

(FOR OFFICE USE ONLY)

## JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

\* In pursuance of the provisions, as contained in section 133(1) of the constitution of Jammu and Kashmir, the Jammu and Kashmir Public Service Commission, hereby make the following Business and Procedure Rules.

### 1. **Short title**

These Rules shall be called the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 1980.

### 2. **Definitions.**

In these Rules:-

- a) "Commission" means the Public Service Commission constituted under section 128 of the Constitution of J&K.
- \* b) "Committee means and includes a Committee as may be constituted under the provisions of these rules."
- \*\* bb) "Controller of Examinations means an officer of the Commission designated as such by the Commission."
- \* c) "Form" means a form appended to these rules.
- d) "Member" means a member of the Commission and includes the Chairman/Acting Chairman.
- \* e) "Secretary" means the Secretary of the Commission or any other officer specifically authorised by the Commission.
- f) "Service" means any service of the State for appointment to which the Commission is required to conduct examination or in which it is required to be consulted in terms of section 133 of the Constitution of Jammu and Kashmir.
- \*\*\* g) "Deputy Controller of Examinations" means an officer designated as such by the Commission
- \*\*\*\* gg) "Deputy Controller of Examinations" means an officer designated as such by Commission.
- \*\*\*\* ggg) "Assistant Controller of Examinations" means an officer designated as such by the Commission.
- \*\*\*\*\* h) "Assistant Controller of Examinations" means an officer designated as such by the Commission.
- \* Words and expressions not defined herein shall have the meaning assigned to them under the J&K Public Service Commission (Limitation and Functions) Regulations, 1957 and the J&K Civil Service (Classification, Control and Appeal) Rules, 1956.

### \*3. **Procedure for transaction of business**

The Commission shall meet as often as may be necessary for the transaction of its business as may be brought formally or informally before it. Formal agenda will be got prepared and circulated in advance by the Secretary for consideration of the Commission. The Commission may meet and consider such matters as may be brought up before it even in the absence of a formal agenda. However, action on decisions taken in the absence of a formal agenda not circulated in advance shall not be taken until the minutes thereon are confirmed.

- \* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*
- \*\* *Amended in pursuance of Notification No.136-PSC of 2004 dated 04.10.2004.*
- \*\*\* *Amended in pursuance of Notification No.40-PSC/Exam/2017 dated 04.08.2017.*
- \*\*\*\* *Incorporated in pursuance of Notification No.41-PSC/Exam/2017 dated 04.08.2017.*
- \*\*\*\*\* *Incorporated as approved in Extra Ordinary meeting of the Commission held on 11.06.2011.*

4. All procedural matters relating to the business of the Commission, including the work of fixation of schedules for interviews and examinations, shall be decided upon by the Chairman. As soon as dates for any such examination/schedules are finalised all members of the Commission shall be apprised of the same.
5. If the Chairman is unable to be present at a meeting of the Commission on account of his being on leave or for any other reason, the period of absence being not more than 10 days, the senior most Member shall, until the Chairman resumes his duties, perform the duty of the Chairman:

\* Provided that in case the Chairman/Member does not take part in any selection or meeting of the Commission for reasons of close kinship with a candidate, the next senior Member of the Commission shall perform the duties of the Chairman in such selection/meeting.

**\*\*6. Quorum**

Where the number of members is even, one half of the number with the addition of one shall constitute quorum for meeting. Where the number is odd the quorum shall be such number as may exceed half the total number of Members.

**\*\*7. Deleted.**

8. The agenda for every meeting shall be prepared by the Secretary and circulated among the Members in advance of the meeting.

**\*\*9. Decision of the Commission.**

Decision at the meeting of the Commission shall be taken in keeping with the views of the majority of members thereof. The Chairman shall have casting vote in case of tie. Where a case is circulated and a difference of opinion exists, the case shall be again referred to the dissenting Member(s). In case the Member(s) stick(s) to the views already expressed by him/them, the case shall be put up at a meeting of the Commission for a final decision.

10. It shall be open to any member who dissents from the decision of the majority, to place on record his dissent and the reasons for his dissenting.

**\*\*11. Record of decisions**

All decisions of the Commission taken at its meeting shall be recorded by the Secretary. The draft of the minutes shall be put up by the Secretary to the Chairman for approval; thereafter the minutes shall be circulated to Members and subsequently brought up for formal confirmation at the next meeting of the Commission.

12. The Commission may refer any matter to any individual Member or to a Committee of Members for examination and report. It may also take advice/assistance from any other person, as it may deem fit and necessary.

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\* *Added in pursuance of Resolution adopted by the Commission in its meeting held on 31<sup>st</sup> Jan'1995 and 1<sup>st</sup> Feb'1995.*

\*\* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*

13. The decision/advice of the Commission shall, wherever necessary, be communicated to the concerned Department in the form of a letter signed by the Secretary/Additional Secretary/Deputy Secretary/Under Secretary.

14. **Examination and Tests**

Subject to the provisions of Rules 46 & 47, the \*\*Controller of Examinations shall make arrangements for the holding of examinations and viva-voce tests on such dates as may be decided upon under Rule 4.

15. Departmental examinations shall be held at regular intervals as per provisions in the relevant Rules.

16. i) Besides the examinations mentioned in Sub section(1) of section 133 of the Constitution, the Commission may also conduct Departmental and other examinations on behalf of non-government or semi-government bodies provided the provisions of Section 135 of the Constitution are complied with and proper syllabi and Rules are sanctioned by the Competent Authority.

ii) The Commission may also conduct examination for and on behalf of the Union Public Service Commission for recruitment to Central Government Services. In all such cases the Commission shall act in keeping with the rules and instructions sanctioned by the Union Public Service Commission from time to time.

17. Written examinations and viva-voce tests shall as a rule, be held only at the Headquarters of the Commission unless the Commission, for sufficient reasons, decides to hold the same at other places also.

18. Requests made to the Commission to make selection for different posts or to hold competitive examination shall indicate clearly the number of vacancies, if any, reserved for Scheduled Castes and others. If this information is not made available along with the requisition made by the Department, the Secretary shall get in touch with them and obtain the necessary information.

19. **Issue of Notifications.**

Applications for permission to appear in an examination or for appointment to a post intended to be filled in by direct recruitment shall be invited by the \*\*Controller of Examinations by publishing a notification in the Government Gazette and two local dailies i.e. one each from Srinagar and Jammu. The substance of every such Notification shall also be got broadcast/telecast \*through electronic media.

20. Every such notification shall, among other things, specify:-

\*\*\* a) the qualifications required for sitting in the examination or appearing for an interview for appointment to the posts, alongwith the date by which the qualification should be possessed;

b) the minimum and maximum age as on a particular date;

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\* *Substituted in pursuance of Resolution adopted by the Commission in its meeting held on 31<sup>st</sup> Jan' 1994 & 1st Feb'1995.*

\*\* *Amended by Notification No.136-PSC of 2004 dated 04.10.2004.*

\*\*\* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*

- c) whether the maximum or minimum age is relaxable and if so in what case;
- d) the officer through whom applications shall be submitted, by those already in Government service;
- e) the last date for receipt of applications;
- f) whether any vacancies are reserved for Scheduled Castes or others and if so how many;
- g) the subject, scheme and syllabus of the examination (in case of examinations/screening test);
- h) whether the post/examination is open to permanent residents of the State only or to others as well;
- i) whether those who have submitted applications in response to any earlier notification issued by the Commission need or need not apply again;
- j) the testimonials or certified/attested copies thereof and other documents which shall be attached to the application;
- k) other conditions of eligibility for appearing in the examination/appointment to the post;
- \*\* l) number of vacancies; and
- \* m) two self addressed envelopes of 6"x3"/7.5"x4.5" size duly stamped.

- Note:** (i) Certified/attested copies of documents submitted by an applicant shall bear the signatures of the applicant besides those of the certifying/attesting authority who shall also write his name and affix his official seal under his signatures invariably.
- (ii) The last date for the receipt of applications so indicated in the Notification shall for all purposes be the cut off date for determining the eligibility. Experience, improvement in the qualification, distinction in sports/NCC, if any, acquired by the candidate after the last date fixed for receipt of applications shall neither be taken into account nor given any credit.

21. Applications for appointment or for sitting in an examination\*\*\* other than Competitive and Departmental Examinations, shall be submitted only in such tabular form as prescribed by the Commission as enclosed to Appendix 'B'.

\*\*\*\* Provided that in respect of direct appointment against a post, a set of instructions for the candidates as contained in Appendix 'B' to these rules shall be supplied alongwith the application form to each candidate.

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\* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*

\*\* *Inserted in pursuance of Resolution adopted by the Commission on 31<sup>st</sup> Jan'1995 and 1st Feb'1995.*

\*\*\* *Inserted in pursuance of Resolution adopted by the Commission in its meeting held on 14.01.1994.*

\*\*\*\* *Inserted in pursuance of Resolution adopted by the Commission on 02.09.1994.*

22. Applications may be received by registered post or by hand. Those received by post on a particular day shall be acknowledged on the same day or on the following day and a note to that effect shall be made on the application under the signatures of the Under Secretary and in his absence, by an officer of the Public Service Commission, not below the rank of Section Officer.
23. Every application received by hand shall be acknowledged at the very time of its presentation in the manner prescribed under rule 22.
24. The acknowledgement referred to in Rules 22 and 23 shall be in form 2.
25. Every postal envelope in which an application is received by post shall be preserved and kept with the application.
26. \*Every application received in the Commission's Office shall be properly stamped on the very day of its receipt. The stamp shall contain the following particulars:-
- a) General Receipt No.;
  - b) Date of receipt;
  - c) Number of enclosures;
  - d) Station: Jammu/Srinagar;
  - e) Initials in token of authentication by an officer not below the rank of section officer with date stamped.
- \*\*27. Every application for appointment to a post or for sitting in an examination submitted to the Commission shall be accompanied by:-
- a. Crossed Bank Draft of specified amount drawn on the Jammu and Kashmir Bank Ltd. or payment through any other mode prescribed in the notification;
  - b. one passport size photograph duly attested by a Gazetted Officer;
  - c. attested copies of degree(s) and marks certificate of the minimum qualification prescribed for the post;
  - d. attested copy of date of birth certificate in the form of Matriculation/ Secondary Examination certificate issued by the Board of School Education;
  - e. attested copy of the Permanent Resident Certificate issued by the Competent Authority.
  - f. In case of reserved category i.e., Scheduled Caste/ Scheduled Tribe/ RBA/ ALC/ SLC, attested copy of the certificate issued by the Competent Authority;
  - g. any other testimonial/document, as indicated in the notification.
- \*\*28. (i) The concerned section shall maintain a day to day record of the application forms received. On the day following the last date prescribed for receipt of applications, an abstract under the headings indicated below shall be prepared by the designated officer not below the rank of Under Secretary and submitted to the Secretary for information.
- a) Date on which departmental requisition was received;
  - b) Date of issue of Notification;
  - c) Last date for receipt of applications;
  - d) Total number of applications received; and
  - e) Signatures of the Under Secretary.

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\* Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.

\*\* Recast vide Order No.289-PSC of 2011 dated 24.08.2011.

- (ii) Applications received late shall be entered in a register maintained for the purpose.
- (iii) In case of a Departmental Examination, the application forms received within 21 days of the last date shall be entertained on payment of such late fee per paper as may be prescribed by the Commission.

**\*29. Scrutiny of applications.**

- i) The scrutiny of the applications to determine the eligibility or otherwise of the applicant to participate in the selection process shall be undertaken by the Secretary through a committee to be constituted by him for the purpose. The Controller of Examinations shall initiate such scrutiny in respect of applications submitted for examination based recruitments through a committee to be constituted by him.
- ii) The Composition of the Committee(s) shall be as under:
  - a) Deputy Secretary/Under Secretary or equivalent (DR/Examination Section)
  - b) Section Officer (DR/Examination Section)
  - c) Head Assistant/Senior Assistant (DR/Examination Section)

**\*30. Determination of Eligibility**

- (i) The eligibility of a candidate shall be ascertained with reference to domicile, age, qualification and special stipulations, if any, attached with the post in accordance with the recruitment rule of the service to which the post belongs.
- (ii) The eligibility of a candidate for participation in an examination/screening test or interview, as the case may be, shall be referable to the cut off date fixed in the notification inviting the applications. The age of the candidate, however, shall be reckoned with reference to 1<sup>st</sup> of January of the year in which the posts have been advertised.
- \*\* (iii) The Commission shall not entertain any claim of equivalence in minimum required academic qualification unless the Rules governing the recruitment to the post permit the proposition of equivalence and such equivalence is certified by a Committee which shall comprise of the following:

- |  |   |                 |
|--|---|-----------------|
| 1. <i>Chairman, J&amp;K Public Service Commission</i>  | - | <i>Convener</i> |
| <i>or his nominee</i>  |   |                 |
| 2. <i>Commissioner/Secretary to Govt. General Administration Department or his nominee not below the rank of Additional Secretary.</i>         | - | <i>Member</i>   |
| 3. <i>Administrative Secretary of the Department Concerned</i>   | - | <i>Member</i>   |
| 4. <i>Two Experts of line discipline one each from the Universities of the Jammu &amp; Kashmir, SKUAST, Jammu/Srinagar as the case may be.</i> | - | <i>Member</i>   |
| 5. <i>Principal, Government Medical College, Jammu/Srinagar in case the issue pertains to Health &amp; Medical education Department.</i>       | - | <i>Member</i>   |
| 6. <i>HoDs of the concerned Departments to be Nominated by the Administrative Secretary.</i>   | - | <i>Member</i>   |

*The decision of the Committee shall be final.*

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\* **Substituted vide Notification No.06-PSC/Exam/2017 dated 06.06.2017.**

\*\* **Substituted vide Notification No.PSC/Exam/2016/27 dated 24.02.2016.**

Provided that the above rule shall not apply where designated Authority for determination of the equivalence has been defined in the relevant Recruitment Rules.”

- (iv) Each application shall be scrutinized with reference to a check list covering inter-alia the following areas to determine if:
- a) the application has been filled up in the prescribed form and/or the one issued by the Commission for the purpose ;
  - b) the application is accompanied by the crossed bank draft or proof of payment of the amount specified in the notification in any other manner authorized in such notification;
  - c) the application has been received by or on the last date prescribed for receipt of such applications through post or personal delivery;
  - d) the applicant fulfills the requirement of age prescribed for the posts with reference to 1<sup>st</sup> of January of the year in which the advertisement has been issued;
  - e) The applicant in Govt. service has recorded the evidence of being an in-service candidate in the application form and fulfills the stipulation of age prescribed for the category;
  - f) the application form has been filled up completely and bears his/her photograph and signatures pasted firmly/affixed at the places, earmarked therefor;
  - g) the applicant possesses the minimum required qualification prescribed for the post and has obtained such qualification by or before the cut-off date.
  - h) the applicant has not been debarred/disqualified by the Commission or any other competent authority from participating in the selection process or sitting in the examination.
  - i) The application form is accompanied with the copies of testimonials, certificates and documents required to be enclosed therewith in accordance with the terms and conditions of the notification inviting the applications. This shall include certificates relating to date of birth, permanent resident, academic qualification (minimum, higher and additional) reserved category, as also distinction in sports, National Cadet Corps, possession of Gold Medal in academics and copies of the materials published in academic indexed journals with impact factor.
- (iii) The result with reference to each area of scrutiny enumerated in the preceding provisions alongwith any other information revealed in such examination of the application shall be tabulated by the Committee in the template devised for the purpose by the Secretary or the Controller of Examination, as the case may be.
- (iv) The result of the scrutiny in the tabulated format shall be prepared for each application individually and signed by all the members of the committee, whose names and designation shall be stamped on the scrutiny sheet to be stapled with each application form.
- (v) The application forms alongwith the scrutiny sheet shall be put up to the Secretary or the Controller of Examination, as the case may be, for perusal and determination of eligibility finally.
- (vi) The Secretary/Controller of Examination shall examine each application with reference to the report of the Committee and determine the eligibility or otherwise of the applicants in accordance with the rules applicable and the terms and conditions of the notice inviting the application.
- (vii) The cases warranting summary rejection for non-fulfillment of stipulations of eligibility contained in the recruitment rules and the terms and conditions of the advertisement shall be segregated for communication of non-acceptance of candidature in Form No. 5 annexed to these rules.

- (viii) The cases, where the Secretary/ Controller of Examination is of the view, that these require in-depth scrutiny, shall be separated for further examination. Such cases shall be examined in the light of rules governing the eligibility and further enquiry as the Secretary/Controller of Examination may deem expedient before arriving at the conclusions. The orders of rejection in such cases shall also be in writing and shall convey the reasons for rejection in an explicit and unambiguous manner.
- (ix) The Secretary/Controller of Examination may seek orders of the Commission in the determination of eligibility in the cases, where he feels it appropriate to do so in the context of peculiar facts of the case. The decision of the Commission in such cases shall be final and not subject to scrutiny by the Appellate Authority designated for the purpose.
- (x) All candidates declared to be ineligible shall be informed of their ineligibility immediately after such orders are passed. The rejection of candidature may be notified in the print media and also uploaded on the Commission website for information of candidates
- (xi) No correspondence shall as a rule be made with any candidate.

**\*31. Appeal to the Appellate Authority.**

- (i) A Committee comprising two or more members constituted by the Commission on annual basis shall be the Appellate authority to consider an appeal made by a candidate aggrieved of the order of rejection of application passed by the Secretary or the Controller of Examination as the case may be. Such application shall be made to the Chairman of the Appellate Authority in his office against an acknowledgement evidencing the proof of receipt and date of submission.
- (ii) The appeal shall be preferred by the candidate within ten days of the communication of rejection orders.
- (iii) The Eligibility Committee may, if it so desires, grant a hearing to the aggrieved candidate or decide the petition on merits.
- (iv) The Committee shall decide the application within fifteen days of its receipt and its decision shall be final.

