

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF EXCISE

**(Chairman State/Divisional Level Selection Committee for Recruitment to
Class-IV Posts in Excise & Commercial Taxes Department, Jammu Division)
EXCISE AND TAXATION COMPLEX, SOLINA RAMBAGH SRINAGAR.**

**ADVERTISEMENT NOTICE NO. 281 /ADM OF 2017
DATED: 25 -07-2017**

**Subject: Advertisement for State/Divisional Level Jammu Class –IV Posts
in Excise and Commercial Taxes Department, Jammu Division.**

Applications in form as shown in 'Annexure A' to this Advertisement Notice are invited from the eligible candidates for participating in the selection process to be followed for the class-IV posts shown below in Excise and Commercial Taxes Departments, Jammu Division and State Level posts who are :-

- 1) Permanent Residents of J & KState;
- 2) Having age as on 01-01-2017 not;
 - i. Below 18 years, and
 - ii. above :-
 - a) 40 years in case of Open Merit.
 - b) 43years in case of SC/ST/RBA/ALC/OSC category
 - c) 42 years in case of Physically challenged candidates.
 - d) 48 years in case of Ex servicemen.
 - e) 40 years in case of candidates already in Govt. Service / contractual employees;
- 3) In possession of the prescribed academic qualification and fulfill all other eligibility conditions wherever required as shown against each post by or before last date of receipt / submission of application form.

4) Description of posts :-**(a) Divisional Cadre Jammu:-**

Name of the post	No. of Vacancies	Break-up						Prescribed Qualification
		OM	RBA	SC	ST	ALC	OSC	
Guard	139	79	28	11	14	4	3	Minimum = Matric, Maximum = 10+2 from the recognized board (Having sound physique and height not less than 5 feet -6 inch and chest not less than 32 inch (expanded 34 inch). However there will be 2 inch relaxation for both height and chest in case of female candidates and candidates belonging to Ladakh Region) No weight-age given to higher qualification
Orderly	24	14	5	2	2	1	-	Minimum = Matric, Maximum = 10+2 from the recognized board No weight-age will be given to higher qualification.

Candidates belonging to Jammu Division can only apply for divisional level posts of Jammu division. However 'SC' candidates of both Divisions are eligible to apply for divisional cadre posts.

(b) State Cadre:-

Name of the post	No. of Vacancies	Break-up						Prescribed Qualification
		OM	RBA	SC	ST	ALC	OSC	
Guard	7	3	2	1	1	-	-	Minimum = Matric, Maximum = 10+2 from the recognized board (Having sound physique and height not less than 5 feet – 6 inch and chest not less than 32 inch (expanded 34 inch). However there will be 2 inch relaxation for both height and chest in case of female candidates and candidates belonging to Ladakh Region) No weight-age will be given to higher qualification.
Orderly	6	3	1	-	1	1	-	Minimum = Matric, Maximum = 10+2 from the recognized board No weight-age will be given to higher qualification

5) That the salary of the selectees on appointment under this notification shall be governed in terms of Govt. Notification SRO 202 dated 30-06-2015 which are notified as:-

- i) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his service shall be declared as permanent subject to passing of the such tests, or successfully undergoing such training, as provided under the Jammu and Kashmir Civil Services (Classification ,Control and Appeal) Rules ,1956 or as prescribed under the relevant recruitment rules governing the post/service to which he has been appointed.
- ii) The appointee shall have to necessarily work for a period of five years on the post against which he has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years. Provided that any person appointed against any available vacancy on the basis of being a resident of back ward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years.
- iii) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- iv) Every appointee shall after completion of five years period on probation be entitled to fixation of pay in the time scale of pay applicable to the post against which he is appointed.
- v) The persons appointed under these rules shall be entitled to annual increments, Dearness allowance, House Rent Allowance and city Compensatory Allowance after successful completion of their five years of service on consolidated salary.
- vi) The appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.
- vii) The seniority of persons appointed under these rules shall reckon from the date of their appointment(inter se seniority as per merit in selection list).

viii) The period spent on probation /consolidated salary shall also reckon for purpose of calculating the qualifying service of these appointees for pensioner and other benefits provided under rules.

ix) The other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him belongs, besides other rules, regulations and orders in vogue in the state Civil Services in general.

