



**JAMMU AND KASHMIR LEGISLATIVE COUNCIL SECRETARIAT
SRINAGAR**

ADVERTISEMENT NOTICE

No. - LEGISLATIVECOUNCIL/Estt/Advt.No.01/2018

DATED :- 04-09-2018

Subject: - Advertisement Notice.

- a) Date of Commencement for submission of online application = 10-09-2018
b) Last Date for submission of online application = 30-09-2018
c) Last Date for submission of fee = 30-09-2018

Item Code	Name of the post	Number of posts	Minimum Qualification	Pay Scale
I-A	Jr. Scale Stenographer Urdu/Hindi/English	3	Graduate or equivalent with Shorthand. (Knowledge of Urdu is must for Urdu Steno.)	Level 6 (35400-112400)
I-B	Translator	1	Graduate or equivalent (MCA/BCA shall be preferred)	
I-C	Reporter	1	Graduate or equivalent with knowledge of Shorthand (MCA/BCA shall be preferred)	
I-D	Junior Librarian	1	B. Lib.	
II-A	Pass cum Receipt clerk/Record Keeper/Typist/Cashier	4	Graduate or equivalent	Level 4 (25500-81100)
III-A	Copyist/Receipt Clerk	2	Graduate or Equivalent	Level 2 (19900-63200)
III-B	Dispatch Rider	1	Matriculation or 10+2 (with valid driving license)	Level 2 (19900-63200)

III-C	Watch and Ward Man (Constable rank)	2	Matriculation or 10+2	Level 2 (19900-63200)
IV-A	Watch and Ward Woman	2	Matriculation or 10+2	Level SL2 (15900-50400)
IV-B	Jamadar	1		
V-A	Watch and Ward Asstt./Orderlies	9	Matriculation or 10+2	Level SL1 (14800-47100)
V-B	Sweeper	1	Middle Pass	
	Total No. of posts	28.		
<p>a. The Degrees/Diplomas/Certificates being submitted by the candidate in support of the Candidature must have been issued by a recognized University/College/Board/Institution</p>				
<p>b. For the posts advertised with item codes I-A to III-A, knowledge of Computers is must.</p>				
<p>c. The number of posts advertised might increase or decrease at the time of final selection depending upon the vacancies available.</p>				

1. On behalf of Hon'ble Chairman, Jammu and Kashmir Legislative Council, Online applications are invited from eligible candidates for participating in the selection process for Vacant Positions shown against Item codes mentioned herein.

Eligibility:-

- i. Candidates who are permanent residents of J&K State.
- ii. Are having age as on 01.01.2018-
Not below 18 years; and
Not above:-
 - a. 40 years in case of Open Merit.
 - b. 43 years in case of SC/ST/RBA/ALC/OSC candidates.
 - c. 42 years in case of Physically Challenged candidates.
 - d. 42 years in case of in service candidates and in case of employees working in J&K Legislative Council on temporary/need/Contractual basis.

Note: SRO 294 of 2005 shall be applied wherever applicable in case of Item Code VA.

- iii. Are in possession of the prescribed academic/professional/technical qualifications and fulfill all other eligibility conditions wherever required as shown against each post/item.
- iv. There shall be a combined evaluation on the basis of academic merit and written test as under:
 - 85% weight -age will be given to written examination (85 marks)
 - 10% weight-age shall be given to eligibility academic merit on prorated basis.
 - 5% marks for P.G/Specialization on prorated basis.
- v. Have deposited fee of –
 - a. Rs.400/- (Rupees Four hundred only) in case of Open Merit;
 - b. Rs.300/- (Rupees Four hundred only) in case of others

through on-line mode i.e. Debit cards, Credit Cards, Net Banking.

Candidates who are eligible for applying for more than one post are required to apply separately for each post and will have to sit in for written examination for each post applied.

2. The necessary instructions regarding filling up of online applications are given herein below:-
 - i. Candidates are required to apply online through the official website of the Jammu and Legislative Council : jklegislativecouncil.nic.in. No other means/mode of application will be accepted.
 - ii. Applicants are first required to go to the Legislative Council website: jklegislativecouncil.nic.in and click on the link “Online Application”.
 - iii. Applicants are advised to check their eligibility for a particular Post/Item Number by clicking on the Post/Item Code name before applying online.
 - iv. Candidates can apply online by clicking on the “apply” button shown on the Legislative Council Website: jklegislativecouncil.nic.in. All the fields in the online application format should be filled up carefully.
 - v. On clicking “apply” button, Examination portal for J & K Legislative Council will open where you can find all the information regarding recruitment process like notification, syllabus, etc.
 - vi. Click on “Apply Online” link provided in important links section of examination portal.
 - vii. On clicking “Apply Online” link a recruitment page will open containing all the information regarding notification and available posts.
 - viii. Every candidate has to register before applying for any post by clicking on Register link available at the bottom of the recruitment page.
 - ix. On clicking “Register” link a registration page will open asking basic details like Name, DOB, Mobile Number and email-id.