**\*\*32 to 39. Deleted**

- \*\*\*40.** (i) In every Notification inviting applications for a post, it shall be mentioned that the prescribed qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Further, the summoning of candidates for interview shall convey no assurance, whatsoever, that they will be selected. Appointment order of the selected candidates will be issued by the Govt., in accordance with the availability of vacancies.
- (ii) A written test shall be conducted and the marks/points obtained by the participating candidates shall be apportioned proportionately against the marks earmarked for written test in the selection criteria. On the basis of merit obtained by the candidates in the written Examination an oral test will be conducted which may be restricted as under:-

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\* Recast vide Order No.289-PSC of 2011 dated 24.08.2011.

\*\* Deleted in pursuance of Order No.289 PSC of 2011 dated 24.08.2011.

\*\*\* Substituted vide Notification No.PSC/Exam/2016/47 dated 12.05.2016. The amendment shall be deemed to have come into force from 01.01.2016.



i	For 1-5 post	Five times the number of posts
ii	For 6-10 posts	Four times the number of posts subject to a minimum of 25.
iii	For exceeding 10 posts	Three times subject to a minimum of 40.

Thereafter, merit list will be prepared on the basis of merit obtained in the written and oral test in conformity with the criteria laid down under Rule 51 of J&K Public Service Commission (Business & Procedure) Rules, 1980.

Provided further that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test.

In a situation, when a reserved category candidate secures, merit equal to or above the cut off merit, in open category, such candidates shall be called for oral test in the respective category.

- \*41. The applicants who on scrutiny are found to be eligible for being called for interview shall be informed about the date, time and place at which the interview is proposed to be conducted. Such intimation shall generally be mailed 15 days before the date of interview. The schedule of the interview shall be notified through print/electronic media and shall also be uploaded on the official website of the Commission. Similar measures shall be undertaken in respect of written examination for wide publicity and it shall be endeavoured that the intimation is put in public domain at least one month before the commencement of the examination.
- \*\*42. While the Commission will make every effort to send call letters for interview/written test/examination to the candidates well in advance, it shall not entertain any claim for non-receipt of call letters by the candidates for whatsoever reasons after such test/examination/interview is over.
- \*\*43. Notwithstanding anything contained in any other provisions, the authorization for participation in any examination/screening test or interview intimated through call letters, notification or otherwise shall and shall always be provisional and subject to change at any stage in consequence of discovery of ineligibility for any reason whatsoever, and all actions taken in absence of such knowledge of ineligibility shall be non-est for all purposes.
44. Where recruitment is to be made by viva-voce test, the Commission may seek the assistance of an expert on the concerned subject. The Commission may also, if it deems necessary, invite a representative of the Department to be present at the test.
- \*\*45. A panel of experts shall be drawn up by the Chairman at the beginning of each year. A committee comprising the Chairman and one Member, to be nominated by him, may review the panel at least once a year or as and when necessary during the year. The experts shall be paid such honorarium as may, from time to time, be fixed by the Commission.

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\* Recast vide Order No.289 PSC of 2011 dated 24.08.2011.

\*\* Substituted vide Notification No.236-PSC of 2005 dated 24.03.2005. The amendment shall be deemed to have come into force from 01.01.2004.

- \*46. Within one week from the date mentioned in orders issued under Rule 29, the file shall be put up by the Secretary to the Chairman for deciding about the appointment of Experts for assisting the Commission for holding viva-voce and in case of examinations, the Controller of Examination shall put the file to the Chairman for deciding about the paper setters/examiners for setting up question papers.
47. The appointment of Supervisors, Invigilators etc. for examinations shall be made by the \*\*Controller of Examinations subject to such guidelines and instructions as may be made by Commission.
- \*48. The Controller of Examinations shall exclusively deal with correspondence etc. with Examiners and Paper Setters etc. relating to Examination matters under the directions of the Chairman. In other matters, other than examinations, the Secretary shall exclusively deal with said correspondence with Experts under the directions of the Chairman.
- \*49. The records pertaining to the appointment of Examiners relating to examinations etc. shall be maintained by the Controller of Examinations. The names of new examiners etc. shall be brought on record from time to time. All this record shall be treated as confidential and secret and shall remain with the Controller of Examinations in his personal custody and in respect of other matters including viva voce with Secretary.
- #50. on request of a visually impaired (Blind) or any other candidate who is handicapped to the extent that he/she is not able to write, the candidate shall be provided assistance of an amanuensis (Scribe) on production of a Disability Certificate issued by the Medical Board constituted by the Government consisting of CMO of the District and atleast two Medical Specialists nominated by the concerned Director, Health Services (with atleast one specialist from the field concerned department). After verifying the genuineness of the certificate/satisfying itself, the Commission may provide services of Scribe to the candidate on the day of examination. The scribe should have one qualification down than the requirement for the post applied for by the candidate(s) and further should be from an academic stream different from that stipulated for the post. The scribe shall be paid remuneration charges equivalent to the Invigilator.

Provided the concerned Supervisor shall ensure that the scribe provided to the candidate shall not extend any type of help to the candidate in solving the questions. Blind candidates will be allowed an extra time of 10 minutes per hour.

- ##51. The assessment at a selection, which is solely by means of an interview, shall be based on the following principles:-

<b>A.</b>	<b>Written Examination</b>	<b>=</b>	<b>60 points</b>
<b>B.</b>	<b>Performance of the candidate in the Viva Voce test</b>	<b>=</b>	<b>25 points</b>
<b>C.</b>	<b>Higher Qualification in the relevant subject</b>	<b>=</b>	<b>upto 08 Points</b>
	<b>a. Where Bachelor's Degree is prescribed as the minimum qualification.</b>		
	i. One year Post-Graduate Diploma in the subject relevant to the job/post.	<b>=</b>	<b>02 points</b>
	ii. Two years Post-graduate Diploma in the subject relevant to the job/post.	<b>=</b>	<b>03 points</b>

\* Substituted vide Notification No.06-PSC/Exam/2017 dated 06.06.2017

\*\* Substituted vide Notification No.136-PSC of 2004 dated 04.10.2004.

# Substituted vide Notification No.44 of PSC (DR) 2017 dated 04.08.2017.

## Recast vide Notification No.PSC/Exam/2016/48 Dated 12.05.2016. The amendment shall be deemed to have come into force from 01.01.2016.

iii. Post Graduate Degree in the subject relevant to the job/post.	=	04 points
iv. M.Phil.	=	05 points
v. Ph.D.	=	08 points
<b>b. Where Master's degree is prescribed as the minimum qualification.</b>		
i. M.Phil in the concerned subject.	=	05 points
ii. Ph.D (Concerned subject)	=	08 points.
<b>D. Distinction in Sports (Certified by Secretary, J&amp;K State Sports Council to be an outstanding Sports Person in terms of J&amp;K (Appointment of Outstanding Sports Persons) Rules, 1998.)</b>	=	<b>01 point</b>
<b>E. Distinction in NCC activities (Holder of Grade "C" Certificate)</b>	=	<b>01 point</b>
<b>F. Special Attributes</b>	=	<b>upto 05 points</b>
i. Gold Medal/1 <sup>st</sup> position in the prescribed qualification.	=	01 point
ii. Publications (ISSN/ISBN)	=	0.25 per publication subject to maximum of 4 points.
<b>Total (A to F)</b>	=	<b>100 points</b>
i) At the interview, the candidates will be assessed primarily on the basis of their performance in the relevant discipline. However, for overall assessment of the candidate by the Interview Board, the general demeanor, power of expression and basic awareness in relation to the Jammu & Kashmir State, the country in general and current affairs will be taken into account.		
ii) Where a candidate with the minimum prescribed qualification and a candidate with preferential qualification prescribed in addition to the minimum prescribed qualification compete for the same selection and obtain equal marks on aggregate assessment, the candidate with preferential qualification shall have an edge over the other candidate in view of the preference attached to such preferential qualification.		
iii) The educational qualification including higher qualification or any other attribute possessed by the candidate(s) upto the last date for receipt of applications fixed by the Commission in the relevant notification only shall be taken into account for awarding weightage admissible under the above rule.		
iv) For determination of the suitability of candidates for appointment, the candidates from open category shall be required to score a minimum of 50% and those belonging to Reserved Categories and Physically Challenged Persons shall have to obtain a minimum of 45% out of the total weightage points earmarked for assessment in the aforesaid rule.		

- v) The weightage on account of special attributes shall be available for the Gold medal(s) for securing the first position in the minimum prescribed qualification and the publication of research material in the academic journals. The case reports, abstracts and popular articles shall not count for weightage. The publications in indexed academic journals with a positive impact factor and regular publication alone will count for consideration. The manuscripts accepted unconditionally for publication before the last date for receipt of applications fixed by the Commission shall be granted weightage, if otherwise, fit for such consideration. The assessment of the publications shall be made by the subject matter Expert dependent upon the quality, impact and the extent of contribution of the candidate as an independent, first, second or third author. The publications comprising research material of M.Phil (dissertation) and Ph.D (thesis) shall not count for grant of weightage.
- vi) The weightage on account of higher qualification shall be admissible for the highest degree possessed by the candidate and not for other higher qualifications down the line. Where one of the higher qualifications possessed by the candidate gets consumed towards the requirement of eligibility (like M.Phil/Ph.D for NET/SLET) the candidate shall be entitled to weightage equivalent to the difference between the two viz. highest degree possessed and the degree considered against eligibility. If the highest degree possessed is itself consumed against the eligibility, no weightage shall flow to the candidate in that eventuality.

- \* "Provided that the assessment at the selection in respect of the posts of Assistant Professor/Lecturer in Medical Education Department / Consultant in Health & Family Welfare Department and Assistant Professor in Higher Education Department shall be as under: -

**For the post of Consultant in Health & Family Welfare Department:-**

1. Performance of the candidate in the viva voce : 30 points  
2. Weightage to academic merit for categories mentioned below:-

**(A) Where Post Graduate Diploma/ P.G/DNB is prescribed as the Minimum Qualification**

**(i) Undergraduate (MBBS) career**

- (a) On pro-rata basis with reference to percentage of marks in M.B.B.S : 15 points  
(b) Post-Graduate Diploma/ P.G/DNB : 15 points

Total : 30

**(ii) Higher Qualification**

- (a) PG/ DNB in the concerned subject : 05 points  
(b) DM/MCH/DNB(Super Speciality) : 10 points

**Total (i & ii) : 45**

(Note: The weightage on account of Higher Qualification as mentioned at (ii)(a) above shall be applicable to the P.G Diploma candidates only)

**(B) Where Master's degree only is prescribed as the Minimum qualification**

**(i) Undergraduate (MBBS) career**

- (a) On prorata basis with reference to percentage of marks in M.B.B.S : 15 points

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\* Substituted vide Notification No.07-PSC (DR) of 2017 dated 07.06.2017.

(b) PG/DNB in the concerned subject	:	15 points
Total	:	<b>30</b>
<b>ii) Higher Qualification</b>		
(a) DM/MCH/DNB(Super Specialty)	:	15 points
<b>Total (i &amp; ii)</b>	:	<b>45</b>

**For the post of Lecturer in Medical Education Department**

1. Performance of the candidate in the viva voce : 30 points
2. **Weightage to academic merit for the categories mentioned below:-**

**(A) Where Master's degree is prescribed as the Minimum qualification**

<b>(i) Undergraduate (MBBS) career</b>		
(a) On prorata basis with reference to percentage of marks in M.B.B.S	:	15 points
(b) PG/DNB in the concerned subject	:	15 points
<b>Total (i&amp;ii)</b>	:	<b>30</b>
<b>(ii) Higher Qualification</b>		
(a)DM/M.Ch/ DNB(Super Specialty)	:	15 points
<b>Total</b>	:	<b>45</b>

**Where DM/MCH/DNB (Super Specialty) is prescribed as the Minimum qualification**

**Undergraduate (MBBS) career**

(a) On prorata basis with reference to percentage of marks in M.B.B.S	:	15 points
(b) PG/DNB in the concerned subject	:	15 points
(c) DM/MCH/DNB(Super Specialty)	:	15 points
<b>Total</b>	:	<b>45</b>

**The following credits shall be applicable to all the above mentioned categories:-**

**3. Special Attributes:**

(i)	Credit for original Research Papers and original articles published and indexed in Scopus, PubMed, Medline, Embase/Excerpta Medical, Index Medicus and Index Copernicus and the journals recognised /notified by MCI (0.25 per accepted paper including chapter written in a Book upto the maximum of 06 points).	upto 06 points
(ii)	Credit for writing a Book (Foreign Book/National Book with 01 point for each Book published with ISB on the relevant subject)	upto 02 points
(iii)	Gold Medal or overall first position in prescribed qualification	01 point

**4. Experience:**

(i) Against a post in a Govt./Govt. recognised institution including the institutions authorized/ recognized by MCI/DCI as certified by the Head of Institution and in case of private institutions recognised by the Government on the basis of fulfilment of the criterion laid down by MCI/DCI by Head of the such institution provided authenticated by the District/Divisional/State authority of the concerned Government Department on parameters including attendance and drawal of salary through financial institutions for the period claimed. The weightage shall be calculated at 0.25 points for every completed three months.	upto 03 points
(ii) Demonstration of 05 minutes on a topic given by expert(s) and assessed by him/them alone.	upto 6 points
(iii) Participation with presentation of papers in a National /International seminar with 0.50 point for each paper presented	upto 5 points

5. Distinction in Sports Certified by Secretary, J&K State Sports Council to be an outstanding Sports Person in Terms of J&K (Appointment of Outstanding Sports Persons) Rules, 1998. : 01 point

6. Distinction in NCC (Holder of Grade "C" Certificate) : 01 points

**Total**

**100 points**

- (i) At the interview, the candidates will be assessed primarily by the subject matter experts on the basis of their performance in the relevant discipline. However, for overall assessment of the candidate by the Interview Board, the general demeanour, power of expression, aptitude etc and basic awareness in relation to the Jammu & Kashmir State/the country in general and current affairs will be taken into account.
- (ii) Where a candidate with the minimum prescribed qualification and a candidate with preferential qualification prescribed in addition to the minimum prescribed qualification compete for the same selection and obtain equal marks on aggregate assessment, the candidate with preferential qualification shall have an edge over the other candidate in view of the preference attached to such preferential qualification.
- (iii) The educational qualification including higher qualification or any other attribute possessed by the candidate(s) upto the cut-off date fixed in notification seeking applications fixed by shall be taken into account for awarding weightage admissible under the above rule.
- (iv) Marks for experience under (4)(i) above shall be awarded to such candidates as have experience, at the level of the post applied for or immediately below in a Government/ Government recognized institution.

Where minimum experience at a post is provided as condition for eligibility of the candidature for a particular post, the experience gained by the candidates in excess of such experience alone shall be counted for the award of weightage. The experience gained during the pursuit of higher qualifications (PG/DNB/DM/DNB-Super Speciality/M.Ch) or equivalent higher qualifications, if authorized to be treated as experience for teaching posts, shall count against either of the two (viz experience or higher qualification) and not both.

- (v) For determination of the suitability of candidates for appointment, the candidates from open category shall be required to score a minimum of 55% and those belonging to Reserved Categories and Physically Challenged Persons shall have to obtain a minimum of 45% out of the total weightage points earmarked for assessment in the aforesaid rule.
- (vi) The educational qualification including higher qualification, experience or any other attribute possessed by the candidates upto the last date for receipt of applications fixed by the Commission in the relevant notification only shall be taken into account for awarding weightage admissible under the above rule.
- (vii) The weightage on account of higher qualification shall be admissible for the highest degree possessed by the candidate and not for other higher qualifications down the line. Where one of the higher qualifications possessed by the candidate gets consumed towards the requirement of eligibility the candidate shall be entitled to weightage equivalent to the difference between the two viz, highest degree possessed and the degree considered against eligibility. If the highest degree possessed is itself consumed against the eligibility, no weightage shall flow to the candidate in that eventuality.
- (viii) The weightage on account of Special Attributes shall be available for the Gold Medals(s) for securing the first position in the minimum prescribed qualification and the original Research material published in the academic journals indexed by Agencies mentioned in the rule at (3 )(i). The criteria for accepting the National/ International journal shall be that it should be published by a national/ international-specialty journal/ journal of national/ international society provided it is included in one of the indexes mentioned in the rule at (3)(i). The assessment of the publications shall be made by the Expert(s) dependent upon the quality, impact factor and extent of contribution of the candidate as an independent, first, second or third author. The case reports, abstracts and popular articles shall not count for weightage. The manuscripts accepted unconditionally for publication before the cut-off date for receipt of applications fixed by the Commission shall be granted weightage, if otherwise, fit for such consideration.

