

JAMMU & KASHMIR PUBLIC SERVICE COMMISSION
Resham Ghar Colony, Bakshi Nagar, Jammu -180001

Subject: Filling up of vacant posts of Assistant Draftsman (Translation), Assistant Legal Remembrancer/Public Law Officer in Law, Justice and Parliamentary Affairs Department.

Ref: Letter No's LD/(Estt) 94/43-II dated: 20.01.2011 & LD/(Estt) 2017/53 dated: 03.01.2018 from J&K Law Department.

Notification No : 03- PSC (DR-P) OF 2018
Dated: 29 -01-2018

Applications through online mode are invited from the permanent residents of Jammu & Kashmir State possessing the prescribed academic/professional qualifications and age for the posts of **Assistant Draftsman (Translation), Assistant Legal Remembrancer/Public Law Officer in Law, Justice and Parliamentary Affairs Department** as per the category-wise break-up tabulated below: -

IMPORTANT

- The Commission has developed an online Application Form for the Direct Recruitment posts. The Application Form together with instructions for filling up the Application Forms will be available at the website of the Commission from **30.01.2018**.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the post before filing the online Application Form.
- Last date for filing of online Application complete in all respects is **28.02.2018**.
- Last date for submission of **fee /bank challan** is **02.03.2018**.
- Candidates will also be required to submit a hard copy of the downloaded online application form alongwith the bank challan/e-receipt and the other requisite documents at J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu/Solina, Srinagar upto **04.03.2018** or by registered post by or before **04.03.2018** along with the bank challan/e-receipt.

1- The following item no.s (posts) carry the pay scale as indicated below;-

S.No.	Item No.	Pay Scale
1	207 & 208	Rs.9300-34800 with Grade Pay of Rs.4800

- a) Date of commencement for submission of online applications = **30.01.2018**
b) Last date for submission of online applications = **28.02.2018**
c) Last date for submission of fee/bank challan = **02.03.2018**

ITEM NO.	DEPARTMENT/POST	OM	RBA	SC	ST	ALC	SLC	TOTAL
207	Assistant Draftsman (Translation)	1	1	-	1			3
208	Assistant Legal Remembrancer/Public Law Officer	12	5	2	2	1	1	23

Prescribed Qualification

Designation	Qualification	Experience	Desirable
Assistant Draftsman (Translation)	Bachelors Degree in Law from a recognized University.	Two years actual practice at Bar with proficiency in Urdu.	Three years experience in translation of legal documents
Assistant Legal Remembrancer/Public Law Officer	Bachelors Degree in law of a University established by law in India.	Two years actual practice at Bar.	-

Explanation Assistant Draftsman (Translation):-

1. Two years continuous actual practice at bar. (Certificate from the Principal District and Session Judge concerned).
2. Three years experience in translation of legal documents. (Certificate from concerned Principal District and Session Judge or in case of in-service candidates from the concerned Head of the Department.)
3. Proficiency in Urdu language. (Certificate from any University having passed examination with Urdu as one of the subjects at Graduate level)

2- Age as on 1st January 2018:

Minimum	=	18 Years
Maximum	=	40 Years
Physically Challenged candidates	=	42 Years
Candidates belonging to RBA/SC/ST/ALC/SLC categories	=	43 Years

Note:

1. Over-aged candidates having exceptional qualification relevant to the concerned subject may also apply at their own risk and responsibility without prejudice to the right of the Commission to reject their Application Form:

3- Scheme of Selection:

The selection process shall be conducted in accordance with Rule 51 of Jammu & Kashmir Public Service Commission (Business & Procedure) Rules, 1980 as amended from time to time.

4- Examination/Interview Fee:

After successful submission of the form online, a challan will be generated indicating the basic details of the candidate which inter-alia shall indicate the amount of fee to be deposited in the J&K Bank branch as given below:-

General Category	=	Rs.805.00
Reserved Categories	=	Rs.405.00

The total amount of fee payable shall include Rs.05/- as service charges of the J&K Bank.

5- Centre of Examination:

- i. The Examination will be held at different centres located in Srinagar and Jammu cities.
- ii. The allotment of centres shall be at the sole discretion of the Commission and once a centre is allotted to a candidate, request for change of centre will neither be entertained nor will the Commission respond to request for change of centre.

6- The necessary instructions regarding filling up of online applications are given herein below:-

- a) Candidates are required to apply online through the website of the Commission i.e <http://www.jkpsc.nic.in> . No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JKPS C website www.jkpsc.nic.in and click on the link "One Time Registration" or click on Login menu if you have already created your profile with the JK PSC.
- c) After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details and uploading of documents etc.
- d) The candidate shall also be required to upload the images of recent photograph and signature. Photograph image must mention the date in which it is taken.
- e) Size of the photograph (passport size) and signature must be between 10kB to 20kB in *.jpeg or *.jpg only.

