



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
RESHAMGHAR COLONY, BAKSHI NAGAR, JAMMU.
www.jkpsc.org

NOTIFICATION NO: PSC/EXAM/2012/01

D A T E D : 0 2 . 0 1 . 2 0 1 2

Applications are invited from the eligible candidates desirous of appearing in the Departmental Examinations given here under.

Item No.	Name of Departmental Examination
1.	i. 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. ii. 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.

Note: The examinations are open to such candidates who have under gone Secretariat Assistants Training imparted by the Government.

1. **How to obtain the Application Form:** The J&K PSC has developed a Common scannable Application Form (OMR) for the Departmental Examinations which will be processed on OMR Scanner This Scannable Application Form along with a dummy Application Form and a list indicating the code numbers of various Examinations can be obtained from:-

a) The Office of J&K Public Service Commission at Srinagar/Jammu against a cash payment of Rs.100/- as the cost of Scannable Application Form and processing charges of Rs.10/ to be paid at J&K Bank Counters set up in the Commission Office at Jammu/Srinagar.



The Application Forms will be available for sale w.e.f. 03.01.2012



Last date for receipt of Application Forms is 21.01.2012



Tentative date of Examination 06.02.2012

2. **How to fill up the Scannable Application Form:** Before filling up of the (OMR) Scannable Application Form, the candidate should carefully go through the dummy application form and the code list of various departmental Examinations enclosed with the dummy Application Form. The Application Form should be filled up very neatly,

correctly and carefully after selecting the appropriate codes from the code list against each item, wherever applicable.

3. **Submission of Scorable Application Forms:** The Application Forms complete in all respects have to be submitted in the Commission Office at Jammu/Srinagar in the special envelope supplied by the Commission for the purpose or mailed by registered post to the address of Controller of Examinations, J&K Public Service Commission, Reshamghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar before the last date i.e. **21.01.2012**.

4. **Examination Fee:** The Scorable Application Form should be accompanied by a fee of Rs.400/- per paper (excluding the processing charges) to be paid in cash through the counters of J&K Bank opened in PSC Offices at Jammu/Srinagar.

Note: Candidates should submit their application forms along with "Eligibility Certificate" recorded therein, by the Competent Authority.

5. **Last date for receipt of Application Forms:-**

The Scorable Application Forms shall be received at the counters set up for the purpose in Commission Office located at Reshamghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar on all working days (Monday to Friday) from 10 A.M. to 3 P.M. upto **21.01.2012** which shall be the last date. **Applications received through Speed post/Courier services of any type shall be treated as having been received "By Hand" at the Commission's counters.** Applications received after the above date will not be entertained under any circumstances and all such applications will be deemed to have been rejected.

Note: The candidates should, therefore, ensure that their Application Forms reach the Commission Office on or before the prescribed last date.

In case the last date is declared a public holiday then the last date for receipt of Application Forms shall be the next working day.

6. Incomplete/deficient Application Forms shall not be entertained.

7. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should, in no case, correct or alter or otherwise tamper 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 any 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 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 examination, or
- vii. using unfair means during the examination, 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 examination, 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, 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

- c. If he/she is already in service under Government, disciplinary action under the appropriate rules.

IMPORTANT

1. Candidates must go through the dummy Application Form as well as the code list before filling up of the form. He/She must fill the form strictly according to the instructions.
2. Candidates must ensure that no item of application form is left blank or wrongly filled, as information furnished therein would be used for deciding the eligibility of the candidate for being admitted to the examination. Application forms not filled correctly and as per the instructions are liable to be rejected and the onus of such rejection would be on the candidate himself/herself. The Commission will not entertain any claim in respect of such rejection.
3. Fee amount be paid in cash through the counters of J&K Bank opened in PSC Offices at Jammu/Srinagar.
4. Application forms should be sent/delivered to the Controller of Examinations, J&K Public Service Commission, Reshamghar Colony, Bakshi Nagar, Jammu - /Polo Ground Srinagar.
5. For any query visit the Commission's Website www.jkpsc.org or Commission's facilitation centre at Jammu/Srinagar or dial Number 2566710 (Jammu) and 2486113 (Srinagar).

8. **Centres of Examination:** The Examination will be held at different centers located in Jammu and Srinagar cities. However, the allotment of centers shall be at the sole discretion of the Commission.
9. **Correspondence with the Commission:** The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:
- a. If a candidate does not receive the admission certificate or any other communication regarding his/her candidature for the examination 15 days before the conduct of examination, he/she should at once contact the Commission's office at Reshamghar Colony, Bakshi Nagar, Jammu/Polo Ground, Srinagar for obtaining a duplicate copy of Admission Certificate.
 - b. Change in address, if any, should be communicated to the Commission at the earliest. Although the Commission would make every effort to take account of such changes, it cannot accept any responsibility in this regard.



Important: All correspondence with the Commission should invariably contain the following particulars:

1. Name and year of the examination;

2. Full name of the candidate (in Block letters) with parentage; and
 3. Complete postal address as given in the application.
10. The candidates should also note that their admission at all stages of the examination will be provisional and subject to fulfilling the prescribed eligibility conditions.

(M.A. Bukhari) IAS
Secretary & Controller of Examinations,
J&K Public Service Commission,
Jammu.

No: PSC/Exam/SAC_FC_I/2012

Dated: 02.01.2012

CC: -

1. Principal Secretary to Government, General Administration Department, Jammu.
2. Manager, Government Press, Jammu/Srinagar for publication of the notification in the next issue of Govt. Gazette.
3. Director, Information Department, Jammu (w.4.s.c) for publication of the notification in the leading newspapers of Jammu/Srinagar.
4. Director, Doordarshan Kendra, Jammu/Srinagar/Leh for telecasting the contents of the notification in local news bulletin for three consecutive days.
5. Director, Radio Kashmir, Jammu/Srinagar/Leh for broadcasting the contents of the notification in local news bulletin for three consecutive days.
6. Post Master General G.P.O. Jammu for information and necessary action.
7. Additional Secretary/Deputy Secretary /Under Secretary/Accounts Officer, J&K Public Service Commission.
8. Deputy Director, Information, Jammu/Srinagar for favour of sufficient coverage by way of issuance of a press.
9. P.A. to Chairman, J&K Public Service Commission for information of the Chairman.
10. P.S. to Member, _____ for information of the Member.
11. P.S. to Secretary & Controller of Examinations, J&K Public Service Commission.
12. Section officer _____.
13. In charge Computerization, J&K Public Service Commission.
14. In charge Camp Office, Srinagar for pasting the notice on the notice board.
15. Notice Board, J&K Public Service Commission, Jammu.
16. Stock file/Main file.