**For the posts of Assistant Professor and its equivalent in Higher Education Department:-**

**Academic Performance (To be worked out on prorata basis)**

<b>10th class</b>	<b>02</b>
<b>12th</b>	<b>03</b>
<b>UG</b>	<b>06</b>
<b>PG</b>	<b>25</b>
<b>JRF</b>	<b>02</b>
<b>M.Phil</b>	<b>03</b>
<b>Ph.D</b>	<b>06</b>
<b>Post Doc</b>	<b>03</b>
<b>Total</b>	<b>50</b>

**Research and Publications**

Research papers published in referred journals (UGC approved list of journals) (0.50 mark for each article to the maximum of 04 points)	04
Research papers published in journals with ISSN number other than UGC approved list (0.25 for each article to the maximum of 02 points)	02
(01 mark for each book to the maximum of 03 points) Publication of a chapter in a book with ISBN Number	03
(0.25 mark to the maximum of 02 points)	02

**Participation and presentation in seminars/conferences/workshops**

National: (0.25 points for each paper to maximum of *02 points)	02
International (0.50 mark for each paper to the maximum of 03 points)	03
<b>Total</b>	<b>16</b>

<b>Outreach and Extra-curricular Activities</b>	
Distinction in NCC (Holder of Grade "C" Certificate)	02
Distinction in Sports Certified by Secretary, J&K State Sports Council to be an outstanding Sports Person in Terms of J&K (Appointment of Outstanding Sports Persons) Rules, 1998.	01
<b>Special Attributes</b>	
Gold medal or first position at the PG level in the prescribed qualification	01
<b>Total</b>	<b>04</b>

**Teaching Skills**

<b>Teaching Experience (at the UG or PG level)</b> (0.25 points for each *completed quarter of the academic session to the maximum of 03 points)	03
Teaching Demonstration (The candidate shall be asked to deliver a 5 minute lecture on a given topic from the relevant subject/group discussion) to be assessed and evaluated by the subject experts in the Selection Committee/ Board	07
<b>Total:-</b>	<b>10</b>
Viva Voce	<b>20</b>
The selection Committee/Board shall assess the candidate for his/her domain knowledge and competencies, communications skills, aptitude, general awareness and understanding.	
<b>Total:</b>	<b>100</b>

\*\* The assessment at a selection for the posts of Librarian and Physical Training Instructor in Higher Education Department, which is solely by means of an interview shall be based on a scale of 100 weightage points with break-up thereof as under:

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\* Substituted vide Corrigendum dated 21.06.2017 to Notification No.07-PSC of 2017 dated 07.06.2017.

\*\* Added vide Notification No.07 of PSC (DR) 2017 dated 19.07.2017.



**A-COLLEGE LIBRARIAN****1. Academic Performance (Prorata basis)**

(a) UG (B. Lib)	=	04
(b) PG (M.Lib)	=	35
(c) M.Phil	=	03
(d) Ph.D	=	06
(e) Any additional degree/ PG Diploma in the field of Lib. Science	=	02
<b>Total</b>	=	<b>50</b>

**2. Publications in the relevant field:-**

(i) Research papers published in referred journals as notified by the UGC. 0.25 marks per publication to the maximum of 4 marks (as first, second or third author only)	=	04
(ii) Book/s published by National/International publishers with mark per book by single ISBN/ISSN number (01 author to the maximum of 02)	=	02
(iii) Chapter in book published by National/International publishers with ISBN/ISSN Number (0.5 per chapter to the maximum of 02)	=	02
		<b>= 08</b>
3. Invited Lectures/Seminars with paper presentation		
(i) International: 01 mark for each paper presentation to the maximum of 02	=	02
(ii) National: 0.5 mark for each paper presentation to the maximum of 02	=	02
(iii) State: 0.25 marks for each paper presentation to the maximum of 01	=	01
<b>Total</b>		<b>= 05</b>
4. Experience in the relevant field at the level equal to the post or higher (0.25 mark for each completed quarter of a year to the maximum of 06 marks)	=	06
5. Gold Medal/overall topper at PG level in the relevant subject	=	01
6. NCC ("C" Certificate holder)	=	01
7. Participation in Sports/Games at national or international events only (Certificate to be issued by the competent authority)	=	01
<b>Total</b>		<b>= 09</b>
8. Demonstration by Lecturer/presentation of the Domain knowledge/Library Management skills to be assessed by the Subject experts in the Selection Committee/Board	=	08
9. Viva-voce: The professional and other related competencies like communication skills, aptitude, general awareness etc. of the candidate shall be assessed by the Selection Board.	=	20
<b>Total</b>		<b>= 100</b>

## **B-PHYSICAL TRAINING INSTRUCTORS (DIRECTOR)**

### **Physical Fitness Test and norms**

- a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN		
12 MINUTES RUN/WALK TEST		
Up to 30 years	Up to 40 years	Up to 45 years
1800 metres	1500 metres	1200 metres

NORMS FOR WOMEN		
8 MINUTES RUN/WALK TEST		
Up to 30 years	Up to 40 years	Up to 45 years
1000 metres	800 metres	600 metres

The self assessment shall be based on verifiable records in respect of candidates who qualify the Fitness Test.

1	Academic Performance (Prorata basis)		
(i)	UG (B.PEd)	=	05
(ii)	PG (M.P.Ed)	=	35
(iii)	M.Phil	=	03
(iv)	Ph.D	=	05
(v)	NIS Diploma /Degree in the relevant field		
	NIS Dip. - 01		
	MS - 02	=	02
	<b>Total</b>	=	<b>50</b>

### **1. Publications:**

- (i) Research Papers in the relevant field as first, second or third author only published in referred journals as notified by the UGC (0.25 mark per publication upto the maximum of 2) = 02
- (ii) book/s published by National/International publishers with ISBN/ISSN number (01mark for each book for single author to the maximum of 02) = 02
- (iii) Chapter in books published by National/International level publishers with ISBN/ISSN Number(0.5marks for each chapter to the maximum of 01) = 01
- Total = 05**

2. Participation in Invited Lectures/Seminars/conferences with paper presentation
- I. International: 01 mark for each paper presentation to the maximum of 02 = 02

II.	National: 0.5 mark for each paper presentation of to the maximum of 01	= 01
	<b>Total</b>	<b>= 03</b>
3.	Coaching programmes conducted at the State/National/International Level in disciplines recognized by 10C based on verifiable records 1,2,3 marks respectively upto the maximum of 3	= 03
4.	Organising and Conducting sports/games competitions at State/ National/International level in the disciplines recognized by 10C based on verifiable records 1,2,3 marks respectively to the maximum of 3 marks	= 03
5.	Extension/Co-curricular activities carried out at the State or National level	= 01
6.	a) Experience in the relevant field at the level equal to the post or immediate below or higher with 0.25 mark for each completed quarter of a year to the maximum of 04 marks	= 04
	b) Gold Medal/Overall topper at PG level in the relevant subject	= 01
	c) NCC ("C" Certificate holder)	= 02
	d) Participation in Sports/Games at national or international level only (Certificate issued by the competent authority)	= 02
	<b>Total</b>	<b>= 09</b>
7.	Demonstration by Lecturer/presentation of the Domain knowledge/ field experience to be assessed by the Subject experts in the Selection Committee/Board	= 06
8.	Viva-voce: The professional and other related competencies like communication skills, aptitude, general awareness and understanding etc. of the candidate shall be assessed by the Selection Board	= 20
	<b>Total</b>	<b>= 100</b>

### **SHORTLISTING FOR INTERVIEW**

The weightage as given above shall be used for shortlisting of eligible candidates to be called for interview in the ratio of 1:3, leaving out the 20 points earmarked for viva voce , 07 marks for teaching demonstration, 11 points for Research & Publications and 05 points for participation and presentation in seminars/conferences/ workshops. The weightage for shortlisting shall be worked out from the remaining 57 points.

### **CONSTITUTION OF SCREENING COMMITTEE**

A Screening Committee shall be constituted headed by a senior officer of the Commission to be nominated by the Chairman which shall verify and scrutinize the academic record to prepare award roll forming part one of the assessment which shall include points relating to academic performance, outreach activities & teaching skills etc. constituting upto 57 points. The Committee shall thereafter hand over the record pertaining to these 57 points duly signed by all members of the said committee in a sealed envelope under the seal and signatures of the chairperson of the Committee to the Chairman of the Commission. This part shall be added to the award roll based on the recommendation of the Selection Committee/Board at the time of final compilation of results by the Commission.

### **Selection Committee**

The Selection Committee (interview board) shall consist of two Members of the Commission and three Experts. The committee shall assess the performance of a candidate with respect to the following parameters:-

- i. Research & publication and participation & presentation in seminars/conferences/workshops constituting 16 points on the basis of findings of the experts on the panel at the time of interview of the candidate (s).
- ii. Teaching demonstration constituting 7 points shall be assessed by the subject matter experts only.
- iii. Where higher qualification is consumed under basic eligibility, no weightage shall be admissible for such a qualification

The paras (i) to (vii) as are applicable to the selection in respect of posts of Health and Medical Education Department shall apply mutatis-mutandi to the selection for the posts of Higher Education Department except where these are not directly applicable.

\*51-A In the event of a tie the order of merit shall be determined in accordance with the highest marks secured in the viva voce. Should the marks in the viva-voce of the candidate(s) be also equal, the order of merit shall be decided in accordance with the highest weightage obtained in the Written Test/Basic prescribed Qualification as the case may be. However, in case the weightage obtained in the Written Test/Basic prescribed Qualification is also equal, the order of merit shall be determined in accordance with the weightage obtained on account of Higher Qualification. Similarly, if the weightage obtained on account of Higher Qualification is also equal, then the order of merit shall be determined in descending order of the date of birth of the candidates.

\*\*52. The \*\*\*Controller of Examinations shall in respect of Competitive Examination immediately after an examination and before the viva-voce is held, put up for the orders of the Commission a proposal for fixation of the general standard and the relaxed standard of assessment for those belonging to the general categories and reserved categories respectively.

Provided that the candidates from open category and reserved category appearing in the Competitive examination shall have to secure 50% and 40% of the marks respectively as may be allotted for the said competitive examination in accordance with the relevant competitive examination rules framed by the Government from time to time.

53. Grace Marks:- The award of grace marks to candidates shall be governed by the rules sanctioned by the competent authority in respect of such examination and only under the orders of the Commission.

54. All members shall participate in holding of the viva-voce test of the candidates unless otherwise decided by the Commission.

55. The Commission shall maintain a detailed, authenticated record of the marks secured by different candidates at the written test and the interview.

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\* Added Vide Notification No.43 of PSC (DR) 2017 dated 04.08.2017.

\*\* Modified in pursuance of resolution adopted in the meeting held on 07.03.1995.

\*\*\* Substituted vide Notification No.136-PSC of 2004 dated 04.10.2004.

- \*56. The \*\*Controller of Examinations shall consolidate/tabulate the marks secured by each candidate in written examination whether departmental or Competitive and the Viva-voce. The tabulation shall be done on a Register, each page of which shall be signed by the Secretary. The result shall immediately, before its announcement, be put to the Commission for approval.
57. The decisions of the Commission for making appointment by direct recruitment shall, subject to the provisions of Rule 9 and 10, be signed by all the members. The recommendations of the Commission shall be communicated to the Government by the Secretary.

\*\*\* The recommendations shall be valid for a period of one year from the date they are communicated to the Government. The validity period of one year can, however, be extended for a further period of six months on specific request of the Government if the request for such extension is made before the expiry of the validity of the panel.

Provided that waiting list of candidates may be drawn up by the Commission and communicated to the Govt. alongwith the original recommendations, to the extent to be determined by the Commission in each case.

After the recommendations for direct recruitment as communicated to the Govt. the Secretary shall intimate individually to the candidates selected/ recommended against clear vacancies the fact of their names having been recommended to the Govt. for appointment. This shall be in Form No.6.

- # Secretary shall, thereafter, make public the select list and the waiting list by affixing a copy of the same on the Notice Board of the Commission and also by publishing in the Government Gazette. This shall be in form No.7.

58. **Announcement and Publication of results.**

a) Non-Competitive Examination.

The Secretary shall arrange the announcement of detailed results of the examinations as early as possible and get the results published in the Government Gazette. The result shall be communicated to the concerned individuals separately.

## b) Competitive Examination

Except as otherwise provided in the respective recruitment rules of any service, the result, in order of merit of the Competitive Examinations, shall be published as in the case of non-competitive examinations.

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\* Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.

\*\* Modified in pursuance of resolution adopted in the meeting held on 07.03.1995.

\*\*\* Inserted in pursuance of resolution adopted in the meeting held on 02.09.1994.

# Inserted in pursuance of resolution adopted in the meeting held on 31<sup>st</sup> January, 1995 and 18<sup>th</sup> Feb., 1995.

## Modified in pursuance of resolution adopted by the Commission in its meeting held on 07.03.1995.

After the results are announced and recommendations for appointment made by the Commission, the list of candidates recommended for appointment in order of merit shall also be published in the Government Gazette.

All the candidates appearing in the Examination shall simultaneously be informed of the paper-wise marks including the viva-voce secured by them in the examination.

59. **Appointment by promotion**

Departments proposing making the appointments by promotion shall forward their proposals to the Commission in Form No.8.

60. For the preparation of select list, i.e. promotion panels, the Chairman shall constitute DPCs for different Departments consisting of the following:-

- |      |   |                   |
|------|---|-------------------|
| i)   | Chairman or any Member of the Commission nominated by the Chairman.                             | <b>(Chairman)</b> |
| ii)  | Chief Secretary or any officer nominated by him to represent the General Department (services). | <b>(Member)</b>   |
| iii) | Secretary of the concerned Administrative Department.   | <b>(Member)</b>   |
| iv)  | Heads of the Department concerned.  | <b>(Member)</b>   |

61. A Member/Chairman shall act as Chairman of the DPC for a Department by rotation for a period of one year each.

62. Meetings of the DPCs shall be convened by the Chairman of the concerned DPC.

63. DPCs shall adopt the following procedure for preparation of promotion panels:-

- \*a) Decide upon the number of officers eligible according to the rules who should be considered for inclusion in the select list. The eligibility list will not ordinarily exceed 3 times the number of vacancies anticipated during the period of the operation of the list based on the respective records of the service and other relevant parameters. The total select list will not be more than 1½ times the anticipated number of vacancies or 10% of the strength of the cadre whichever be more.
- b) Promotion panels shall be prepared in accordance with the rules for the time being in force;
- c) The DPCs shall not interview candidates unless in the special circumstances of a particular selection, the Government desires that interviews should be held; and
- d) Select list shall be reviewed once a year. The officers who have already been promoted on the basis of a previous select list shall be removed from the list and the rest of the names alongwith those of others who may be eligible reconsidered for inclusion in the new list.

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\* *Modified in pursuance of resolution adopted by the Commission in its meeting held on 07.03.1995.*

64. The provisions of Rule 46 ante shall apply to the appointment of Experts for the interviews in case covered by sub-rule (c) of Rule 63. However, the Chairman of the concerned DPC, shall if he is not the Chairman of the Commission, be also associated with the selection of the Experts; and apart from the Chairman of the Departmental Promotion Committee, such other Member as may be decided upon by the Commission, shall also sit in the interviews in such cases.
- \*65. The recommendations of the DPC shall be forwarded by the Chairman (of the concerned DPC) to all other members of the Commission. In case no comments are received within one week's time it shall be presumed that the concerned Member has no comments to make.
66. The list finally approved by the Commission shall be forwarded to the concerned Administrative Department under the signatures of the Secretary.

67. **Appointment by transfer**

Where an appointment is proposed to be made by transfer of an officer to a post in a service different from the one he is member of the Commission shall on a proposal of the Administrative Department, make available its advice as to whether the candidate's qualifications and experience are sufficient to render him eligible for the appointment and whether his record of service warrants his appointment to the service to which it is proposed to transfer him. The Commission shall also indicate whether under rules the making of the transfer is permissible.

- \*\*68. The Commission shall lay down detailed procedures for the conduct of Departmental and Competitive Examinations and for matters connected therewith.
69. If any candidate obtains admission to an interview/screening test held or to be held by the Commission by furnishing incorrect or false information/documents which he knew or has reason to believe to be false or not correct or by suppressing any material information which he may be required to furnish to the Commission, he may be debarred from appearing in any test interview for a period not exceeding 15 years at the discretion of the Commission. If he has already appeared in an interview/test, he shall be deemed not to have qualified therein and in his case the test/interview shall stand cancelled. This will be over and above the action that may be taken under the normal penal law in respect of such an act. Government employees guilty of such an act shall also be liable to such disciplinary action as the competent authority may deem proper to take against them under the relevant service rules.
70. Before any final orders are made under the preceding rule, the candidate shall be given an opportunity of being heard in his defence.

71. **Annual Report**

The Annual Report of the Commission for a particular year shall be prepared and submitted to the Governor within two months of the close of that year.

72. The Secretary shall ensure that the procedure laid down in these rules is followed invariably. He shall bring to the notice of the Commission any departure made therefrom.

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\* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*

\*\* *Amended in pursuance of Resolution adopted and approved by the Commission after continuous deliberations in its series of meetings, last having been held on 25.11.1999.*

73. The Rules of Business and Procedure and the Supplementary instructions in force on the date of issue of these rules shall be repealed; but any thing done or any action taken under the rules and instructions so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.
- \*74. **Overriding effect:** Notwithstanding anything to the contrary contained in these rules or any notification issued thereunder the functions relating to appointment to a post only on viva-voce and conduct of examination shall be discharged by the Secretary and Controller of Examinations, respectively.
- \*\* “Provided that Assistant Controller of Examinations shall discharge the duties as may be assigned to him by the Controller of Examinations / the Commission in connection with the examination related matters.”

**By order of the Commission.**

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\* *Added vide Notification No.236-PSC of 2005 dated 24.03.2005. (The amendments shall be deemed to have come into force with effect from 01.10.2004.)*

\*\* *Incorporated as approved in Extra Ordinary meeting of the Commission held on 11.06.2011.*



**FORM NO.1**  
**(TO BE FURNISHED IN DUPLICATE)**

\_\_\_\_\_ DEPARTMENT/OFFICE

1. REQUISITION for direct recruitment to the post (a) of:

\_\_\_\_\_ Brief particular of the vacancies  
\_\_\_\_\_

Designation	Scale of pay	Class/Service	Total No. of vacancies for which requisition is made		
			----- Permanent	Temporary	Total

2. if a vacancy is temporary, how long it is likely to last irrespective of the period for which it has been sanctioned.

3. whether higher initial pay may be recommended by the Commission for specially qualified and experienced candidates.

4. **Number of vacancies**

a) Reserved, under the quota prescribed, by Govt. for:-

- i) Scheduled Castes
- ii) Scheduled Tribes
- iii) Other Socially and Educationally Backward classes.

b) Un-reserved  
Total of (a) and (b)

5. a) Have recruitment rules for the posts been sanctioned ?

b) if so, please quote the number and date of the notification sanctioning the rules.

