



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION SOLINA, SRINAGAR.

NOTIFICATION NO. PSC/EXAM/62/2016 DATED: 18.10.2016

Online Applications are invited from the eligible candidates desirous of appearing in the Secretariat Assistant Course/Foundation Course Departmental Examination. The details of the examination are given here under:-

Item No.	Name of Departmental Examination
19.	Secretariat Assistant Course (SAC) Examination in accordance with the provisions laid down in Govt. Order No.3-ARI of 1993 dated 05.01.1993 read with Govt. Order No.4-ARI of 1998 dated 27.02.1998 and J&K Public Service Commission (Conduct of Examination) Rules, 2005 as amended from time to time.
20.	Foundation Course Examination (Secretariat Assistants Training Course) in accordance with the provisions laid down in G.O. No.238-GAD of 2010 dated 15.02.2010 and J&K Public Service Commission (Conduct of Examination) Rules, 2005 as amended from time to time.

I M P O R T A N T

- The Commission has developed an online Application Form for the Departmental Examinations. The Application Form together with instructions for filling up the Application Forms will be available at the website of the Commission www.jkpsc.nic.in from **18.10.2016**.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the examination before filing the online Application Form.
- Last date for filing of online Application Form complete in all respects is **01.11.2016**.
- Last date for submission of **fee /bank challan** is **02.11.2016**.
- Candidates will also be required to submit in person or by the registered/speed post a hard copy of the downloaded online application form, alongwith copy of the bank challan duly stamped by the J&K Bank Branch concerned and the **Eligibility Certificate** duly recorded by the **Competent Authority** within five days after depositing fee, in the Office of the Public Service Commission at Reshamgarh Colony, Bakshi Nagar, Jammu or Solina, Srinagar as the case may be.
- The Commission will not be responsible for any postal/courier delays after the above prescribed last date.

a)	Date of commencement for submission of online applications	=	18.10.2016
b)	Last date for submission of online applications	=	01.11.2016
c)	Last date for submission of fee/bank challan	=	02.11.2016
d)	Tentative date of examination	=	21.11.2016

1. **Examination Fee:**

After successful submission of the online application form, a challan will be generated indicating the basic details of the candidate which inter-alia shall indicate the amount of fee to be deposited in the J&K Bank branch @ Rs.400/- per paper.

The total amount of fee payable shall include Rs.5/- as service charges for the J&K Bank.

2. Centre of Examination:

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

Note:

- i. The Candidate should carefully mention about **his/her choice for the centre** viz. Jammu/Srinagar and the **Papers** he wants to appear in the examination while filing up the Online Application Form.

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

- i. Candidates are required to apply online through the website (www.jkpsc.nic.in) of the Commission. No other means/ mode of application shall be accepted.
- ii. Applicants are first required to go to the JKPS website www.jkpsc.nic.in and click on the link "Online Application".
- iii. An "**APPLY**" button on the window of the computer will appear and the candidates will click on the **APPLY** button.
- iv. On clicking "**APPLY**" button, an instruction window will appear. Candidates should read instructions carefully before clicking on "**APPLY**" button at the bottom of the webpage.
- v. On clicking "**APPLY**" button, the system will ask the candidate to fill in the personal details.
- vi. The candidate shall also be required to upload the images of recent photograph, signature and thumb impression specimen. Images to be uploaded should be only in (*.jpeg,*.jpg).
✓ **Size of the photograph (passport size) and signature must be between 10kB to 20kB.**
- vii. By clicking on "**SUBMIT**" button at bottom of the page, it will display all facts/particulars that a candidate may have mentioned while filling up the necessary fields.
- viii. Once the candidate is satisfied about the filled in details, then, he or she may click on "**SUBMIT**" button to finally push the data into server with successful submission report, which he or she can print. In case, a candidate feels that the fields/data filled are/is wrong then he or she will be required to edit the details by pressing the cancel button, until he or she is satisfied about the correctness of the information required to be filled in the desired fields.
- ix. Application once submitted cannot be edited.
- x. On successful submission of the online application, a window will open **with a link to print e-challan and application form.**
- xi. **The candidate should take a printout of the fee payment challan and can deposit fees in any of the branches of Jammu and Kashmir Bank in the designated account number only printed on the e-challan. A counterfoil copy of the application fee payment e-challan duly authenticated by the bank with (a) branch name & code no and (c) date of deposit of fee filled by the branch official shall be enclosed with the hard copy to be submitted in the office of the Commission alongwith Eligibility Certificate.**
- xii. **Submission of fee payment challan shall not be accepted / entertained after cut-off date fixed for the advertisement Notification.**
- xiii. **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

3. Action against candidates found guilty of misconduct:-

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

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

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

Sd/-

(Shakeel Ul Rehman)
Secretary & Controller of Examinations

No: PSC/Exam/DE/SAC_FC/2016/II

Dated: 18.10.2016