01.01.2019**.
- (i) Not below 18 years; and
- (ii) Not above:-
- (a) 40 years in case of Open Merit.
- (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 in Government Service/Contractual employees;
- (iii) are in possession of the prescribed minimum academic / professional / technical qualifications and fulfil all other eligibility conditions wherever required as shown against each post/item in the **Annexure by or before the last date of submission of application forms i.e. 03.02.2019**.
- (iv) Have deposited fees of **Rs. 160/- (Rupees one hundred and sixty Only)** for the posts of Class-IV i.e. Process Servers, Orderlies, Chowkidars and Sweepers and **Rs. 260/- (Rupees Two hundred and sixty Only)** for other Non-Gazetted posts.
- (v) **Applications alongwith the prescribed fee shall be received only through online mode on the Recruitment Portal of the High Court of J&K, link of which shall be activated on 15.01.2019 on the website of the High Court: <http://jkhighcourt.nic.in>.**
- (vi) Before applying online, candidates are advised to carefully go through the guidelines for online submission of applications. These guidelines will be available in the online portal of the High Court of J&K.

Note:

- a) Candidates who are eligible to apply for more than one post are required to apply separately for each post.
- b) The number of vacancies may increase or decrease, depending on their availability at the time of selection.
- c) The selection shall be made as per the J&K Reservation Rules 2005.
- d) Submission of Application Form and fee payment shall not be accepted / entertained after the cut-off date fixed for receipt of the same.
- e) Candidates shall not submit the printout of the Application Form / fee payment receipt to the office of Principal Secretary to Hon'ble Chief Justice, High Court of J&K at this stage.
- f) Please note that the above procedure is the only valid procedure for applying. In no other mode the Application Form would be accepted and even online incomplete Application Form would not be accepted.
- g) The printout of the application along with the fee payment receipt and required copies of documents shall be kept ready to be submitted as and when required.
- h) The in-service candidates/contractual employees shall submit photocopy of the filled online application form through proper channel viz. the concerned Head of Department. In the event of failure of the candidate to route the application through proper channel, his / her eligibility shall be assessed as if he / she is not an in-service candidate. The Head of Department concerned shall forward the application form of the in-service candidates at the address of Principal Secretary to Hon'ble the Chief Justice, High Court of J&K within **20 days** after the last date of filing their Application Form i.e. **23.02.2019**.
- i) The last date for the submission of online application forms as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2019**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **03.02.2019** shall not be taken into account for any purpose.
- j) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for written test/ interview.
- k) The Criteria formulated for selection to the posts advertised is uploaded on the official Website of the High Court <http://jkhighcourt.nic.in>.
- l) Call letters shall not be issued individually; however, wide publicity shall be given through print and electronic media, official Website <http://jkhighcourt.nic.in> of the High Court about the venues, dates of the written test/ interview for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
- m) No TA/DA will be paid for participation in the written test/interview.

Sd/-

(Jawad Ahmed)
Principal Secretary to
Hon'ble the Chief Justice

No. 799-811/Rsy

Dated:- 10-01-2019

Copy to the:-

1. Registrar General, High Court of Jammu and Kashmir at Jammu.
2. Registrar Vigilance, High Court of J&K at Jammu.
3. Registrar Rules, High Court of J&K at Jammu.
- 4-5. Registrar Judicial, High Court wing, Srinagar/Jammu.
..... for information.
6. Secretary to Hon'ble Mr Justice Tashi Rabstan for information of his Lordship.
7. Secretary to Hon'ble Mr Justice Rashid Ali Dar for information of his Lordship.
8. Director Information J&K for publication of Advertisement Notice in all leading dailies of J&K State for three consecutive days.
9. Director, Radio Kashmir Jammu/ Srinagar/ Leh/ Baderwah/ Kupwara/ Kargil for putting the notice on air for seven consecutive days in addition to the Rozgar Bulletin.
10. Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for

seven consecutive days in addition to the Rozgar Bulletin.

11. Incharge Rozgar Bulletin Radio Kashmir Srinagar with the request to broadcast the Notification for wider publicity of the candidates.
12. Incharge NIC, High Court Wing, Jammu for uploading on the High Court Website.

[Handwritten Signature]
10/01/2019
(G. M. Parray)
Joint Registrar

[Handwritten Signature]
10/01/19

10	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Srinagar	1	0	0	0	0	0	0	0	0	1
11	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Bandipora	1	0	0	0	0	0	0	0	0	1
12	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Ganderbal	1	0	0	0	0	0	0	0	0	1
13	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Kulgam	1	0	0	0	0	0	0	0	0	1
14	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Shopian	1	0	0	0	0	0	0	0	0	1
15	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Jammu	1	0	0	0	0	0	0	0	0	1
16	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Kishtwar	1	0	0	0	0	0	0	0	0	1
17	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Ramban	1	0	0	0	0	0	0	0	0	1
18	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District e Reasi	1	0	0	0	0	0	0	0	0	1
19	Data Entry Operator/Computer Operator (5200-20200+ 1900)	District Samba	1	0	0	0	0	0	0	0	0	1

Graduation from any recognized University with Diploma in Computer Application from any Institute recognized by All India Board of Technical Education/ State Board of Technical Education.

Or

Bachelors Degree in Computer Applications from a recognised University.

Or

B. Sc. IT from a recognized Institution.

Or

B. Sc. (Computer Science) from a recognized Institution.

Or

BE Electronics and Communications from a recognized Institution.

Or

B. Tech. (Computer Science & Engineering) from a recognized Institution.

Or

MCA (Integrated) from a recognized Institution.