6. If, according to the rules, a proportion of vacancies is to be filled by direct recruitment, please state clearly whether:-

i) the present vacancy or vacancies falling in direct recruitment quota,

ii) all vacancies falling in the direct recruitment quota have been included in the requisition.

**Note:-** If the answer to (ii) above is in the negative, please state clearly the number of vacancies not being reported and the reasons therefore

7. Particulars of persons who were last appointed to the post regularly against the vacancy in the direct recruitment quota.

- a) Name
- b) Reference number and date of the Commission's letter.

8. If any adhoc interim arrangements have been made to fill the vacancies mentioned above, pending selection by the P.S.C. Please give details:-

- a) The names of the persons so appointed, the dates and duration of their appointments and their age, qualifications experience etc.
- b) Whether the Commission was consulted in continuing the adhoc arrangements beyond the initial period of six months. If so, please quote No. and date of Commission's letter(s).
- c) If the answer to (b) is in negative please state reasons for not making a reference to the Commission.

(If necessary, this information may be given, in the form above, or in an enclosure duly signed by the officer who signs the requisition)

9. When the selected candidate(s) is/or required to join?

10.	<b>Qualifications required</b>	<b>Academic</b>	<b>Technical</b>	<b>Experience</b>
	-----	-----	-----	-----

- a) Essential:
- b) Desirable:
- c) Are the qualifications at (a) and (b) above in accordance with the approved recruitment rules; if not, please state reasons for the deviation.

11. a) Upper and Lower Age limits.

b) Are the age limits relaxable? If so what extent?

c) Are the limits and relaxation in accordance with the prescribed recruitment rules? If not, please state reasons for the deviation.

12. Any other requirements or conditions not covered by the above columns.

13. If the requisition is being sent in response to any reference from the P.S.C. Please quote their latest reference.

14. It is certified that all vacancies to date which fall within the recruitment quota have been included in this requisition and that the number of vacancies reserved for Scheduled Caste and others mentioned in column 4 above is in accordance with the reservation quota fixed by the Government for this community. It is further certified that no vacancy has been diverted from promotion quota.

**Signature of the Officer  
authorized to send the requisition.**

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Note: All answers in the requisition form should be given in words and not by dashes and dots. No column should be left blank.

**FORM NO. 2****J&K PUBLIC SERVICE COMMISSION, JAMMU/SRINAGAR**

Received application form from .....  
 for the post of .....alongwith  
 \_\_\_\_\_ of Rs. .... He /She is advised to quote the above  
 quoted receipt No. for further correspondence on the subject.

The application has been deficient in respect of the following documents which  
 should be made up with in twenty one days otherwise the same will be rejected.

1. Four attested photographs.
2. Date of birth certificate.
3. Marks certificate of .....
4. .... Degree/M.D/Diploma.
5. Permanent Resident Certificate.
6. Incase of married female candidate permanent resident certificate after marriage.
7. Unmarried certificate in case of female.
8. Relevant Reserved & Category Certificate in support of claim under SRO 126 dated  
28.6.1994 duly renewed/validated wherever so provided in case of Socially and  
Educationally Backward classes.
9. Experience Certificate with actual dates.
10. Application through proper channel in case of Government Servant from competent  
authority.
11. In case of Doctors:-
  1. Registration Certificate.
  2. M.B.B.S. Merit Certificate.
  3. Internship Completion Certificate.
  4. Copy of result notification where the  
Degree/Diploma has been issued within a  
a period of two/four years from the receipt  
of application by the Commission.

The above indicated deficiencies should be made good strictly within the period  
 stipulated above failing which the application form shall be rejected straight way. All  
 correspondence be made with Secretary, J&K, Public Service Commission.

Receiving Officer,  
 J&K, Public Service Commission

Signature of the applicant  
 or his representative.

Dated: .....



**FORM NO 4  
JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION  
JAMMU/SRINAGAR**

REGISTERED-A/D

SHRI/MISS/SMT. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NO:-PSC/DR/

Dated:-

Subject:- Application for the post of

\_\_\_\_\_  
\_\_\_\_\_

Your application is deficient in respect of the following:-

1. MA/MSc Degree/Marks Certificate.
2. Permanent Residence Certificate/after marriage.
3. Date of birth certificate/issued by the Board of School Education.
4. Application through proper channel.
5. Un-married certificate with date.
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

You are advised to make up the deficiency(ies) within 21 days of issue of this letter failing which your candidature for the aforesaid post shall stand rejected without any further notice to you.

**SECRETARY  
J&K PUBLIC SERVICE COMMISSION  
JAMMU/SRINAGAR**

**FORM NO. 5****JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION  
JAMMU/SRINAGAR**

Shri/Miss/Smt \_\_\_\_\_

NO:PSC/Rect/

Dated:

Reference:- Your application for the post of \_\_\_\_\_

I am to inform you that your application for the above mentioned post has been rejected for the reason(s) given below:-

1. Your application has been received late by \_\_\_\_\_ days after the closing date;
2. You have been found over age by \_\_\_\_\_
3. You do not possess the requisite experience as prescribed in the notification as on the last date for receipt of application;
4. You do not possess the requisite experience as prescribed in the notification; and
5. Postal order Bank draft/Treasury Receipt for Rs. \_\_\_\_\_ has not been attached with your above mentioned application.
6. \_\_\_\_\_
7. \_\_\_\_\_

**Secretary**  
**J & K Public Service Commission**  
**Jammu/Srinagar**

**FORM NO.6**  
**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**  
**JAMMU/SRINAGAR**

No: PSC/SC/Selection

Dated: \_\_\_\_\_

Sub:- Selection for the post of \_\_\_\_\_

Ref:- Your application for the aforesaid post.

I am directed to inform you that you have been recommended by the J&K Public Service Commission to the \_\_\_\_\_ for appointment to the above post.

Further correspondence, if any, in this regard may be addressed to the Department concerned. It is further to be made clear that all the appointments, will be made by the department concerned only after the Government is satisfied on an inquiry, if considered necessary, that you are suitable for appointment to the post and that you are in good mental and bodily health and free from any physical defect that is likely to interfere with the discharge of your duties. Your appointment is also subject to other conditions applicable to all such appointments under the State Government.

**Secretary**  
**J & K Public Service Commission**  
**Jammu/Srinagar.**



**FORM NO. 7****NOTICE****DATED**

It is hereby notified for information of all concerned that the following candidates, who had applied for the post of \_\_\_\_\_ in response to the Notification No. –PSC of 199 dated / / 199 have been found suitable for appointment on the basis of over-all performance at the interview, academic merit, experience and other relevant factors, the interview of which was held at Jammu on \_\_\_\_\_ and at Srinagar on \_\_\_\_\_:-

- i. **Select List**
- ii. **Waiting List**

The recommendations have been communicated to the concerned Department for taking further necessary action.

**Secretary**  
**J&K Public Service Commission**

No: PSC/Secy/

Dated

CC:

1. The General Manager, Government Ranbir Press (Gazette Section)/Srinagar/Jammu for favour of publication in the next issue of Govt. Gazette.
2. Notice Board of the Commission Office at Jammu/Srinagar.

**FORM NO 8****PROFORMA FOR SUBMISSION OF PROPOSALS FOR PROMOTION TO THE PUBLIC SERVICE COMMISSION**

1. Name of Department/Office

2. Post to which promotion is to be made.

Designation	Classification	Scale of pay	No. of vacancies		No. of posts filled on adhoc basis.	No. of vacancies falling in the promotion quota		
			Temporary	Permanent		Existing	Anticipated	Total
-----	-----	-----	-----	-----	-----	-----	-----	-----

3. Recruitment Rules for the grade/post

(a) Notification No. & date under which the Recruitment Rules were sanctioned.

(b) Method of recruitment prescribed:

(i) .....% direct recruitment

(ii) .....% promotion

(iii) ..... any other method if prescribed.

(iv) Has the ratio been maintained in a recruitment year as between direct and promotion. If there is variation reasons therefore may be indicated.

(c) Whether an upto date copy of the Recruitment Rules has been enclosed? (this should invariably be sent for reference).

4. Grade/Post from which promotion is to be made

Designation	Classification	Scale of pay	Recruitments prescribed for eligibility for promotion.
-----	-----	-----	-----

5. Whether any reservation should be made for Scheduled Caste/Scheduled Tribe/OBCs etc.

If so, details may be given:

i) Scheduled Caste

ii) Scheduled Tribe

iii) Other Socially & Educationally Backward Classes

iv) Others

Total: (i) to (iv)

6. PSC reference No. under which promotions to the grade/post were last considered.
7. Seniority list:
- (a) Whether a seniority list as in the prescribed proforma (Annexure-I) has been enclosed?
  - (b) Whether all eligible officers, including those on deputation etc. are included?
  - (c) Whether the seniority list, before finalisation, was circulated to all concerned?
  - (d) Whether there are any officers whose seniority has not been finalised? If so give details.
  - (e) Whether the seniority list (Annexure-I) has been duly authenticated by an officer not below the rank of Under Secretary to the Government?
  - (f) Whether the list has undergone any changes since it was last placed before the P.S.C. if so give details in Annexure-I (A)?
  - (g) Are there any Scheduled Caste/Scheduled Tribe/OBCS Officers in the list? If so, please indicate clearly details in the Remarks column.
8. A.C. Rolls.
- (a) Whether a list (in duplicate) has been attached showing the names of Officers whose ACR's are enclosed with this reference?
  - (b) Are the A.C.Rs complete and up to date? (ACRS should be sent only after these have been completed)
9. Self contained note.
- Whether a self-contained note explaining the proposals for promotion has been enclosed?

**Signature.....**  
**Designation.....**

**ANNEXURE I**

Vide items 7 of the proforma (Form No.8).

Seniority list of officers in the grade of .....  
as on.....

S.No.	Name of Officer	Date of birth	Date of regular appointment to the grade	P.S.C. reference if any, under which recommended/approved for appointment to the grade	Post held substantively	Remarks
-----	-----	-----	-----	-----	-----	-----

\* Signature of Authenticating Officer  
Designation.....  
Date.....

\* To be signed by an Officer of the rank of Under Secretary or above.

**ANNEXURE I (A)**

Vide item 7 of the proforma (Form No.8).

Particulars of changes in the seniority list.

Name of the Officers which were included in the last seniority list but have been deleted in the present seniority list.

Reasons for deletion

1	2
---	---

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(ii) Name of the officers added in the present seniority list.

- 1.
- 2.
- 3.
- 4.
- 5.

**Signature**  
**Designation**  
**Date**

**APPENDIX 'A'****JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION  
JAMMU/SRINAGAR**

NOTIFICATION No. –PSC OF 200

Date / / 200

Applications on prescribed form obtainable from the office of the J&K Public Service Commission on payment of Rs.\_\_\_\_\_ in the shape of Crossed Bank Draft drawn in the name of J&K Bank Ltd., are invited from the permanent residents of the Jammu and Kashmir State only for the post of .....

in the pay scale of .....

Number of posts.....

Qualification.....

Experience.....

Age as on 1st January 200....

i. Minimum 18 years

ii. Maximum 37 years

**Upper age limit for:**

iii. Scheduled Caste/  
Scheduled Tribe 40 years

iv. Physical Handicapped 39 years

v. Those already in Govt. service 40 years

vi. Ex-servicemen 48 years

or any other category if any as per recruitment rules pertaining to the relevant post.

**Last Date**

i. For personal delivery of the applications in the office of the J&K Public Service Commission ..... is.....

ii. For registered/AD delivery in the post office is .....

In case .....is declared a Public Holiday, the last date for receipt of application forms shall be next working day.

**Applications which are:-**

- i) not accompanied by crossed postal order/Crossed Bank Draft/Treasury Receipt for an amount of Rs.50/- in respect of general category and Rs.25/- in respect of Scheduled Caste/Scheduled Tribe candidates, on the last date for receipt of applications;
- ii) from persons not possessing the minimum basic qualification as prescribed above on the last date for receipt of applications;
- iii) from persons not conforming to the age limit as prescribed above;
- iv) unsigned on the last date for receipt of applications;
- v) not on the prescribed form;
- vi) received after the last date fixed for postal delivery; and
- vii) incomplete.

**SHALL BE LIABLE TO BE REJECTED**

Applications received later than prescribed above will not be entertained. However, applications posted under registered/acknowledgement due cover three days before the last date fixed above (i.e.) if received late due to the postal delay may be entertained by the Commission subject to production of clear proof by the candidates of having posted the application in time as indicated above. Candidates are advised in their own interest, therefore, to send the application forms under registered post or deliver the same against proper receipt personally.

Candidates who claim to possess:-

- i) any additional qualification;
- ii) any experience, not less than one year in the line, at the level of the post applied for (on the proforma as prescribed in the instruction sheet for the candidates);
- iii) any distinction in NCC activities shall be considered only when a candidate whether male or female has held the rank of Jr. Under Officer or Sr. Under Officer and possesses the top grade 'C' certificate. Certificate 'G' awarded to female candidate prior to 1984 shall also be considered;
- iv) any distinction in Sports/Games (i.e. having represented the University, State or Region in any National Sports/Games);
- v) and candidates claiming to be persons belonging to any reserved category i.e. Scheduled Caste/Scheduled Tribe or Socially and Educationally Backward class as defined under Reservation Rules, 1998;

are advised to furnish alongwith the application forms certificate to this effect as issued by the authority competent to do so.

The last date for the receipt of applications as indicated above shall for all purposes be the cut off date for determining the eligibility. Experience/improvement in the qualification/marks, additional qualification, distinction in Sports/NCC, if any, acquired by the

candidate after the last date fixed for receipt of applications shall neither be taken into account nor given any credit.

Candidates shall attach character certificate/Descriptive Roll duly filled in on prescribed form.

Candidates shall attach attested true copies of the Date of birth/Permanent residence, final qualification certificates alongwith marks certificate duly attested by the Gazetted Officer, with the application but the original thereof i.e. the Degree/Provisional/Marks certificates/DOB/PRC etc. shall be produced on the date of interview without which they will not be permitted to appear in the interview.

The attested true copies of the certificates/testimonials must contain the name in Block letters of the attesting officer and bear date and his official seal.

The in-service candidates shall submit their application forms through their respective appointing authority. However, they are advised in their own interest to send a copy of their application form duly completed in all respects including crossed Postal Order/Crossed Bank Draft/Treasury Receipt for an amount of Rs.50/- in respect of general category and Rs.25/- in respect of Scheduled Caste/Scheduled Tribe candidates direct to the Commission in advance simultaneously.

The candidate shall attach with their application forms two self addressed envelopes 6"X3" size duly stamped.

While the Commission will make every effort to send call letters for interview to the eligible candidates well in advance, the candidates are advised in their own interest to be in touch with Commission office as well as the local newspapers and Radio/T.V. through which the dates of interview will also be announced. The Commission shall not entertain any claim for non-receipt of call letters by the candidates for whatsoever reasons after the interview is over.

The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. Where the commission consider that the number of candidates who have applied for the post to be filled up by direct recruitment, on the basis of interview is large and is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of higher percentage of marks secured in the qualifying examination and/or qualifications and experience, higher than the minimum prescribed in the advertisement as may be fixed by the Commission, or by holding a written test.

Provided that in case of written screening test, the syllabus of the same shall be made known to the candidates atleast one month before the date of holding such test.

Provided further that the marks secured by the candidates in the screening test shall not be taken into account for determining the final order of merit.

Provided further that the number of candidates to be called for the interview on the basis of screening test shall not be more than ten times the number of clear vacancies referred to the Commission.



Further the summoning of candidates for interview conveys no assurance whatsoever that they will be issued by the Government in accordance with the availability of vacancies.

**Secretary,  
J&K Public Service Commission,  
Jammu/Srinagar**

No: PSC/DR/

Dated:

Copy to the:-

**APPENDIX "B"****INSTRUCTIONS SHEET FOR CANDIDATES**

1. The in-service candidates shall submit their application form through their respective appointing authority. However, they are advised in their own interest to send copy of their application forms duly completed in all respects including \*Crossed Postal Order/Crossed Bank Draft/\*Treasury Receipt of \*\*Rs.400/- (Rupees Four hundred only) for candidates competing in Open category and Rs.200/- (Rupees Two hundred only) for candidates competing in reserved categories respectively as fee; direct to the Commission in advance simultaneously while applying for Direct Recruitment posts.
2. Candidates who intend to apply for more than one post, should submit separate application forms for each post. In all communications name and item No. of the post advertised should be clearly stated; otherwise theses shall be liable to be rejected;
3. Candidates must be in good bodily health. They must if selected be prepared to undergo such Medical Examination and satisfy such Medical Authority as the Government may require.
4. The candidates shall attach with their application forms the copies of the following documents duly authenticated by his/her full signatures:-
  - a) Four passport size photographs duly attested by a Gazetted Officer;
  - b) Degree and marks certificate of the basic qualification prescribed for the post;
  - c) Date of birth in the form of Matriculation/Secondary Examination Certificate issued by the Board of School Education;
  - d) Permanent Residence Certificate issued by the competent Authority. In case of married women, the permanent residence Certificate should be after marriage;
  - e) In case of reserved category viz Scheduled Caste/Scheduled Tribe/Socially and Educationally Backward class certificate issued by the competent authority;
  - f) Character Certificate/Descriptive roll in the prescribed form as per J&K Civil Service (Verification of character and Antecedents ) instructions, 1969;
  - g) Any other certificate, as indicated in the notification; and
  - h) Two self addressed envelopes 6"x3" duly stamped.
5. **Applications.**
  - i) not accompanied by \*Crossed Postal Order/Crossed Bank Draft/\*Treasury Receipt for the amount indicated above on the last date for receipt of applications.

\* Words "Crossed Postal Order/Treasury Receipt" deleted as per decision taken in 12<sup>th</sup> Commission meeting held on 29.09.2004.

\*\* Fee revised as per decision taken in 28<sup>th</sup> Commission meeting held on 16.02.2005.