6) The application forms along-with three passport size photographs shall be deposited at the following places within 21 days from the date of issuance of this advertisement notice.

S.No	Name of the district	Office where forms are to be deposited
1	Jammu	Dy. Excise Commissioner (Executive) Jammu Excise & Taxation Complex, Rail Head, Panama Chowk, Jammu
2	Kathua	Excise & Taxation Officer -Kathua Excise Range
3	Udhampur&Reasi	Excise & Taxation Officer Udhampur-Reasi Excise Range HQ Udhampur.
4	Rajouri& Poonch	Excise & Taxation Officer Rajouri-Poonch Excise Range H.Q at Rajouri.
5.	Samba	Excise & Taxation Officer Excise Range Samba.
6.	Doda, Kishtwar & Ramban	Excise & Taxation Officer Doda, Kishtwar & Ramban Excise Range H.Q at Doda.
7.	Those intending to submit their application forms by registered post must send the same in the Office of the Dy. Excise Commissioner (Executive) Jammu Excise and Taxation Complex Rail Head Panama Chowk, Jammu.	
8.	For State Level Posts the candidates belonging to Kashmir Division shall submit their application forms personally or by registered post in the office of Dy. Excise Commissioner (Executive) Kashmir Excise and Taxation Complex Solina Rambagh Srinagar.	

7) Application for above referred posts shall be received within 21 days from the date of issuance of this notice. The applicant must enclose attested copies of following documents with the application form:

i) Three latest passport size photographs.

- ii) **Date of Birth Certificate**
- iii) **Marks Certificate of 10th and 12th Class.**
- iv) **Character Certificate issued by Police/Gazetted Officer.**
- v) **Permanent Resident Certificate.**
- vi) **Reserved Category Certificate, if any, issued by the concerned competent authority.**
- vii) **Treasury Receipt of Rs. 100/-**

All the documents attached with the application form must be serial numbered. Application forms incomplete in any manner shall be liable to rejection without notice. The application forms with over writing / mutilated entries or accompanying fake / forged documents shall also be liable to be rejection with or without penalty besides shall attract criminal proceedings.

- 8) The in-service candidates / contractual employees shall prepare a photocopy of the application form and route the photocopied application form through proper channel viz. through the concerned Head of the Department while as the original application form duly filled in shall be delivered / dispatched by post in the same manner as applicable to other candidates. In the event of failure of the candidate to route the application form through proper channel, his / her eligibility shall be assessed as if he/ she is not an in-service candidate. The Head of the Department concerned shall forward the application form of the in-service candidates to the office of the Dy. Excise Commissioner,(Executive) Jammu Excise and Taxation Complex Rail Head,Panama Chowk Jammu within 15 days after the last date of filling of application form.
- 9) The last date for the receipt of application forms, as prescribed above, shall be the cut off date for determining eligibility to apply for the post. The age limit however, is determinable with reference to the 1st of January, 2017. Any qualification acquired after cut of date shall not be taken into account for any purpose.
- 10)The actual number of vacancy as mentioned above may increase or decrease depending upon the number of vacancies available at the time of final selection.

- 11) The applicant must possess the minimum qualification as Matric and Maximum as 10+2 as prescribed by Government vide SRO 99 of 2008. The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for interview. (No additional weightage will be given to higher qualification).
- 12) Candidate found guilty of impersonation or submitting false, fabricated and tampered document(s) , suppressing material information shall lead to the rejection of his/her candidature at any stage, besides, render himself/herself liable for criminal prosecution.
- 13) Candidates who wish to apply for more than one post has to apply separately for each post.
- 14) If a large number of applications are received, the Selection Committee may shortlist the candidate for interview as per the criteria fixed by the selection committee.
- 15) Call letters shall not be issued individually, however wide publicity shall be given through print media / official website (www.jkexcise.nic.in) about the venues of test/ dates of interview for the information of eligible candidates. No claim of being unaware of the dates / schedules for the test/interview shall be entertained.
- 16) The candidate must produce the original qualification, category certificates and other required testimonials before the committee at the time of interview. Any candidate who fails to produce the relevant original documents on the scheduled date shall not be allowed to appear in the interview.
- 17) A fee of Rupees 100/-shall be remitted in Govt. Treasury under head 0039-State Excise.
- 18) No TA/DA will be paid for participation in the selection Process.