- f) After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g) Click on the “show jobs” as shown against the respective post/examination you want to apply.
- h) On Clicking on the “show jobs” a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.
- i) An “APPLY” button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.
- j) On clicking “APPLY” button, an instruction window will appear. Candidates should read instructions carefully before clicking on “APPLY” button at the bottom of the webpage.
- k) On clicking “APPLY” button, the system will display all facts/particulars that a candidate have mentioned while filling up the necessary fields of his/her OTR account.
- l) Once the candidate is satisfied about the filled in details, then, he or she may click on “SUBMIT” button to finally push the data into server with successful submission report, which he or she can print. In case, a candidate feels that the fields/data filled are/is wrong then he or she will be required to edit the details by pressing the EDIT button, until he or she is satisfied about the correctness of the information required to be filled in the desired fields.
- m) Note that the Online Application Form once submitted cannot be edited.
- n) On successful submission of the online application, a window will open **with a link to print e-challan and application form.**
- o) The candidate should take a printout of the fee payment challan and deposit fees in any of the branches of Jammu and Kashmir Bank in the designated account number only printed on the e-challan.
- p) Candidates can also pay the requisite fee through online mode by selecting ONLINE as the payment mode in the “SUBMITTED APPLICATIONS” menu in your account.
- q) A counterfoil copy of the application fee payment i.e. e-receipt/e-challan duly authenticated by the bank with (a) branch name & code no and (b) date of deposit filled by the branch official shall be enclosed with the hard copy to be submitted in the office of the Commission at Resham Ghar Colony, Bakshi Nagar Jammu/ Solina Srinagar along with other requisite documents or through portal service in registered cover provided the said service is invoked 04 days before the cut-off dates fixed for the purpose (personal delivery).
- r) Submission of fee payment challan shall not be accepted/entertained after cut-off date fixed for the advertisement Notification.
- s) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

7- CERTIFICATES TO BE ATTACHED WITH THE PHOTOCOPY OF THE APPLICATION FORM

Attested photo copies of the following certificates need be attached with the photo copy of the Application Form:-

- i. Date of Birth Certificate.
- ii. Permanent Resident Certificate.
- iii. Educational Qualification Certificates Prescribed for the Post.
- iv. Certificate of Higher Qualification, if any.
- v. Marks certificate of all semesters of prescribed qualification.
- vi. Category certificate as per SRO 294 dated 21.10.2005, as amended from time to time read with other relevant SRO's which must be valid on the cut off date (viz. last date for receipt of application forms).
- vii. Disability Certificate on the prescribed format in case of the Physically challenged candidates.
- viii. Two years continuous actual practice at bar. (Certificate from the Principal District and Session Judge concerned).

- ix. Three years experience in translation of legal documents. (Certificate from concerned Principal District and Session Judge or in case of in-service candidates from the concerned Head of the Department.)
- x. Proficiency in Urdu language. (Certificate from any University having passed examination with Urdu as one of the subjects at Graduate level).
- xi. Registration of Bar Council/Association concerned/High court as the case may be.

8- Action against candidates found guilty of misconduct: -

Candidates are advised that they should not furnish any particulars that are false or suppress any material information. While submitting hard copy of the application in the Commission, candidates are warned that they should, in no case, alter or otherwise temper with any entry in a document or its attested/certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or discrepancy between two or more such documents or their attested /certified copies, an explanation regarding this discrepancy should be furnished.

A candidate who is, or has been, declared by the Commission, to be guilty of:

- i. obtaining by wrongful support of his/her candidature by any means, or
 - ii. impersonating, or
 - iii. procuring impersonation by any person, or
 - iv. submitting fabricated documents or documents which have been tampered with or
 - v. making statements which are incorrect, or false or suppressing material information, or
 - vi. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
 - vii. using unfair means during the test, or
 - viii. writing irrelevant matter including obscene language or pornographic matter , in the script(s), or
 - ix. misbehaving in any other manner in the examination hall, or
 - x. harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
 - xi. attempting to commit or , as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, shall be liable;
- (a) to be debarred by the Commission for appearing in the examination, and/or
 (b) to be debarred either permanently or for a specified period:-
 (i) By the Commission from any examination or selection held by them.
 (ii) By the State Government from any employment under them.

Sd/-
(Sunita Anand), KAS
Secretary
J&K Public Service Commission
 Dated: 29.01.2018

No: PSC/DR/ADT/2018

Copy to the:

1. Commissioner/Secretary to Government, Law, Justice & Parliamentary Affairs Department.
2. Director Information, J&K for favor of getting the notice published in atleast two local leading English dailies of Srinagar/Jammu.
3. General Manager, Govt. Press, Jammu for publication in extra ordinary issue of the Gazette.
4. Additional Secretary /Deputy Secretary /Under Secretary, J&K Public Service Commission.
5. Pvt. Secretary to Hon'ble Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
6. Private Secretary to Shri _____, Member, J&K Public Service Commission for information of the Hon'ble Member.
7. PA to Controller of Examinations, J&K Public Service Commission for information.
8. I/C Website for uploading the notice on website.
9. In-Charge Camp Office, Solina Srinagar.
10. Notice Board, J&K PSC, Jammu/ Srinagar.
11. Main file/Programme file.