- ii) from persons not possessing the minimum basic qualification and marks as prescribed in the notification on the last date for receipt of applications;
- iii) from persons not conforming to the age limit, as prescribed in the notification;
- iv) Unsigned on the last date for receipt of applications;
- v) Not on the prescribed form;
- vi) Received after the last date fixed in the notification for personal delivery or posted after the last date fixed for that purpose;
- vii) Of the candidates who are not in possession of Permanent Residence Certificate of J&K State;
- viii) Otherwise incomplete;

**Shall be liable to be rejected**

6. The last date fixed for receipt of applications shall for all purpose be the cut off date for determining the eligibility of the candidate. Experience/improvement in the qualification/marks/additional qualification, distinction in sports/NCC if any acquired by the candidates after the last date fixed for the receipt of applications shall neither be taken into account nor given any credits.

7. **Candidates who claim to possess:-**

- i) any additional qualification;
- ii) any experience (not less than one year) in the line at the level of the post applied for;
- iii) any distinction in Sports/Games i.e. having represented the University, State or region in any National Sports/Games;
- iv) any distinction in NCC activities shall be considered only when a candidate whether male and female has held the rank of Junior Under Officer or Senior Officers & Possesses top grade 'C' certificate. Certificate 'G' awarded to female candidates prior to 1984 shall also be considered; and
- v) candidates claiming to be the persons belonging to any reserved category, Scheduled Caste/ Scheduled Tribe or socially and Educationally Backward Class as defined under Reservation Rules, 1994 are advised to furnish alongwith the application forms certificate to this effect to be issued by the competent authority.

Further, the experience certificate to be attached with the application form should be on the following proforma:-

"It is certified that.....S/O,D/O,W/O \_\_\_\_\_  
 \_\_\_\_\_ R/O.....  
 has worked as..... for a period of ....."

from ..... to ..... on adhoc/temporary/  
deputation basis in pursuance of order No..... dated.....  
Issued by the competent authority viz. Head of the Institution.

8. The prescribed qualifications are minimum and mere possession of the same do not entitle the candidates to be called for interview. Where the Commission consider that the number of candidates who have applied for a post to be filled up by direct recruitment on the basis of interview is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to reasonable limit on the basis of higher percentage of marks secured in the qualifying examination and/or qualifications and experience higher than the minimum prescribed in the advertisement notice, and may be fixed by the Commission, or by holding a written test:

Provided that in case of written screening test the syllabus for the same shall be made known to the candidates atleast, one month before the date of holding of such test;

Provided further that the marks secured by the candidates in the screening test shall not be taken into account for determining the final order of merit;

Provided further that the number of candidates to be called for interview on the basis of screening test shall not be more than ten times the number of clear vacancies referred to the Commission.

Further summoning of candidates for interview conveys no assurance whatsoever that they will be selected.

Appointment orders of the selected candidates will be issued by the government in accordance with the availability of vacancies.

9. Canvassing in any form will disqualify the candidates.
10. Candidates found guilty of impersonation or of submitting fabricated documents or documents which have been tampered with or making statements which are incorrect or false or suppressing of material information, may in addition to rendering himself/herself liable to criminal prosecution, be debarred either permanently or for specific period by the Commission(a) from admission to any examination, or appearance at any interview to be conducted by the Commission for selection of candidates; and (b) by the State Government for employment under the Government or be discharged from service in case he/she stands already employed.
11. No TA/DA for appearing in the examination/interview shall be paid by the Commission.
12. Any change of address given in col. 6 of the application form should at once be communicated to the Secretary J&K Public Service Commission. Candidate must also arrange for the redirection of communication to their new address, if necessary.
13. While the commission will make every effort to send call letters for interview to the eligible candidates well in advance, the candidates are also advised in their own interest to be in touch with the Commission office as well as the local news papers and Radio/TV through which the dates of examination/interviews will also be got published/announced. The Commission shall not entertain any claim for non-receipt of call letters by the candidates for whatsoever reasons after the interview is over.

14. The candidates shall attach with their application forms two stamped self-addressed envelopes 6"x3" size.

**Sd/-**  
**Secretary**  
**J&K Public Service Commission**  
**Jammu/Srinagar.**











## DESCRIPTIVE ROLL TO BE SUBMITTED BY THE CANDIDATE WITH APPLICATION FORM

### Warning:-

Submission of incorrect information will disqualify a candidate from employment at the sole discretion of the Govt.

1. Name in full (in capital letters) with aliases, if any, and identification (please indicate if you have added or dropped at any stage any part of your name or surname).
2. Present address in full i.e. village Tehsil, Thana or House No; Lane/ Street/Road and District.
3.
  - a) Home address in full i.e. village Tehsil, Thana or House No. Lane/Street/Road and District.
  - b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.
4. Particulars of place (including Foreign countries) Where you have resided at any time during the Preceding five years.

-----

From	to	Residential address in full i.e. village, Thana or House Number Lane/Street and road and District.
-----	-----	-----

5. Father's Name
  - a) Name in full with aliases, if any
  - b) Present postal address (if dead give last address)
  - c) Permanent home address
  - d) Profession
  - e) If in service, give designation and official address
6. i) Nationality of candidate and his/her close relatives:-
  - a) Father
  - b) Mother
  - c) Husband/Wife/Children/Brothers/Sisters

d) Candidate

ii) Place of Birth Husband /Wife

7. a) Date of birth

b) Present age

b) Age at the time of Matriculation

8. a) Place of birth, Distt. and State in which it is situated.

b) District and State to which you belong

9. a) Your religion

b) Are you a member of a Scheduled Caste/ Scheduled Tribe/Backward Class. Answer Yes/no and if the answer is yes, state the Name thereof.

10. Education qualification showing places education with years in schools and colleges since 15<sup>th</sup> year of age.

Name of School/ College with full Address	Date of entering	Date of leaving	Examination/s passed
-----	-----	-----	-----

11. If you have at any time been employed, give details/

Designation of post Held and description Of work	Period From To	Full address of the Officer/ firm or institu- tions	Full reasons for leaving previ- ous services
-----	-----	-----	-----

11. If you have been or are a member of any political party or a social or cultural organisation, give particulars of the office or position held during preceding five years.

13. a) Have you ever been prosecuted, kept under detention or bound down fined or convicted by a court of law for any offence. Is any case pending against you in the Court of Law at the time of filling up this verification roll? If the answer is yes, full sentence, should be given.

b) Have you been debarred or disqualified by any State Public Service Commission or by the Union Public Service Commission from appearing at its examination/selection.

14. Name of the responsible persons of your locality or two references to whom you are

known.

- 1.
- 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am not aware of any circumstances which might impair my fitness for employment under Government.

***Signature of candidate***

***Date***

***Place***

1. Certified that I have known to Shri/Smt./Kumari \_\_\_\_\_  
 S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_  
 Tehsil \_\_\_\_\_ District \_\_\_\_\_  
 For the last \_\_\_\_\_ years \_\_\_\_\_ month and that to the best of  
 my knowledge and belief he/she bears reputable character and has no antecedents  
 which render him/her unsuitable for Govt. employment.
2. Sh/Smt./Miss \_\_\_\_\_ is not related to me.

Place

Signature

Date

Designation

(This certificate shall be signed by a Gazetted Officer or a District Magistrate or a  
 Magistrate of first class).

---

### IDENTITY CERTIFICATE

**(NOT TO BE FILLED IN BY THE CANDIDATE)**

Certified that I have known Sh/Smt/Kumari \_\_\_\_\_

S/O,D/O,W/O \_\_\_\_\_ R/O \_\_\_\_\_

For \_\_\_\_\_ years \_\_\_\_\_ month and that to the best of  
 my knowledge and belief the above particulars furnished by him/her are correct.

Place  
 Date

Signature  
 Designation or status and  
 address

**COPY OF GOVERNMENT ORDER NO.1303-GD OF 1969 DATED 28.06.1969  
ISSUED BY THE GENERAL DEPARTMENT  
(SERVICE SECTION)**

Subject:- Constitution of Departmental Promotion Committee to draw up panels of Officers eligible for Promotion.

-:-

In super-session of all previous orders issued on the above noted subject, the following procedure is prescribed for the preparation of promotion panels in the various services/posts in all the Departments of Governments;

- i) Chairman or a member of the Public Service Commission nominated by the chairman.
- ii) Chief Secretary or Officers nominated by him to represent the General Deptt.(Service)
- iii) Administrative Secretary or an Additional Secretary of the Department concerned
- iv) Head of Department concerned.

The Committee will adopt the following procedure:-

- a) Decide upon the number of officers eligible according to rules, who should be considered for inclusion in the select list. Such a list will not ordinarily exceed five times the number of vacancies anticipated during the period of operation of the list.  
  
The Departmental Promotion Committee will be free to consider an officer who is eligible according to rules and known to possess exceptional or outstanding merit, even though he may not be in the range of consideration within the above limit.
- b) From among the officers in the field of selection vide(a) above, those who are considered unfit for promotion should be excluded. The rest should be classified as outstanding/very good/and good on the basis of merit, as determined by their respective records of service and other relevant particulars available to the Departmental Promotion Committee.
- c) The select list should be prepared by placing the names in order of these three categories without disturbing the seniority inter-se within each category. The total select list will not be more than one and half times the anticipated number of vacancies or 10% of the strength of the cadre which ever may be more.
- d) The DPC will not interview the candidates unless in the special circumstances of a particular selection, Government decides that interviews shall be held.
- e) The select list will be reviewed once a year and the officers who have already been promoted on the basis of a previous select list and have officiated continuously for a period of not less than six months immediately before the

preparation of the new list should be removed from the list and the rest of the names alongwith others be considered for inclusion in the new list.

- II. a) The recommendation of the DPC will be forwarded to the PSC for approval.
- b) The promotion will be made strictly in order of the names in the select list, excepting when short term vacancies of not more than 3 months duration have to be filled on adhoc basis. Such local or adhoc promotion will not, however, give the officer a superior claim to seniority or confirmation.
- III. a) All the Departments shall assess before the commencement of the year, the number of vacancies likely to be available in the Year and report to the PSC for direct recruitment or Departmental Promotion in accordance with the ratio prescribed for such recruitment.
- b) The Departmental should get the select lists approved on the annual basis.
- IV. Adhoc appointments or promotions made under regulation 4(d) of the PSC (Limitation of functions) Regulations 1957 (Extract copy enclosed) shall be made only when an emergency has arisen and it is in the Public interest to fill the vacancy immediately and there is likely to be undue delay in making the appointment or promotion in consultation with the PSC (and the DPC). All such appointments/promotions shall only be made after obtaining the orders of the Government in accordance with the procedure sanctioned for coordination cases. Such cases will be examined in the General Department with a view to ensure that the proposed adhoc appointment/promotion is in the Public interest.

**By order of the Government of J & K.**

**GOVERNMENT OF JAMMU AND KASHMIR****GENERAL ADMINISTRATIVE DEPARTMENT**

Subject: Constitution of Departmental Promotion Committee to draw up panel of officers eligible for promotion.

Government order No: 1579 GAD of 1998  
Dated: 9<sup>th</sup> December, 1998

In partial modification of Government Order No 1303-GAD Of 1969 dated 28.05.1969, it is hereby ordered that the Department Promotion Committees to be set up to consider promotions to all Gazetted posts/services shall except in respect of the posts wherever otherwise provided under any rule or order consist of –

- |    |   |          |
|----|---|----------|
| 1. | Chairman or a Member of J&K Public Service Commission nominated by the Chairman.                            | Chairman |
| 2. | Chief Secretary or any other officer of General Administration Department to represent the Chief Secretary. | Member   |
| 3. | Concerned Secretary of the Administrative Department.   | Member   |
| 4. | Head of the Department concerned.   | Member   |

By order of the Government of Jammu and Kashmir

**Sd/-**

Commissioner/Secretary to Government  
General Administrative Department

No:GAD(Ser)43/97

Dated: 9<sup>th</sup> December 1998.



**Government of Jammu and Kashmir**  
**GENERAL DEPARTMENT**

Govt. Order No. 170-GD of 1986  
Dated: 06.02.1986

In amplification of Govt. Order No. 1303-GD of 1969 dated 28.05.1969 and Govt. Order No.2504-GD of 1980 dated 18.12.1980 amended from time to time the following procedure is further prescribed for the preparation of the promotion panels in various services/posts in all the departments of Govt:-

**APRs not initiated or reviewed or accepted**

If the concerned Initiating/Reviewing/Accepting Authorities are in service, the Administrative Departments concerned shall have the APRs completed and sent to the Public Service Commission.

When any of the above officer has retired/demitted office/died certificate to that effect should be recorded on the APRs by the Administrative Secretary;

In spite of the above two situations, the APRs have not been initiated/reviewed/accepted or having been written, have been irretrievably lost for reasons beyond the control of the Administrative Department and the department finds it impracticable to furnish the APRs the Administrative Secretary will state so and furnish cogent reasons to this effect. In such a situation the Administrative Secretary shall furnish a certificate regarding work and conduct of the officer for particular year rating him as "Outstanding", "Very Good", "Good", "Satisfactory" and "Below the job requirement" as the case may be.

**APRs for the period an officer has been under suspension but exonerated or continued to be under suspension.**

If for this period no APRs of any officer have been initiated, APRs for the required number of years preceding the years of suspension should be considered in his case. In respect of other officers under consideration for promotion, the APRs for preceding three years to the year of promotion shall be examined.

**Officer sent on deputation to the other Departments/Corporations/Autonomous or Semi-Autonomous organisations.**

In such cases the APRs of the officer have to be got initiated by the concerned organisations and accepted by the competent authority.

**Officers sent on deputation or sponsored outside the State or Country by the Government.**

In such cases the certificate of work and conduct of the officer should be obtained year-wise by the Administrative Department from the organisation concerned and these should be furnished to the Public Service Commission and the rating should be done by the Administrative Department before sending these to the Public Service Commission. The requirement of furnishing of formal APRs in such cases should be waived off.

**Officers who proceed on authorised leave and serve in private or Government Organisations abroad.**

In such cases the APRs cannot be processed by the Administrative Department nor can they give a work and conduct certificate of the officer. In these cases also the requirement of furnishing of formal APRs should be waived off. APRs of required number of years before the officer concerned proceeded on leave should be considered.

**Integrity Certificate of the Administrative Secretary.**

In the case of each officer, the Administrative Secretary shall give the following certificate:-

“The records of service of Shri/Smt. \_\_\_\_\_ have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.”

**Sd/-**

**( G. M. Thakur )  
Secretary to Government,  
General Deptt. (Personal)**

No: GD (Ser)- KAS 10/86

Dated: 06.02.1986

Copy to:-

1. All Commr/Secretaries to government.
2. All Heads of Department.
3. The Secretary Public Service Commission.
4. The Manager Government Press for publication in the Government Gazette.
5. All section in the General Department.
6. G.O. file/Stock file.

**Sd/-**

**( S. R. Bhagat )  
Personnel Officer,  
General Department (Service).**

*Government of Jammu and Kashmir*  
**GENERAL DEPARTMENT (Ser)**

Subject: - Appointment to Selection Grades/Posts.

**Government Order No. 2055-GD of 1978.**  
**Dated: 19.08.1978.**

In continuation to Government order No.1605-GD of 1971 dated 01.07.1971, the following criteria is hereby laid down to be followed by the Selection Committee(s) for making selection grades/posts borne on the cadre of various services under the Government:-

“The Selection Committee(s) should classify the officers eligible for promotion to selection posts/grades as “Outstanding”, “Very Good”, and “Good”, or “Unfit” as the case may be on an overall relative assessment of their service records.

The list will be prepared by including the required number of names, first from amongst the officers finally classified as “Outstanding” then amongst those similarly classified as “Very Good” and thereafter those similarly classified as “Good” and the order of names inter-se within each category shall be in the order of their seniority in the service/cadre.”

By order of the Government of Jammu and Kashmir.

**Sd/-**  
**( B. N. Safaya )**  
**Secretary to Government**  
**General Department.**

No: GD(KAS)248/69

Dated 19.08.1978.

Copy for information and necessary action to the:-

1. All Commissioner/Secretaries to Government.
2. All Heads of Departments.
3. Special Assistant to the Chief Secretary.
4. P.A. to the Additional Chief Secretary.
5. Manager Government Press, Srinagar for publication in the Government Gazette.
6. Government order file.
7. Stock file.

**(Hamid Ullah)**  
**Under Secretary to Government,**  
**General Department (Ser)**

## **ABSTRACT FROM THE J&K CONSTITUTION VOL I**

### **The Public Service Commission**

128. Public Service Commission for the State- There shall be a Public Service Commission (hereinafter referred to in this part as “the Commission”) for the State.
129. Appointment and term of office of members-(1) The Chairman and other members of the Commission shall be appointed by the Governor:

Provided that as nearly as may be one-half of the members of the Commission shall be persons who at the dates of their respective appointments have held office for at least ten years under the Government.

(2) A member of the Commission shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier:

#### **Provided that-**

- (a) a member of the Commission may, by writing under his hand addressed to the “Governor, resign his office;
  - (b) a members of the Commission may be removed from his officer in the manner hereinafter provided.
- (3) A person who holds office as a member of the Commission shall, on the expiration of his term of office be ineligible for re-appointment to that office.

