



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
Solina, Rambagh, Srinagar-190008

Subject: Filling up of the posts of Librarian in Higher Education Department under (1st special diver).

(i) Minutes of 30th extra ordinary meeting of the Commission held on 06.09.2019

NOTIFICATION NO : 13- PSC (DR-P) OF 2019
DATED: 09-10-2019

Applications through online/manual mode are invited from the permanent residents of Jammu & Kashmir State possessing the prescribed academic/professional qualifications and age for the posts of **Librarian in Higher Education Department under 1st special diver** as per the category-wise break-up tabulated below: -

IMPORTANT

- The Commission has developed an online Application Form. The Application Form together with instructions for filling up the Application Forms will be available at the website of the Commission from **11.10.2019**.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the post before filing the online Application Form.
- Last date for filing of **online/manual Application form** complete in all respects **along with the requisite fee (online/Bank Draft)** is **11.11.2019**.
- The last date for receipt of online applications provided in notification shall be the cut off date for determining the eligibility.
- Candidates will also be required to submit a hard copy of the downloaded online/manual application form alongwith draft/online fee receipt and the other requisite documents **within two days** after depositing fee in the Office of the PSC Complex located at Solina, Srinagar, Reshamgarh Colony, Jammu as the case may be. The hard copies should be properly bound and page numbered and should contain an, index of the documents enclosed.
- The Commission will not be responsible for any postal/courier delays after the above prescribed last date.

a) Candidates hailing from areas facing suspension of internet facilities can submit the applications in prescribed format manually with copies of all relevant documents including bank draft on the name of **Controller of Examination, J&K PSC payable at Jammu/ Srinagar** for fee

b) The posts carry the pay scale of Rs.15600-39100+AGP Rs.6000

c) Date of commencement for submission of online applications = **11.10.2019**

d) Last date for submission of online applications along with fee = **11.11.2019**

Librarian in Higher Education Department (1st Special Drive):

Item No.	Name of the Discipline	OM	RBA	SC	ST	ALC	SLC	Total
170	Librarian	05	03	-	-	-	-	08

Prescribed Qualification

Item No.	Designation	Essential Qualification
170	Librarian	<p>a) Good academic record with knowledge of computerization of Library, having at least 55% marks {50%, excluding any grace marks, in case of Scheduled Cast/Scheduled tribe/ Differently-abled (Physically and visually differently abled Categories/Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991} or an equivalent grade in a point scale wherever grading system is followed, at the Master's Degree level Library Science/Information Science/ documentation Science, or an equivalent professional degree form an India/ Accredited foreign University.</p> <p>b) The candidate must have cleared NET/SLET/SET conducted by the UGC,CSIR/AIU.</p> <p>The candidates who are, or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree regulations), 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</p>

1. Age as on 1st January 2019:

Minimum	= 18 Years
Maximum	= 40 Years
Physically Challenged candidates	= 42 years
Candidates belonging to RBA/SC/ST/ALC/SLC categories	= 43 years
Ex-serviceman	= 48 years

Note:

Over-aged candidates having exceptional qualification relevant to the concerned subject may also apply at their own risk and responsibility in pursuance of Government Order No. 1500-GAD of 2000 dated: 21.12.2000 without prejudice to the right of the Commission to reject their Application Form.

2. Scheme of Selection:

As per the provisions of Rule 51 of Jammu & Kashmir Public Service Commission's (Business & Procedure) Rules, 1980 as amended from time to time.

Note:-

- i) Candidates are especially advised to apprise themselves with the provisions of Rule 51 of J&K Public Service Commission (Business & Procedure) Rules, 1980.
- ii) Candidates who are called for interview should also note that original research papers, articles and books should have been accepted for publication well before the last date of filing of applications. Certificate of participation along with presentation of papers in national/international seminar/conference should clearly bear the title of paper presentation, (Regional & State level not admissible). Certificates not bearing titles shall not be accepted, unless they are accompanied by souvenir/journal of the seminar/conference containing the paper presented. Poster presentation, talk, Guest lecture etc will not be accepted.

3. Examination Fee:

After successful submission of the online/manual form, the candidate will be required to deposit requisite fee through online/draft mode. The amount of fee to be paid is given below:-

General Category	=	Rs.800.00
Reserved Categories	=	Rs.400.00
PHC Candidates	=	Nil.