- x. After successful registration candidate will receive his/her **login details through email**. Candidates are advised to fill their working email address during registration otherwise they will not receive their login details.
- xi. After receiving their login details candidates can login to their account by clicking on **Candidate login** link provided at top right corner on the examination portal.
- xii. After logging in candidate dashboard will open containing three links **DASHBOARD, NOTIFICATIONS, MY APPLICATIONS** provided at the left side of the page.
- xiii. **DASHBOARD** contains candidate information, **NOTIFICATIONS** contain notification information and posts available to apply, **MY APPLICATIONS** contains all the information of the posts that candidate had applied.
- xiv. Go to **Notifications page** and click on **“Apply”** button available at right side of the post you want to apply.
- xv. On clicking **“Apply”** button an instruction window is shown. Candidates should read instructions carefully before clicking on proceed button at the bottom of the webpage.
- xvi. On clicking **“proceed”** button system asks for candidate’s personal information including ‘name, father’s/husband’s name, category, DOB, gender, marital status, contact information, email-id, qualification details, and other relevant information.
- xvii. The candidate is required to upload the images of recent photograph and signature. Images to be uploaded should be only in (*jpeg, *jpg).
Size of the photograph (passport size) must be between 20 kB to 50 kB.
Size of the signature must be between 10 kB to 20 kB.
- xviii. Click on **“submit”** button at bottom of the page, it will display all facts/particulars that you have mentioned on entry time. If you are sure with filled details then click on **“I Confirm”** button to finally submit the application. Otherwise you can modify your details by clicking on **“Edit Info”** button.
- xix. Candidates cannot edit their applications after final submission.
- xx. After clicking on **“I Confirm”** candidates will receive their application details like **Application/Registration No. etc.** on their registered mobile no & email through SMS & email respectively.
- xxi. After that candidate will be redirected to payment page where he/she can pay the prescribed application fee as notified, through online mode only. Candidates can pay their fees later by clicking on **“Pay Later”** link provided.
- xxii. Candidates can go to My Applications page to pay their fees later. They can also print their respective application form from there but only after fee payment is complete for that specific post.

- xxiii. After successful fee payment candidate can print their fee payment receipt.
- xxiv. **Candidates** should ensure that their personal email id (as specified in the online application form while applying for any post) is kept active during the currency of a recruitment project.
- xxv. Submission of fee payment shall not be accepted / entertained after cut-off date notified in the notification.
- xxvi. Candidates should not submit a printout of the application / fee payment receipt to the Council Secretariat at this stage.
- xxvii. 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.
- xxviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for interview.
3. The in-service candidates/contractual employees of the **Legislative Council Secretariat** shall submit photocopy of filled online application form to the Council Secretariat.
4. The last date for the submission of online application forms as prescribed above shall be the cutoff date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the **1st of January, 2018**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. 24-September, 2018 shall not be taken into account for any purpose.
5. The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for written test/ interview and also grant weight-age to the higher qualification in relevant line/ discipline as may be decided by the Legislative Council Secretariat.
6. Call letters shall not be issued individually; however, J&K Legislative Council Secretariat shall give wide publicity through print and electronic media, official Website (jklegsilativecouncil.nic.in) of the Legislative Council about the venues, dates of the written test/ interview for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview shall be entertained.
7. The candidate must produce the original qualification/ category certificates/Bonafide certificates in case of qualifications obtained outside the J&K State before the Committee constituted for oral test or as and when the Legislative Council Secretariat may call such documents so that their eligibility for participation in the Physical/Type/Written Test/interview is verified. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to appear in the written/ oral test.
8. **No TA/DA will be paid for participation in the written test/interview.**
9. The Posts advertised are open to all state subjects, regardless of the province and/ or the District.

Sd/-
Secretary, Legislative Council

No. LEGISLATIVECOUNCIL/Estt/ Advt.No. 01/2018

Dated: - 04-09-2018

Copy to:

1. Secretary to Govt; Department of Law, Justice and Parliamentary Affairs for kind information.
2. Director, Information & Public Relations J&K Srinagar for information with the request to give wide publicity in the dailies having largest circulation in J&K.
3. Special Assistant to Chairman, J&K Legislative Council for kind information of Hon'ble Chairman.
4. M/s LM Energy and Software Pvt. Limited F-23 Green wood city Sector-46 Gurgaon , Haryana for information and n/a
5. I/C IT Section, for uploading the contents of the advertisement notice on the official website.

Sd/-
Special Secretary,
Legislative Council