130. Removal and suspension of a member of the Commission-

- (1) Subject to the provisions of sub-section (3), the Chairman or any other member of the Commission shall only be removed from his office by order of the Governor on the ground of misbehaviour after the High Court, on reference being made to it by the Governor, has on inquiry held in that behalf, reported that the Chairman or such other member, as the case may be, ought on any such ground to be removed.
- (2) The Governor may suspend from the office the Chairman or any other member of the Commission in respect of whom a reference has been made to the High Court under sub-section (1) until the Governor has passed orders on receipt of the report of the High Court on such reference.
- (3) Notwithstanding anything in sub-section (1), the Governor may by order remove from office the chairman or any other member of the Commission if the Chairman or such other member, as the case may be-
  - (a) is adjudged an insolvent ; or
  - (b) engages during his term of office in any paid employment outside the duties of his office ; or

- (c) is, in the opinion of the governor unfit to continue in office by reason of infirmity of mind or body.
- (4) If the Chairman or any other member of the Commission is or becomes in any way concerned or interested in any contract or agreement made by or on behalf of the Government of the State, the Government of India or the government of any other state in India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with other members of an incorporated company, he shall for the purposes of sub-section (1) be deemed to be guilty of misbehaviour.
131. Power to make regulations as to conditions of service members and staff of the Commission- The Governor may be regulations-
- (a) determine the numbers of members of the Commission and their conditions of service ; and
- (b) make provision with respect to the number of members of that staff of the Commission and their conditions of service:

Provided that the conditions of service of a member of the commission shall not be varied to his disadvantages after his appointment.

132. Probation as to the holding of offices by members of the Commission on ceasing to be such members-On ceasing to hold office the Chairman and the members of the Commission shall be ineligible for further office under the Government of the State, but a member other than the Chairman shall be eligible for appointment as a Chairman of the Commission.

Explanation-For the purposes of this section, the office of Minister or Deputy Minister shall not be deemed to be an office under the government of the State.

133. Functions of the Commission-(1) It shall be the duty of the Commission to conduct examinations for appointments to the services of the state.

- (2) The Commission shall be consulted-
- (a) on all matters relating to methods of recruitment to civil services and for civil posts ;
- (b) on the principles to be followed in making appointments to civil services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers ;
- (c) on all disciplinary matters affecting a person serving under the Government including memorials or petitions relating to such matters;

and it shall be the duty of the Commission to advise on any matter so referred to them or on any other matter which the Governor may refer to them :

- (3) Nothing in sub-section (2) shall require the Commission to be consulted as respects the manner in which a provision may be made by the State for the reservation of appointments or posts in favour of any class of permanent residents which in the opinion of the Govt. is not adequately represented in the services under the state.

- (4) All regulations made under the proviso to sub-section (2) by the Governor shall be laid for not less than fourteen days before each House of the Legislature as soon as possible after they are made and shall be subject to such modifications, whether by way of repeal or amendment as the Legislative Assembly may make during the session in which they are so laid.
134. Acting appointment of Chairman of the Commission- If the Office of Chairman of the Commission becomes vacant or if the chairman is by reason of absence or for any other reason unable to perform the duties of his office, those duties shall until some person appointed under sub-section (1) of section 129 to the vacant office has entered on the duties thereof, or, as the case may be until the Chairman has resumed his duties, be performed by such one of the other members of the Commission as the Governor may appoint for the purpose.
135. Power to extend functions of the Commission-An Act made by the Legislature may provide for the exercise of additional functions by the Commission as respects the services of any local authority or other body corporate constituted by law or of any public institution.
136. Expenses of the Commission- The expenses of the Commission including any salaries, allowances and pensions payable to or in respect of the member or the Staff of the Commission shall be charged on the Consolidated Fund of the State.
137. Reports of the Commission- It shall be the duty of the Commission to present annually to the Governor a report as to the work done by the Commission and the Governor on receipt of such report shall cause a copy thereof together with a memorandum explaining as respects the cases, if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before the legislature.

**The Jammu and Kashmir Public Service Commission  
(Conditions of Service) Regulations, 1957**

In exercise of the powers conferred by section 131 of the Constitution of Jammu and Kashmir, the Sadar-I-Riyasat is pleased to make the following regulations:-

**PART I**

**PRELIMINARY**

1. (1) These Regulations may be called the Jammu and Kashmir Public Service Commission (Conditions of Service) Regulations, 1957.
- (2) They shall come into force on 2-9-1957.
2. In these regulations, unless there is any thing repugnant in the subject or context-
  - (a) \*["Governor"] means the \*[Governor] of the Jammu and Kashmir State;
  - (b) "Constitution" means the Constitution of Jammu and Kashmir;
  - (c) "the Commission" means the Jammu and Kashmir Public Service Commission;
  - (d) "Member" means a Member of the Commission and includes the Chairman thereof;
  - (e) "Establishment Member" means a member of the Commission nominated by the Chairman to exercise the powers conferred by regulation 12(5) on the Establishment Member.

**PART II**

**COMPOSITION**

3. The Commission shall consist of a Chairman and such number of \*\*other members not exceeding six as the [Governor] may appoint from time to time.

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\* *Substituted vide the Constitution of Jammu and Kashmir (sixty amendment) Act 1963.*

\*\* *Substituted vide SRO 479 of 1996 dated 31.12.1996.*

### PART III

#### PAY

- \*4. There shall be paid to the Chairman as salary in the grade of 23250-550-26000 and to each of the members a salary in the grade of 22400-525-24500 per month. The Chairman and the other members shall also be paid dearness allowance at such rate and subject to such conditions as may, from time to time, be applicable to the State Government Servants drawing the same salary;

Provided that the Chairman or any other member who on the date of appointment as such was in active Government service shall be paid either his own pay and grade plus such Special pay as he might have been drawing on the eve of his appointment to the Public Service Commission, or the salary in Rs.23250-550-26000/22400-525-24500 scales respectively per mensem as the case may be whichever is higher;

Provided further that the Chairman or any other member who is retired Govt. Service of the state or Union Government, or of any other State Government whose last salary drawn in active service was less than as admissible to him in Rs.23250-550-26000/22400-525-24500 scales, as the case may be shall draw salary under these regulations, reduced by the amount of pension equivalent to other retirement benefits, other than pension equivalent of gratuity, drawn by him from the service from which he retired. Where, however, the last salary drawn in active service by the Chairman or any other Member was more than the maximum of Rs. 23250-550-26000/22400-525-24500 scales, as the case may be, he shall be allowed the salary which he drew immediately before his retirement reduced by the amount of pension and pension equivalent to other retirement benefits, other than pension equivalent of gratuity drawn by him from the service from which he retired;

Provided also that the salary admissible under the preceding proviso inclusive of other retirement benefits, other than pension equivalent of gratuity shall, in no case be less than the minimum of Rs.23250-550-26000 per month in case of the Chairman or Rs.22400-525-24500 in case of a Member. However, pay plus pension per month shall not exceed Rs.26000.

Note:- The Chairman/Member who on the date of his appointment as such was in the State/All India Service and who in terms of proviso to Regulation 8 has opted for retirement from his parent service his pay shall be reduced by an amount equivalent of pension and other pensionary benefits.

5. A member who in the absence of the Chairman on leave or otherwise, is asked to perform the additional function of the Chairman, shall be entitled to additional pay of Rs.300/- per mensem which will neither be paid for a period of more than two months nor for a period of less than fourteen days.

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\* *Regulation 4 substituted vide SRO 232 of 1998 dated 23.07.1998.*



**Part IV****LEAVE**

- 6.(1) A member who on the date of entering on his duties as such was in the Service of the Jammu and Kashmir Government shall continue to be governed by the leave rules applicable to him in such service or post and his service as Member shall count for leave in accordance with those rules.

Provided that leave at the credit of any officer of the State/All India Service in his leave account shall not lapse on the date of his appointment as Chairman/Member but shall be carried forward and can be availed of during his tenure as Chairman/Member.

- (2) Title to leave in the case of a member, who on the date of entering on his duties as such was not in the service of the Government of Jammu and Kashmir, Central Government or any other State Government, may be governed by the Jammu and Kashmir Civil Service (Leave) Rules, 1979.

Provided that earned leave, half pay leave commuted extra ordinary leave without allowances only shall be allowed to such members. The commuted leave shall be granted on the ground of ill health only.

Provided further that the benefit of grant of extra ordinary leave without allowances shall be restricted to the extent admissible to temporary Government servants.

- (3) The Chairman may avail casual leave when he needs it, only to the extent permissible under rules and inform the Secretary accordingly.

- (4) Causal leave in case of a Member other than the Chairman will be sanctioned by the Chairman.

- 6-A The Chairman or member may be paid cash equivalent of leave salary in respect of period of earned leave at his credit at the time of demitting his office in the Commission.

Provided that the aggregate amount of cash equivalent to amount of earned leave salary, if any, drawn by the Chairman or member in respect of the service rendered by him before his appointment as Chairman or Member together with the amount of cash equivalent to earned leave salary that may become admissible to him as a Chairman or Member in terms of these provisions shall, not exceed the maximum ceiling of earned leave salary for \*300 days as provided in the Jammu and Kashmir Civil Service (Leave) Rules, 1979.

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*Sub-regulations (2) and (3) of the Regulation 6 have been substituted vide SRO 186 dated 12.09.1994. Regulation 6-A has been substituted vide SRO 186 dated 12.09.1994 (w.e.f. 28.02.1990)*

\* *Substituted vide Finance Department notification SRO 124 of 1998 dated 17<sup>th</sup> April 1998.*

**PART V****TRAVELING ALLOWANCE**

7. A member shall be entitled to traveling allowance for journeys made by him in the performance of his functions at the rates and subject to the conditions laid down for first class officers, other than Ministers, in the Kashmir Service Regulations as in force from time to time:

1[Provided that where in the performance of duties a member is required to have a prolonged halt at a station other than the headquarters of the Commission, he will be entitled to full rates of halage allowance subject to maximum of 30 days, if he certifies that the halt was of uncertain duration which could not be foreseen in advance and that no cheaper arrangement could be made for the period.]

For the purpose of the Kashmir Service Regulations, the Chairman of the Commission shall be the head of the Department in respect of other Members of the Commission.

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1. *Provision inserted vide SRO 98 dated 17.02.1969.*

## PART VI

### PENSION

+ [8. No pension shall attach to the office of the Chairman/Member as such but a Chairman/Member who on the date of his appointment to the Commission was in the State/All India Service shall be deemed to have retired from such service with effect from the date of his appointment as Chairman/Member of the commission. His lien on the post held by him or in the cadre shall stand terminated:

Provided that the Chairman/Member at the time of his appointment as such shall at his option to be exercised within a period of six months from the date of his appointment, be entitled to draw his pension and other retirement benefits, under the rules applicable to the to the service to which he belonged with effect from the date of his appointment as Chairman/Member:

Provided that in such an event, his pay as Chairman/Member shall be reduced by an amount equivalent to the pension and other retirement benefits and he shall be entitled to draw his pension and other retirement benefits separately:

\*Deleted: - {Provided that if the Chairman/Member who at the time of his appointment as such, was in the State/All India Service, does not exercise option referred to in proviso I above, his service as chairman/Member shall count for pension and other retirement benefits under the rules applicable to the service to which he belonged immediately before such appointment. In such a case the retirement benefits which the officer would have drawn had he not been appointed to the Commission and continued in service to which he belonged :}

\*Substituted:- Provided that if the Chairman/Member who at the time of his appointment as such, was in the state/All India Service, does not exercise option referred to in proviso 1 above, his service as Chairman/ Member shall grand for pension and other retirement benefits under the rules applicable, on the date of (expiry of his term) to the service to which be belonged immediately before such appointment.

Provided that nothing contained in the Jammu and Kashmir Public Service Commission (Condition of Service) amendment Rules, 1970 shall have effect so as to give to a Chairman/Member who is serving at present as such less favourable terms in respect of his pay, allowance and other regular service benefits or pension than those to which he would have been entitled had the said amendment not come into force.

\*8-A The Chairman/Member who at the time of his appointment as such, was in the service of the state/All India Service shall also to given the benefit of commutation of pension as admissible to him under rules applicable to the service to which he belonged immediately before such appointment on completion of his term as the Chairman/Member without reference to the Medical Board."

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+ [ Regulation 8 substituted vide SRO 478 dated 26.09.1970 (For earlier amendments see SRO 324 of 1964 and 480 of 1966).

\* Substituted/Added vide SRO 678 of 1986 dated 22.10.1986.

## PART VII

### PROVIDENT FUND

9. (1) A Member who immediately before the date of his appointment as such was in the service of the Government of Jammu and Kashmir and who prior to that date had been admitted to the benefit of any Provident Fund maintained by the said Government shall be eligible after appointment on the Commission to continue to subscribe to the said Fund on the same terms and conditions and subject to the same rules as previously.

+ (2) Where the Provident Fund referred to in sub-clause (1) above is a Contributory Provident Fund, the contribution payable by the Government to the Fund shall, be payable by the Government of Jammu and Kashmir on the basis of the emoluments which the member would have drawn on the post which he held immediately before appointment as such member.

(3) it shall be permissible for a member, if he so elects, to subscribe to the General Provident Fund Rules, in force from time to time in the State.

## PART VIII

### SECRETARY AND UNDER SECRETARY

10. (1) There shall be a Secretary and an Under Secretary to the Commission: both of whom shall be appointed by the Governor.
- (2) There shall be paid:-
- (a) to the Secretary a monthly salary in the scales of \*[ 12750-16500 ]
- (b) to the Under Secretary a monthly salary in the scale of \$[ 7500-12000 ]
- (3) The Secretary and the Under Secretary to the Commission shall in the matter of pay allowances including traveling allowance, leave, leave salary, pensions and other conditions of service be governed by the Kashmir Service Regulations and other rules for the time being in force.

For the purpose of the said Kashmir Service Regulations and rules, the Chairman of the Commission shall exercise the powers of a ++[ Major Head of Department] under those regulations and rules.

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+ *Proviso and Explanation deleted vide SRO 324 dated 05.10.1964.*

++ *Substituted vide SRO 325 dated 05.10.1964 for clause-1.*

\* *Substituted vide SRO 18 dated 19.01.1998.*

\$ *Substituted vide SRO 18 dated 19.01.1998.*

11. (1) The Jammu and Kashmir Civil Services (classification, control and Appeal) Rules, 1956, shall apply to the Secretary and the Under Secretary, who shall for that purpose, be deemed to be officers classified in one of the State Services:

Provided that the Chairman of the Commission shall be deemed to be a Minister for the purpose of the proviso to rule 32 (1) of the said rules and shall be competent to impose under that provision and an appeal shall lie to either the Commission or the \*[Governor] as the aggrieved person may choose:

Provided further that the Commission shall be entitled to impose on the Secretary and Under Secretary all or any of the penalties specified in rule 30 of the said rules except dismissal, removal, compulsory retirement and reduction in rank which shall be imposed only by the \*[Governor] and there shall be no appeal from an order passed by the Commission under this proviso.

- (2) The decision of the Commission shall be according to the opinion of the majority of the members and in case of an equality the opinion of the Chairman shall prevail.

## **PART IX**

### **STAFF**

12. (1) The \*[Governor] may determine from time to time the strength of the office staff other than (Secretary and Under Secretary) necessary for the effective discharge of the functions of the Commission, and sanction the scales of pay of the members of such staff.
- (2) The Commission may, and it is hereby empowered to employ with the previous sanction of the \*[Governor] such temporary staff as it may deem necessary to cope with occasional or periodical pressure of work.
- (3) The initial salary of any person so employed shall be fixed in accordance with the provisions of the Kashmir Service Regulations for the time being in force and the previous sanction of the \*[Governor] shall be necessary for fixing the initial salary of any such person otherwise than in accordance with those regulations.
- (4) The conditions of service of the staff employed by the Commission under this regulation shall, save as expressly provided therein, be the same as those prescribed by the Jammu and Kashmir

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\* *Substituted vide the Constitution of Jammu and Kashmir (Sixth Amendment) Act. 1965.*

Government in respect of Government servants is holding corresponding appointments elsewhere than in the office of the Commission; and the Jammu and Kashmir Civil Service (Classification Control and Appeal) Rules, 1956 and other rules shall also be equally applicable to them.

+ (4-a) The seniority of the staff of the Commission shall be combined with the seniority of the establishment of the Civil Secretariat.}

1[Note- For purposes of clause (4-A) inferior service posts shall not be included in the establishment of the Civil Secretariat. The Commission shall have to make appointments to their posts].

# (5-a) For Purpose of Jammu and Kashmir Civil Service Regulations, 1956 Kashmir Book of Financial Powers and other Administrative and Financial Rules for the time being in force, the Establishment Member and the Secretary shall exercise Administrative and Financial Powers of \*[Major Head of Department and class I respectively.]:

\$ [Provided that where in the performance of duties any member of the staff is required to have a prolonged halt at a station other than the headquarters of the Commission, he will be entitled to full rates of halage allowance subject to maximum of thirty days, if he certifies that the halt was of uncertain duration which could not be foreseen in advance and that no cheaper arrangement could be made for the period. The power to sanction such prolonged halting up to 30 days shall vest in the Chairman].

(b) Notwithstanding anything to the contrary in any other rule or regulation, an appeal shall lie from the order of the Secretary to the Establishment Member and from an order other than an order in appeal passed by the Establishment Member to the Chairman of the Commission and an order passed in appeal shall be final.

+ *Clause (4-a) added vide SRO 373 dated 17.09.1968.*

# *Sub-clause (a) of Clause 5 substituted vide SRO 380 dated 01.12.1962.*

\* *Substituted vide SRO 325 dated 05.10.1964 for "Class I and Class II"*

\$ *Proviso inserted vide SRO 98 dated 17.02.1969.*

1. *Added vide SRO 210 dated 11.04.1978.*

## PART X

### MISCELLANEOUS

13. The Commission may and it is hereby empowered to incur expenditure in any financial year up to an aggregate sum determined by the \*[Governor]:-
- (a) toward contingencies supplies and services and honoraria to examiners and
  - (b) towards other expenses connected with its work including the traveling allowances of the members of the Commission, the Secretary and other member of its staff.
- 13-A The Rules regarding grant of advances to State officers for purchase of Motor Cars, shall apply to the Members of the Commission subject to the condition that any advance granted to a Member shall be refunded by him before the expiry of his term of office as such member.
- 13-B The chairman and member shall, in the matter of medical Allowance/Attendance, House Rent allowance and City Compensatory Allowance, be governed by the Rules applicable to State Government employees;
- Provided that the Chairman or Member who on the date of entering on his duties as such was in the service of the central Government or any other State Government shall continue to be governed by the rules on the subject applicable to him in such service or post provided he has not opted for the pay scale of the Commission. In such case he shall also be governed by the rules applicable to the State Government employees.
14. In respect of any matter for which special provision is not made by the regulations, the conditions, the conditions of service of a person serving as a Member of the Commission or its staff shall be governed by the rules and orders applicable to such classes of Government servants as shall be specified by the governor.
15. Notwithstanding anything contained in these regulations the Governor may be in special cases grant concessions outside regulations where in the opinion of the application of regulations operate harshly or causes inconsistency or inequity or incongruity.