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

- a) Candidates are required to apply online through the website of the Commission i.e. <http://www.jkpssc.nic.in>. No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JKPSC website www.jkpssc.nic.in and click on the link "One Time Registration" or click on Login menu if you have already created your profile with the JK PSC.
- c) After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details and uploading of documents etc.
- d) The candidate shall also be required to upload the images of recent photograph and signature. Photograph image must mention the date in which it is taken.
- e) Size of the photograph (passport size) and signature must be between 10kB to 20kB in *.jpeg or *.jpg only.
- f) After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g) Click on the "show jobs" as shown against the respective post/examination you want to apply.
- h) On Clicking on the "show jobs" a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.
- i) An "APPLY" button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.
- j) On clicking "APPLY" button, an instruction window will appear. Candidates should read instructions carefully before clicking on "APPLY" button at the bottom of the webpage.
- k) On clicking "APPLY" button, the system will display all facts/particulars that a candidate have mentioned while filling up the necessary fields of his/her OTR account.
- l) Once the candidate is satisfied about the filled in details, then, he or she may click on "SUBMIT" button to finally push the data into server with successful submission report, which he or she can print. In case, a candidate feels that the fields/data filled are/is wrong then he or she will be required to edit the details by pressing the EDIT button, until he or she is satisfied about the correctness of the information required to be filled in the desired fields.
- m) **Note that the Online Application Form once submitted cannot be edited.**
- n) On successful submission of the online application, a window will open with a link to print application form.
- o) **Candidates have to pay the requisite fee through online mode in the "SUBMITTED APPLICATIONS" menu in your account or through Bank Draft for manual application forms.**
- p) After successful payment of the fee, the fee status with transaction details will be reflected on the Online Application form. Candidates must check the fee status by clicking on the "**Print Application**" button in the "*submitted Applications menu*" in your jkpssc account. In case the payment status shows either "*not submitted or under processing or status has not been reflected on your submitted application form*", candidate(s) are advised to contact the JKPSC Office at Solina/Resham Ghar Colony Jammu immediately for clarification. Further where the online fee is paid through other service providers the candidate must ensure that not only the amount of fee is debited from his/service provider's Account but also credited into the official account of JKPSC.
- q) Submission of fee payment shall not be accepted/entertained after cut-off date fixed for the advertisement notification.
- r) 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.

5. 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.


Secretary 9.x

J&K Public Service Commission

 Dated: 09.10.2019

No: PSC/DR/Edu-College/Apptt/Lib/2019

Copy to the:

1. Principal/Secretary to Government, Higher Education Department, Civil Secretariat, Srinagar. This is with reference to their letter's HE-Coll/Apptt.Librarian/2016 dated: 23.08.2016 and HE-Coll/Apptt.P.T.I/2016 dated: 23.08.2016
2. Director Information, J&K for favor of getting the Notification published in at least two local leading English dailies published from Srinagar/Jammu.
3. General Manager, Govt. Press, Srinagar for publication in extra ordinary issue of the Gazette.
4. Deputy Secretary/Under Secretary, J&K Public Service Commission.
5. Pvt. Secretary to Hon'ble Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
6. Private Secretary to Shri _____, Member, J&K Public Service Commission for information of the Member.
7. PA to Secretary, J&K Public Service Commission.
8. PA to Controller of Examinations, J&K Public Service Commission.
9. I/C Website for uploading the Notification on the official website of the Commission.
10. In-Charge Camp Office, Jammu.
11. Notice Board, J&K PSC, Jammu/ Srinagar.
12. Main file/Programme file.

**JKPSC DIRECT RECRUITMENT FORM FOR THE POST OF LIBRARIAN IN
HIGHER EDUCATION DEPARTMENT**

ITEM NO.	
NOTIFICATION NO & DATE	
NAME OF THE DISCIPLINE	
NAME	
FATHER'S NAME	
DATE OF BIRTH	
GENDER	
CATEGORY	
SUB CATEGORY	

Paste recent
passport size
photograph

QUALIFICATION	
BACHELOR'S DEGREE	
DEGREE ACQUIRED FROM	
UNIVERSITY NAME	
MASTER'S DEGREE	
MASTER'S DEGREE MODE	
UNIVERSITY NAME	
RESULT DATE	
NET/SET/SLET	
RESULT DATE	
M.PHIL	
RESULT DATE	
P.HD	
RESULT DATE	
ANY ADDITIONAL DEGREE/ PG DIPLOMA IN THE FIELD OF LIB. SCIENCE	
RESULT DATE	
WHETHER DEBARRED BY ANY COMMISSION	

EXTRA CURRICULAR ACTIVITY	
NCC ("C" Certificate holder)	YES/NO
SPORTS (NATIONAL/INTERNATIONAL)	YES/NO
GOLD MEDAL AT PG LEVEL	
EVENT/TYPE	
PARTICIPATION IN SPORTS	

EXPERIENCE DETAILS	
EXPERIENCE IN THE RELEVANT FIELD	
WHETHER EMPLOYED IN GOVT/SEMI GOVT/COMPANY	
NATURE OF SERVICE	

SINCE WHEN IN SERVICE	
WHEATHER SEEKING AGE RELAXATION ON BASIS OF BEING IN-SERVICE	

COMMUNICATION DETAILS	
CANDIDATES PERMENANT MAILING ADDRESS	
PHONE WITH STD CODE	
MOBILE	
E-MAIL	

**Note: Requisite fee shall be paid in shape of Demand Draft on the name of
Controller of Examinations, J&K PSC payable at Jammu/Srinagar**

Declaration

I hereby declare that the information provided herein above is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect during the selection process, J&K PSC may cancel my candidature or selection to the post if selected. In such an eventuality, I shall have no objection even to initiating of criminal prosecution.

(Signature)

**CERTIFICATE
(FOR INSERVICE CANDIDATES ONLY)**

Certified the Shri_____ S/O D/O
W/O_____ is working as in this office from
_____ in substantive capacity/Adhoc/contractual basis.

Seal & Signature of the Officer/HOD
Name_____