Or

M Sc. in Computer Science (Integrated) from a recognized Institution.

20	Driver (5200-20200+ 1900)	District Srinagar	1	0	0	0	0	0	0	0	0	1	10 th with valid LMV/HMV driving Licence issued by the Competent Authority.
21	Driver (5200-20200+ 1900)	District Baramulla	1	0	0	0	0	0	0	0	0	1	
22	Driver (5200-20200+ 1900)	District Doda	1	0	0	0	0	0	0	0	0	1	
23	Process Server (5200-20200+ 1900)	District Srinagar	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.
24	Orderly (5200-20200+ 1300)	District Srinagar	3	2	0	0	0	0	0	0	0	5	10 th or equivalent from recognised Board/University.
25	Process Server (5200-20200+ 1900)	District Anantnag	2	1	0	0	0	0	0	0	0	3	10+2 or equivalent from recognised Board/University.
26	Orderly (5200-20200+ 1300)	District Anantnag	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
27	Chowkidar (5200-20200+ 1300)	District Anantnag	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
28	Sweeper (5200-20200+ 1300)	District Anantnag	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
29	Orderly (5200-20200+ 1300)	District Bandipora	3	1	0	0	0	0	0	0	0	4	10 th or equivalent from recognised Board/University.
30	Process Server (5200-20200+ 1900)	District Baramulla	2	1	0	0	0	0	0	0	0	3	10+2 or equivalent from recognised Board/University.
31	Orderly (5200-20200+ 1300)	District Baramulla	5	2	1	1	0	0	0	0	0	9	10 th or equivalent from recognised Board/University.
32	Chowkidar (5200-20200+ 1300)	District Baramulla	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.

33	Sweeper (5200-20200+ 1300)	District Baramulla	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
34	Orderly (5200-20200+ 1300)	District Budgam	3	1	0	0	0	0	0	0	0	4	10 th or equivalent from recognised Board/University.
35	Chowkidar (5200-20200+ 1300)	District Budgam	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
36	Sweeper (5200-20200+ 1300)	District Budgam	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
37	Process Server (5200-20200+ 1900)	District Ganderbal	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.
38	Orderly (5200-20200+ 1300)	District Ganderbal	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
39	Process Server (5200-20200+ 1900)	District Kargil	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.
40	Orderly (5200-20200+ 1300)	District Kargil	3	2	1	1	0	0	0	0	0	7	10 th or equivalent from recognised Board/University.
41	Orderly (5200-20200+ 1300)	District Kulgam	2	1	0	0	0	0	0	0	0	3	10 th or equivalent from recognised Board/University.
42	Orderly (5200-20200+ 1300)	District Kupwara	2	1	0	0	0	0	0	0	0	3	10 th or equivalent from recognised Board/University.
43	Chowkidar (5200-20200+ 1300)	District Kupwara	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
44	Orderly (5200-20200+ 1300)	District Leh	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
45	Process Server (5200-20200+ 1900)	District Shopian	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.

46	Process Server (5200-20200+ 1900)	District Jammu	1	1	0	0	0	0	0	0	0	2	10+2 or equivalent from recognised Board/University.
47	Orderly (5200-20200+ 1300)	District Jammu	3	1	1	1	0	0	0	0	0	6	10 th or equivalent from recognised Board/University.
48	Chowkidar (5200-20200+ 1300)	District Jammu	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
49	Sweeper (5200-20200+ 1300)	District Jammu	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
50	Process Server (5200-20200+ 1900)	District Cadre Doda	6	3	1	1	0	0	0	0	0	11	10+2 or equivalent from recognised Board/University.
51	Orderly (5200-20200+ 1300)	District Doda	3	1	1	0	0	0	0	0	0	5	10 th or equivalent from recognised Board/University.
52	Chowkidar (5200-20200+ 1300)	District Doda	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.
53	Process Server (5200-20200+ 1900)	District Kathua	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.
54	Orderly (5200-20200+ 1300)	District Kathua	1	0	0	0	0	0	0	0	0	1	10 th or equivalent from recognised Board/University.
55	Process Server (5200-20200+ 1900)	District Kishtwar	1	0	0	0	0	0	0	0	0	1	10+2 or equivalent from recognised Board/University.
56	Orderly (5200-20200+ 1300)	District Poonch	2	1	0	0	0	0	0	0	0	3	10 th or equivalent from recognised Board/University.
57	Process Server (5200-20200+ 1900)	District Rajouri	4	2	1	1	0	0	0	0	0	8	10+2 or equivalent from recognised Board/University.
58	Orderly (5200-20200+ 1300)	District Rajouri	1	1	0	0	0	0	0	0	0	2	10 th or equivalent from recognised Board/University.

59	Chowkidar (5200-20200+ 1300)	District Rajouri	1	0	0	0	0	0	0	0	0	1	10 th
60	Sweeper (5200-20200+ 1300)	District Rajouri	1	1	0	0	0	0	0	0	0	2	10 th
61	Process Server (5200-20200+ 1900)	District Ramban	3	1	1	1	0	0	0	0	0	6	10+2 or equivalent from recognised Board/University.
62	Orderly (5200-20200+ 1300)	District Reasi	1	0	0	0	0	0	0	0	0	1	10 th
63	Process Server (5200-20200+ 1900)	District Samba	1	1	0	0	0	0	0	0	0	2	10+2 or equivalent from recognised Board/University.
64	Orderly (5200-20200+ 1300)	District Samba	1	1	0	0	0	0	0	0	0	2	10 th
65	Chowkidar (5200-20200+ 1300)	District Samba	1	1	0	0	0	0	0	0	0	2	10 th