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\* *Substituted vide the Constitution of Jammu and Kashmir (Sixth Amendment) Act 1965.  
Regulation 13-A inserted vide SRO 414-A dated 30.09.1963  
Regulation 13-B inserted vide SRO 186 dated 12.09.1994.  
Regulation 15 added vide SRO 398 dated 16.06.1977 (w.e.f. 01.09.1976)*

**THE JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION  
(LIMITATION OF FUNCTIONS) REGULATIONS, 1957**

1. Issued by the General Department vide Notification dated 2<sup>nd</sup> November, 1957 and published in government Gazette dated 2ne November, 1957(Extra)
2. Amendments made vide SROs-
  - (i) 199 of 1964
  - (ii)-(iii) 10 and 204 of 1968.
  - (iv) 435 of 1970.
  - (v) 577 of 1972.
  - (vi-vii) 473 and 555 Of 1973.
  - (viii) 460 of 1974.
  - (ix) 717 of 1977.
  - (x-xi) 645 and 662 of 1978.
  - (xii) 112 of 1979.



**THE JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION  
(LIMITATION OF FUNCTIONS) REGULATIONS, 1957**

General Department Notification dates 2<sup>nd</sup> November, 1957- In exercise of the powers conferred by the proviso to sub-section (2) of section 133 of the Constitution of Jammu and Kashmir, the Sadar-i-Riyasat of Jammu and Kashmir is pleased to make the following regulations:-

**PART I**

**PRELIMINARY**

1. These Regulations may be called the Jammu and Kashmir Public Service Commission (Limitation of Functions) Regulations, 1957, and shall take effect from the date of this notification.
2. In these Regulations, unless there is anything repugnant in the subject or context:-
  - (a) "Commission" means the Jammu and Kashmir Public Service Commission;
  - (b) "Constitution" means the Constitution of Jammu and Kashmir;
  - (c) "Government" means the Government of Jammu and Kashmir State;
  - (d) "Members" means a member of the Commission and includes the Chairman thereof.

**PART II**

**LIMITATIONS**

3. It shall not be necessary for the Commission to be consulted on any of the following matters:-
  - (i) the creation and organization of services and posts and their designation;
  - (ii) the classification of services and posts;
  - (iii) the determination of the number of vacancies to be filled in a service in any particular year;
  - (iv) the determination of the strength of the cadres of different services;
  - (v) question whether recruitment of candidates for particular posts should be made from outside the State;
  - (vi) the determination of the salary of Government servants on their first appointment and of officiating incumbents of posts;
  - (vii) the determination of the initial salary of officers recruited by promotion;
  - (viii) transfers of Government servants of foreign services.
4. It shall not be necessary for the Commission to be consulted:-

- (a) as respects any of the matters mentioned in clauses (a) and (b) of sub-section (2) of section 133 of the Constitution in regard to the posts specified in the Schedule to these regulations;
- (b) in regard to the making of any appointment to:-
  - (i) any honorary post; or
  - + (ii) any post of the terms of which are to be governed by contract;

Provided that in every case of appointment on contract which may involve a total period of service on contract in excess of \*[five years] the Commission shall be consulted before the contract is made or reward.

Explanation:- For the purpose of sub-clause (i) of this clause "honorary post" means a post the holding of which does not carry with it the right to receive any emolument or remuneration for services rendered other than an allowance for defraying travelling and other expenses incurred in the performance of duty.

- (c) in regard the suitability of a candidate who was selected by the Commission or by any other competent authority for appointment to a service, or if such service consists of more than one class or category, to a class or category therein, for appointment in special circumstances which shall be recorded in writing, to any other service or class, or category therein, as the case may be, for which the qualifications prescribed in the statutory rules are identical with those prescribed for the service or class or category therein for which the candidate was selected by the Commission or by any other competent authority;
- (d) on the suitability of candidates for:-
  - (i) appointment to a permanent post of a person temporarily for a period not exceeding six months, if owing to an emergency having arisen, it is necessary in the public interest to fill the vacancy immediately and there is likely to be undue delay in making the appointment after consultation with the Commission.
  - (ii) officiating promotions or transfers to any service or posts, when at the time of making the promotion or transfer there is reason to suppose that the officiating promotion or transfer will be for not more than six months;

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+ Existing sub-clause (ii) omitted and sub-clause (iii) re-numbered as sub-clause (ii) vide SRO-204 dated 12<sup>th</sup> June 1968.

\* Substituted vide SRO-435 dated 05.09.1970 for "three years". (For earlier amendments see SROs-199 of 1964 and 10 of 1965)

- (e) in regard to the re-employment in any service of a person who has retired on a civil pension or gratuity or who, while in service, was subscriber to a Contributory Provident Fund;
  - (f) in regard to the extension of service of a person after he attains the age of superannuation;
  - (g) (i) in any case falling under clause (c) of sub-section (2) of section 133 of the Constitution in which an inquiry has been held by a judge of the High Court of the Jammu and Kashmir State; and
    - (ii) in any case falling under sub clause (i) above in which the Government revises an order passed by them.
5. It shall not be necessary to consult the Commission in regard to filling up of posts borne on the cadres to which appointments have to be made after consulting the Commission in the following cases:-
- (a) temporary appointments of persons in short-term vacancies the duration of which does not exceed three months;
  - (b) local appointments for a maximum period of three months; Provided reasons for making such appointments are communicated to the Commission.
6. (1) It shall not be necessary for the Commission to be consulted on any disciplinary matter affecting a person serving in connection with the affairs of the State, except;
- (a) where the Government propose to pass an order on any appeal or revision, or
  - (b) where the Government propose to pass an original order imposing any of the following penalties, namely:-
    - (i) reduction to a lower rank in the seniority or to a lower post or time-scale, whether in the same service or in another service, or to a lower stage in time –scale;
    - (ii) recovery from pay of the whole or part of any pecuniary loss caused to the Government or local body by negligence or breach of order ;
    - (iii) compulsory or premature retirement ;
    - (iv) removal from service ; or
    - (v) dismissal

- \* (2). Nothing contained in clause (1) shall be deemed to make it necessary for the Government to consult the Commission in any case-
- (a) relating to the termination of probation of any person before expiry of the prescribed or extended period of probation or to the discharge of a person after the expiry of such period on the ground that he/she is unsuitable for full membership of the service ;
  - (b) relating to the discharge or reversion of an officer otherwise than as a penalty ;
  - (c) relating to the termination of the employment of any person in accordance with the terms of his contract of employment;
  - (d) relating to the imposition of penalty laid down in any rule or order for failure to pass any test or examination within a specified time ;
  - (e) in which the Commission, has at any previous stage given advice in regard to the orders to be passed and no fresh question has thereafter arisen for determination.
- 1(3) Notwithstanding anything contained in these Regulations, it shall not be necessary to consult the Public Service commission in any case relating to imposition of any penalty provided for in Jammu and Kashmir Government Servants Prevention of Corruption (Commission) Act, 1962 or in any rule regulating conditions of service after an inquiry is held by the Anti-Corruption Commission constituted under the said act.
7. (1) It shall not be necessary for any authority subordinate to the Government or for the High Court to Consult the Commission before passing a disciplinary order.
- (2) In case where an appeal lies to the Government, against a disciplinary order, it shall not be necessary for the Government to consult the Commission unless either-
- (a) the order against which the appeal lies is one of reduction removal or dismissal, or
  - (b) the Government, on a consideration of the case, propose to substitute an order of reduction, removal or dismissal for a less severe penalty.
- \*\* (3) When exercising revisionary functions in disciplinary cases in which no regular appeal lies to the Government, it shall not be necessary for the Government to consult the Commission unless the Government propose either-

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\* *Inserted vide SRO 460 dated 11.09.1979.*

\*\* *Added vide SRO 555 dated 03.04.1973.*

- (a) to set aside or modify an order of reduction, removal or dismissal, or
  - (b) to substitute an order of reduction, removal or dismissal for a less severe penalty;
- 8. In disciplinary cases, it shall not be necessary to consult the Commission before passing any order-
  - (a) drawing up or directing the drawing up of, proceedings against any Government servant with a view to take disciplinary action ;
  - (b) of censure or of suspension when a Government servant is to be suspended pending the investigation of a charge against him ; or
  - (c) withholding increments or promotion including stoppage at an efficiency bar.
- 9. In disciplinary cases where consultation with the Commission is required it shall not be necessary to consult the Commission at any stage of the proceedings until the case is ready for final decision.
- 10. It shall not be necessary to consult the Commission in any case in which the Commission has at any previous stage given advice as to the orders to be passed and no fresh question has thereafter arisen for determination.
- 11. It shall not be necessary for the Commission to be consulted on any memorial or petition relating to any disciplinary matter affecting a person serving in connection with the affairs of the State on which the Commission has already been consulted and where the Government purpose to pass orders rejecting such memorial or petition.
- 12. Notwithstanding anything contained in these Regulations, it shall not be necessary to consult the Commission in any case relating to imposition of penalty on a non-Gazetted employee]

**THE SCHEDULE**

1. The Secretary and the personal and household establishment of the Governor.
2. Private Secretaries and Personal Assistants to Ministers.
3. All non-gazetted services.
4. Officers lent to the State by the Government of India or by Government of any other State in India.
- 2[5] Special Officer Auqaf
- 3[6] Chief Minister Secretariat
- 4[(7) [XXXX]
- 5[(8) All Gazetted posts of Lecturers , Professors, Senior Medical and Technical Staff including Registrars, Institute of Medical Sciences Srinagar.]
- 6[(9) Officers (Gazetted posts) in the Legislative Assembly/Legislative Council Secretariat.]

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1. *Inserted vide SRO 717 dated 29.12.1977.*
  2. *Added vide SRO 577 dated 17.08.1972 subsequently omitted by SRO 112 dated 23.02.1979.*
  3. *Added vide SRO 473 dated 24.09.1973.*
  4. *Added vide SRO 555 dated 03.11.1973.*
  5. *Added vide SRO 645 dated 09.10.1978.*
  6. *Added vide SRO 662 dated 19.10.1978.*

**Government of Jammu & Kashmir  
General Administration Department**

The Secretary,  
J&K Public Service Commission,  
Jammu.

No: GAD (SER)-IAS.8.65

Dated: 06.11.2000

Subject: Grant of earned leave in favour of Chairman, J&K Public Service Commission.

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Sir,

In reference to above referred subject matter, I am directed to intimate that the issue regarding grant of earned leave in favour of Chairman, J&K Public Service Commission has been examined and it has been decided that the Chairman of the Public Service Commission should not be required to submit his application for grant of leave due to him to any authority. The Chairman may proceed on admissible leave at his direction subject to informing H. E. the Governor for proceeding on leave with a copy thereof to the Government.

Yours faithfully,

Sd/-  
Under Secretary to Government

**Government of Jammu and Kashmir  
General Administration Department**

**Notification  
Srinagar, the 14<sup>th</sup> June 2005.**

SRO 166: In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to make the following rules, namely: -

1. **Short title and commencement:** - (i) These rules may be called the Jammu and Kashmir Civil Services (reference of vacancies and holding of meetings of Departmental Promotion Committees), Rules, 2005.  
  
(ii) They shall come into force from the date of their publication in the Government Gazette.
2. **Reference of vacancies:** - (i) The Departments shall refer vacancies falling under direct recruitment quota to Public Service Commission and Services Selection Board, as the case may be, by 15<sup>th</sup> of January every year.  
  
(ii) The departments shall refer vacancies in the promotion quota to Public Service Commission and Departmental Promotion Committees, as the case may be, at least twice a year preferably in the month of January and July and also take necessary steps for having the meetings convened.
3. **Annual Status Reports:** - (i) The Administrative Departments shall submit Annual Status Report to the General Administration Department by 31<sup>st</sup> of January every year reflecting therein the number and status of the vacancies/posts referred for direct recruitment/promotion to the Public Service Commission/Services Selection Board/other Recruitment Committees/Departmental Promotion Committees.  
  
(ii) The Annual Status Reports shall in particular indicate the date of reference as well as the time taken for making selection/recommendation.
4. **Nodal Officer:** - Each department shall nominate an officer as Nodal officer for ensuring timely reference of vacancies to the Public Service Commission/Services Selection Board/other Recruiting Committees/Departmental Promotions Committees and completion of required procedures/papers etc.
5. The Annual Status Reports shall be reviewed in the General Administration Department. Non-compliance or non-implementation of these rules shall be deemed to be dereliction of duty by the Administrative Department and consequences thereof shall follow.

By order of the Governor.

Sd/-  
(S.L. Bhat)  
Principal Secretary to Government  
General Administration Department



## JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

**Notification No. 235-PSC OF 2005**

**Dated 24<sup>th</sup> March 2005.**

In pursuance of the provisions as contained in section 133 (1) of the Constitution of Jammu and Kashmir, the Jammu and Kashmir Public Service Commission hereby make the following rules: -

### RULES AND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS.

1. **Short title and commencement:** - (1) These rules may be called the Jammu and Kashmir Public Service Commission (Conduct of Examinations) Rules, 2005.  
(2) These rules shall be deemed to have come into force from 1-10-2004.
2. **Scope of the Rules:** - These rules shall apply to all the examinations conducted by the Jammu and Kashmir Public Service Commission.
3. **Definitions:** - In these rules unless there is anything repugnant in the subject or context: -
  - a. 'Constitution' means the Constitution of Jammu and Kashmir;
  - b. 'Commission' means the J&K Public Service Commission;
  - c. 'Chairman' means the Chairman of the Jammu and Kashmir Public Service Commission.
  - d. 'Member' means a member of the Jammu and Kashmir Public Service Commission and includes the Chairman;
  - e. The 'Committee' means the committees as may be constituted from time to time under the J&K Public Service Commission (Business & Procedure) Rules, 1980.
  - f. 'Secretary' means the Secretary to the J&K Public Service Commission;
  - g. 'Controller of Examinations' means an officer designated by the Commission to act as such under these rules.
  - h. 'Government' means the Government of Jammu and Kashmir;
  - i. 'Examination' means any examination conducted by the Commission;
  - j. 'Examiner' means a person appointed under these rules to act as such and includes an evaluator or head examiner wherever referred to in these rules;
  - k. 'Supervisor' means a person appointed under these rules to act as such;
4. **Controller of Examinations:** - Unless a separate person is appointed as a Controller of Examinations, the Secretary, Special Secretary, Additional Secretary or

the Deputy Secretary as may be designated by the Commission, as such, shall be ex-officio Controller of Examinations.

5. **Issue of notification:** - Application for permission to appear in an examination shall be invited by the secretary by publishing a notification in the Jammu and Kashmir Government Gazette and notifying it in the website of the Commission. The notification may also be got published in such other manner as may be considered necessary by the Commission for giving it wide publicity.
6. **Submission of application:** - Every application shall be submitted on the pro-forma as prescribed by the Commission and shall, besides other things specified in the form be accompanied by:
  - a. two latest passport size photographs duly signed and attested by a Gazetted Officer in ink and under his official seal and name on its front or by any other authority in accordance with the instructions contained in the notification.
  - b. demand draft drawn from any branch of the Jammu and Kashmir Bank Ltd., for the amount of examination fee as already laid down in the relevant rules or as may be prescribed by the Commission for a particular examination.

No application received after the prescribed date shall be entertained unless there are adequate reasons beyond the control of the candidate.

Provided that in case of Departmental Examinations, application forms received after the last date shall be entertained on payment of such late fee per paper as may be prescribed by the Commission from time to time, up to a maximum of 21 days from the last date fixed for receipt of applications.

7. **Refund of Examination Fee:** - A claim for refund of the fee in full, shall be entertained only in case a candidate dies before he takes the examination and the claim is preferred by the legal heirs within six months of the date of examination.
8. **Issue of permission card:** - On receipt of the application and the demand draft referred to in the preceding rule, the Controller of Examinations shall, if the candidate is eligible to appear in the examination, allot him/her a roll number and issue him/her permission card for appearing in the examination.
9. **Appointment of Examiners:** - The examination papers shall be set by such of the examiners as may be appointed by the Chairman. A panel of examiners shall be drawn up by the Chairman at the beginning of each year. A committee comprising the Chairman and one member to be nominated by him may review the panel at least once or as and when necessary during the year. The Examiners shall be paid such remuneration as may from time to time be fixed by the Commission. All Examiners will be required to strictly adhere to the instructions for setting the question papers and marking the scripts and these instructions for setting the question papers and marking the scripts and these instructions shall be deemed to form part of these rules.
10. **Appointment of Supervisory Staff:** - The Controller of Examinations shall appoint, with the approval of the Chairman, suitable persons as Supervisors, Invigilators and other staff, which may be drawn from any department of the Government, including universities and colleges, as may be necessary, on such remuneration as may be fixed by the Commission from time to time. The Supervisors and other staff shall strictly adhere to the 'Instructions' which may be prescribed in this behalf and such instructions shall be deemed to form part of these rules.
11. **Conducting of Preliminary Objective Type Tests:** - Where the Commission considers that the number of applications received for admission to a Competitive Examination is unduly large, it may direct the candidates to appear in a preliminary objective type test for selection of candidates for the Main Examination. The Syllabus of such a test shall be made known to the candidate at least 45 days before the date of holding of the test.

Only such candidates as qualify in the test by such standards as may be fixed by the Commission, shall be admitted to the main written examination.

The marks secured by a candidate in the screening test shall not be taken into account in determining the final order of merit.

12. **Short listing of candidates through Objective Type Screening:** - The Commission may, keeping in view the provisions of rule 40 of the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules 1980 hold objective type screening test for short listing of candidates for a post or posts to be filled up by direct recruitment, where the number of candidates is large and it is not convenient or possible for the Commission to interview all the candidates.

**\*12 A: Detection of wrong Question/Answers/Keys procedure for Rectification and Evaluation.**

- a) During the course of examination, if it is revealed on scrutiny or in consequences of an representation made by the examinee(s) that:-
- i. the question paper has printing errors, misprint or that the material printed is not legible;
  - ii. the question(s) have been repeated; and
  - iii. the question(s)/answer(s)/part thereof have escaped printing and the serial numbers have in consequence been disturbed.

The matter shall immediately be reported to the Controller of Examinations who on verification of the report shall authorize the rectification of the error through an on spot announcement in all the examination centres for which a certificate of rectification shall be recorded by the Supervisor concerned and forwarded to the Controller of Examinations for record;

- b) If the scrutiny of the question paper by the Invigilation staff, officials/officers of the Examination wing of the Commission or on a representation received from the candidates within three days commencing from the day following the day of conduct of examination in that paper, it is prima-facie found that:
- i. the formulation/text of the question is admissible to different interpretations because of vagueness;
  - ii. the question(s) recorded in the paper is incomplete;
  - iii. the question(s) is out of syllabus notified for the purpose;
  - iv. that all the options recorded vis-à-vis a question are wrong;
  - v. that more than one options recorded are correct; and

The Controller of Examinations shall in that eventuality refer all these representations to a team of experts constituted with the approval of the Chairman for the purpose. The team shall comprise not less than two experts of eminence in the subject and their findings shall be final.

- c) In case the team of the experts confirm the incorrectness of the questions/answers/options/\_\_\_\_\*\*, the concerned questions shall be deleted from the paper and the marks allocated therefore shall be redistributed equally amongst the rest of the questions on prorata basis to ensure that the marks allocated for the question paper as a whole remain unchanged.

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\* Recast vide Notification No. PSC/Exam/2015/13 dated 13.08.2015.

\*\* Deleted vide corrigendum dated 14.08.2015.

Provided that, where the number of question so to be deleted exceeds 10% of the total number of questions in that paper, the examination shall be cancelled and fresh examination in that paper shall be held.

**\*12 B. DELETED**

13. ***Custody and printing of question papers:*** - The question papers shall be forwarded by the Examiners to the Controller of Examinations who will keep these in safe custody and arrange printing etc. well before the commencement of the Examination. The key to the question papers of the objective tests/preliminary examinations shall remain under the personal custody of the Chairman.
14. ***List of candidates permitted to be supplied to the Supervisors:*** - As far as practicable before the commencement of the examination, the Controller of Examinations shall supply to the Supervisor appointed to conduct the examination at each center, a list of the candidates with full roll numbers who are to appear at that centre and the subject or subjects in which they are taking the examination.
15. ***Admission to the Examination Hall:*** - No candidate shall be admitted to the examination hall unless he/she holds a admit card issued by the Controller of Examinations. Should the Supervisor be in doubt about the identity of the particular candidate, he/she may require him/her to prove his/her identity and if the candidate fails to satisfy him/her, he/she may allow him to sit in the examination provisionally. The Supervisor shall thereupon immediately report the fact to the Controller of Examinations for orders of the Commission.
16. ***Duplicate admit card:*** - The Controller of Examinations may, if he/she is satisfied that the admit card issued to a candidate has been lost or destroyed issue a duplicate admit card to him/her on payment of a fee of such fee as may be prescribed by the Commission from time to time, through a demand draft drawn from any of the branches of the Jammu and Kashmir Bank Ltd., Till such time as the duplicate card is issued, the Supervisor may provisionally permit the candidate to take the examination after proper identification, provided that the name of such candidate is included in the list supplied to the Supervisor. The Supervisor shall forthwith report this fact to the Controller of Examinations. If, however, it is subsequently found that no admit was accorded to the candidate for one reason or the other, the candidate cannot claim any right of his/her having taken the examination in the subject. Before allowing such candidates to take the examination the Supervisor shall obtain clear undertaking to this effect from the concerned candidate.
17. ***Admission of late comers in the Examination Hall:*** - No candidate shall be admitted to the examination hall half an hour after the examination has commenced, nor shall any candidate be allowed to leave the hall before the expiry of at least half an hour.

Provided in respect of objective type screening tests no candidate shall be admitted in the examination hall 10 (ten) minutes after the examination has commenced.

18. ***Taking of question paper outside the examination hall:*** - No question paper shall be allowed by the Supervisor to be taken out of the hall during the first half time. No person other than the examinee shall be allowed to read the question paper in the examination hall.

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\* Deleted vide Notification No.07-PSC (DR-P) of 2016 dated 14.03.2016.

Provided that in respect of objective type screening tests no question paper shall be allowed to be taken out of the examination hall until expiry of full time of the examination.

Provided, further that any candidate who wants to leave the examination hall before the expiry of full time, shall surrender his/her question paper/test booklet, rough sheet etc with the Supervisor along with the response sheet/answer sheet.

19. **Announcement in the Examination Hall:** - Every day before the examination begins, the Supervisor shall call upon all the candidates to search their pockets and part with and deliver to him/her all papers, books or notes which they may have in their possession. No late-comer shall be admitted unless this warning has been given to him.

The Supervisor shall forward to the Controller of Examinations every day a declaration signed by him/her and witnessed by the Invigilators on duty to the effect that he/she as a matter of fact, called upon the candidates to search their pockets and to surrender all papers, books and notes in their possession.

Provided that only bare Acts specifically authorised shall be allowed to be made use of by the examinees.

- \*20. **Unfair means:** - Use of unfair means by a candidate includes: -
- a. possessing of papers, notes or books, communication devices, electronic equipment/gadget or any other material with the intention of receiving assistance; or giving assistance; or
  - b. receiving help or giving help to another candidate from any paper, note or book, communication device, electronic equipment/gadget or any like device or allowing any other candidate to copy from his answer book/rough sheet or devices/equipment/gadgets in whatever form; or
  - c. taking examination with notes written on any part of his clothing or body or table or desk or any other instrument, or consulting papers, notes or books outside the examination hall during the examination hours before handing over his answer books; or
  - d. possessing of an unauthorized extra answer book or continuation book or smuggling of an answer book or a continuation book or replacing the answer book or continuation book during or after the examination; or
  - e. obtaining admission to an examination on false representation made on his admission form, or furnishing incorrect information, or tampering with documents, certificates or forging another person's signature on his admission form, or suppressing any material information; or

- f. Communicating or attempting to communicate with any of the examiners in any manner whatsoever, with the object of influencing the award of marks etc. or having made an appeal to the examiner in his answer book for special consideration, or of disclosing the identity or making peculiar marks in his answer book for that purpose, or of using indecent language in the answer book; or
- g. Impersonation; or
- h. Canvassing support or pressuring the authorities associated with conducting of examinations for any undue favour.
21. **Misbehaviour:** - Misbehaviours includes: -
- a. changing the seat or roll number card; or
- b. disobeying the orders of the Supervisory staff, or creating or attempting to create disturbance in or around the examination hall, preventing or attempting to prevent candidates from taking the examination or organising or to organise or participating in a walk out or strike, or resorting to violence; or
- c. leaving the examination hall without delivering the answer book to the Invigilator concerned and taking away the same, or intentionally tearing the answer book or continuation book or any part thereof inside or outside the examination hall.
- d. possessing paper notes, any incriminating material, or books or any object, in violation of the instructions of the Commission and such announcements as may be made by the Supervisor even if such possession is claimed as inadvertent.
22. **Supervisor's duty in unfair means and other cases:** - A candidate, found or suspected to have used unfair means in the examination hall be permitted to answer the remaining part of his question paper, but on a separate answer book and the answer book in which the use of unfair means is suspected shall be seized by the Supervisor along with other relevant material, if any found in possession of the candidate. The Supervisor shall call upon the candidate to submit his explanation in regard to the misconduct in question and send both the answer book along with other relevant material to the Controller of Examinations with his report, giving full particulars of the case and the explanation tendered, if any, by the candidate for orders of the Commission. The material so recovered from the candidate should be got signed by him and authenticated by the supervisory staff. This will not effect the candidate's right to appear in the remaining papers of the particular examination.
- \*23. **Unfair means Committee:** - The Controller of Examinations shall after considering the report of the Supervisors/Examiners, the incriminating material, defence put forth and/or evidence or material adduced/advanced by the candidate, make out a report of facts and inferences for consideration of 'Committee on Unfair means' constituted for the purpose. The Committee shall consist of one or two members of the Commission and shall be constituted for a minimum tenure of one year.

The Committee shall examine the cases in detail and return its recommendations for consideration and decision by the Commission.

- \*24. **Show Cause Notice:** - The cases involving use of unfair means reported by the Supervisors/Examiners shall be examined in detail by the Controller of Examinations. Subject to his satisfaction about the existence of a prima facie case, he shall cause a show cause notice to be issued and served upon the candidate to allow him an opportunity to explain his conduct. He may also grant the candidate an opportunity of being heard in person or through an authorized counsel.
- \*25. **Punishment:** - i) Any candidate who is found to be guilty of misbehaviour or found to have acted or attempted action described in sub-clause (f) of Rule 20 shall be declared as having failed in the concerned paper and in case of repetition thereof, shall be declared as having failed in the full examination.
- ii) Any candidate who is found to have used or attempted to use unfair means as defined in other sub-clauses of Rule 20, shall:
- (a) If he is first time offender, be declared as having failed in that examination and may also be disqualified from appearing in one such and/or other examination held by the Commission in future, depending upon the extent and degree of default; and
- (b) If he is a repeat offender, be declared as having failed in that examination and shall also be disqualified from appearing in one or more such and/or other examinations held by the Commission in future, depending upon the extent and degree of default.
- iii) Any candidate who is a Government servant and is found guilty of serious misbehaviour shall in addition to the action prescribed hereinbefore be liable to such disciplinary action as the Competent Authority may deem fit under the relevant rules.
26. **Inspections:** - The Commission may detail, any person to inspect the conduct of examination at any centre and advise the Supervisor and report his observations to the Chairman the result of the observations.
27. \*\*on request of a visually impaired (Blind) or any other candidate who is handicapped to the extent that he/she is not able to write, the candidate shall be provided assistance of an amanuensis (Scribe) on production of a Disability Certificate issued by the Medical Board constituted by the Government consisting of CMO of the District and atleast two Medical Specialists nominated by the concerned Director, Health Services (with atleast one specialist from the field concerned department). After verifying the genuineness of the certificate/satisfying itself, the Commission may provide services of Scribe to the candidate on the day of examination. The scribe should have one qualification down than the requirement for the post applied for by the candidate(s) and further should be from an academic stream different from that stipulated for the post. The scribe shall be paid remuneration charges equivalent to the Invigilator.

Provided the concerned Supervisor shall ensure that the scribe provided to the candidate shall not extend any type of help to the candidate in solving the questions. Blind candidates will be allowed an extra time of 10 minutes per hour.

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\* *Recast vide Notification No. PSC/Ex-11/121 dated 04.10.2011*

\*\* *Substituted vide Notification No.44 of PSC (DR) 2017 dated 04.08.2017.*

28. ***Instructions for candidates:*** - Candidates shall answer questions in a clear and legible hand and strictly act upon the instructions printed on the cover page of the answer books. Such instructions shall be deemed to form part of these rules.
29. ***Dispatch of scripts by the Supervisor:*** - On expiry of the time allowed for a paper or when all the examinees have finished the paper earlier, the Supervisor shall collect all the answer books, put them in a cloth or cloth-lined cover, affix seals thereon and forward them to the Controller of Examinations.
30. ***Dispatch of scripts to the Evaluators:*** - After the answer scripts are received by the Controller of Examinations from the Supervisors of the various Centres, these will be opened by him, checked with the date-wise statements furnished by the Supervisors. After mixing the answer scripts from different centers, secret codes shall be applied, followed by application of blank seal. The corners containing secret codes shall be put in an envelope to be duly sealed and kept in the personal custody of the Chairman. The answer scripts shall thereafter be sent to such of the Evaluators as may have been appointed along with the copy of instructions for marking the scripts. The Evaluators will strictly adhere to these instructions.
31. ***Checking of scripts:*** -
- (a) After the answer scripts are received back duly evaluated these will be checked in the Secrecy Section to determine whether the Evaluator has made any error in totaling marks awarded by him or has left any Question unmarked.
  - (b) If it is found that the Evaluator has left any question unmarked, the Controller of Examinations, with the approval of the Chairman, shall, with the approval of the Chairman, send such Answer Scripts to the Evaluator for marking. On receipt of the same, after rectification by the Evaluator, necessary change/modification shall be made for tabulation by the Controller of Examinations with the approval of the Chairman. However, the Evaluator shall not alter the marks already awarded by him nor shall he be competent to add any mark/marks.

Provided that where the number of examinees in any paper relating to an examination otherwise than objective type test/preliminary examination is large or it is otherwise considered necessary by the Chairman, he may appoint a head examiner to exercise a random check (not less than 10% of the answer scripts). The head examiner shall submit his report to the Controller of Examinations. If the report of head examiner warrants any alteration in the marks awarded the decision shall be taken by the Commission.

- (c) All arithmetical errors and omissions in totaling or awarding marks inconsistent with the instructions issued shall be rectified by the Controller of Examinations, with the approval of the Chairman.
- (d) In case any tampering or overwriting is noticed during the course of checking by the Controller of Examinations and such overwriting or tampering has prima facie been effected subsequently, only the marks originally awarded by the Evaluator shall be taken into account for purposes of tabulations.



\*32. **Announcement of results: -**

The Controller of Examinations shall, with the approval of the Commission arrange the announcement of the results of all the examinations including the competitive examinations as early as possible and get these results published in the Government Gazette. The Controller of examination shall submit only list of eligible candidates who qualify the examinations, to the Secretary enabling him to set in motion the process for viva voce and also send intimations to the individuals concerned separately. As for the competitive examinations, results of such of the candidates as may qualify for viva voce test in accordance with the provisions of the respective rules will be published in the Government Gazette. After the candidates are subjected to a medical examinations and final selection is made, a list of selected candidates will be notified according to the merit, in the Government Gazette under the signatures of the Secretary. The Controller of examinations under the orders of Chairman shall on sample basis get undertaken third party evaluation of examination related processes i.e. generation of results etc. from organizations like (STQC) Ministry of Electronics and Information Technology (MEITY) Government of India.

33. **Scrutiny of marks: -** a. Any candidate, who has taken the examination, may apply to the Controller of Examinations for scrutiny of his marks and rechecking of his results. Such applications shall be made within one month of the date of publication of the result in the J&K Government Gazette.

b. All such applications shall be accompanied by a demand draft drawn from any branch of the Jammu and Kashmir Bank Ltd., on account of rechecking fee as may be prescribed by the Commission from time to time.

c. On receipt of such applications the Controller of Examinations will examine the Answer Books of the candidate concerned and see whether the Evaluator has made any error in totaling the marks awarded by him or has left any question unmarked.

d. If the Controller of Examinations finds that the Evaluator has not while examining the scripts committed any such error or omission as mentioned in sub-rule (c) he shall reject the application and communicate the results of the scrutiny to the candidate. A report in this regard shall be placed before the Commission at the end of each examination.

Provided that in case a candidate still feels aggrieved he/she may make a representation to the Chairman who may, if necessary, give an opportunity of being heard to such a candidate and take such action as may be appropriate.

e. If, it is found that the Evaluator has left any question unmarked, the Controller of Examinations shall send back the answer book of the candidate to the Evaluator for marking, and after the receipt of the report of the Evaluator if the result involves any change, modification of the same shall be published in the J&K Government Gazette.

f. A candidate shall be entitled to the refund of rechecking fee in case the recheck has materially changed the out come of the result in favour of the candidate, of the paper(s), declared.

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\* Substituted vide Notification No. 06-PSC/Exam/2017 dated 06.06.2017

- g. On receipt of the answer book under rule (e) the Evaluator shall not alter the marks already awarded by him to the answer nor shall he be competent to add any mark(s).
- h. Examinee of a competitive examination can avail the opportunity under the rule within one month of the date of publication of the notification relating the candidates who have qualified for viva voce test.
34. **Misconduct of Examiners/Supervisory Staff:** - If, at any stage it comes to the notice of the Commission that Examiner, Evaluator or Supervisor or any person detailed on duty for the conduct of any examination has been derelict in performing the functions assigned to him/her, or has allowed himself to be influenced in any way, or has not followed the instructions with regard to setting of papers/markings of scripts or conduct of examination or had given any chance for using unfair means in the examination hall, it may pass orders debarring such person from appointment in any capacity in the conduct of the examinations or in work related to the Commission either permanently or for a specified period.
35. **Decision of the Commission:** - In any matter arising out of these rules, the decision of the Commission shall be final and binding.
36. **Residuary:-** The Commission shall have the power to make rules and to issue instructions with respect to matters for which there is no specified provision in these rules.
37. **Repeal and saving:** - (1) The Jammu and Kashmir Public Service Commission (conduct of Examinations) Rules, 1973 are hereby repealed.
- (2) Notwithstanding such repeal any thing done, any action taken or any direction issued under the repealed rules shall, unless the same is inconsistent with any provision of these rules, be deemed to have been done, taken or issued under the corresponding provisions of these rules.

**By order of the Commission.**

Sd/-  
**Secretary**  
**J&K Public Service Commission**