NOTE :-

1. If at any stage it comes to the notice of the department that the candidate has mis-represented the facts regarding qualification, date of birth etc., his/her candidature shall be immediately cancelled without any notice to him.

2. The horizontal reservation for Ex-servicemen and Physically Handicapped persons to the extent of 6% and 3% respectively would mean that the reservation which would cut across the vertical reservation and the persons selected shall have to be placed in appropriate category by making necessary adjustments. In respect of physically handicapped persons the reservation shall be available only for services, posts and type identified for the purpose by the competent authority under the provisions of Jammu & Kashmir Persons with disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1998 and to the extent specified therein. Besides, the nature of disability for a post indicated in Govt. Order No. 62-SW of SW of 2001 dated: 13-03-2001 read with Govt. Order 231-SW of 2011 dated: 22-12-2011 and Govt. Order No. 108-SW of 2013 dated: 01-04-2013 shall be adhered to in letter and spirit.

Excise Commissioner
J&K Government
(Chairman Selection Committee)
Dated: 25.07.2017

No. EC/Adm/F-298/2927-42

Copy to the:-

1. Commissioner/Secretary to Govt., Finance Department, Civil Secretariat Srinagar.
2. Divisional Commissioner, Jammu/Kashmir.
3. Commissioner, Commercial Taxes, J & K, Srinagar.
4. Director Information J&K Srinagar with the request to publish this notification in atleast three leading dailies in Jammu and Kashmir.
5. Director Radio Jammu/Doordarshan Jammu for wide publicity in Rozgar Bullitians .
6. Additional Commissioner Commercial Taxes Jammu/Kashmir.
7. Dy. Excise Commissioner Executive, Jammu/Kashmir.
8. Excise & Taxation Officer, Excise Ranges, Kathua/ Udhampur _Reasi /Rajouri –Poonch/Samba/ Doda –Kishtwar- Ramban.

FORM OF APPLICATION FOR APPOINTMENT IN GOVERNMENT SERVICE

Note: All the documents attached with the application shall be page numbered

1. Post for which applied:
 (Guard) (Orderly)
 (Please ✓Tick clearly the Post/Posts applied for)

Space for Latest
Photograph
duly attested

2. Advertisement Notice No. dated

3. Cadre of post (✓Tick the relevant item)

State Cadre Divisional Cadre Jammu

4. Full name of the candidate (in Block Letters)

5. S/o, D/o, W/o :

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6. Permanent address: _____

Village -----Tehsil-----District-----Pin Code: -----

7. Present Postal Address:

Village -----Tehsil-----District-----Pin code: -----

8. Marital Status: Married Un-married 9. SEX : Male/Female:

10. Date of

D	D	M	M	Y	Y	Y	Y
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 birth:

11. Category: Please tick the relevant column:

OM	SC	ST	RBA	ALC	OSC	Handicapped	Ex servicemen
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12. Details of Educational Qualifications:-

S.No	Examination	Year of passing	Board	Max. Marks	Marks Obt.	%age
1.	10th					
2.	12th					

13. Treasury Receipt Number : _____ Dated:- _____

14. Details of certificate/ documents attached:

- a) D.O.B certificate(Yes/No)
- b) 10th Marks Sheet.....(Yes/No)
- c) 12th Marks Sheet..... (Yes/No)
- d) Character Certificate.....(Yes/No)
- e) Reserved Category Cert.....(Yes/No)
- f) Permanent Resident Certificate..... (Yes/No)
- g) Treasury Receipt of Rs.100/-..... (Yes/No)

Total number of pages with the application

Date :

Place :

Signature of the applicant

15. DECLARATION:

I S/o / D/o
 R/o..... Tehsil..... District..... do solemnly affirm and declare that the entries made herein above in the application from are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I undertake that, if any, misrepresentation of facts or concealment of any information in the above application is found at any stage at the time of shortlisting/interview, my candidature is liable to be rejected at any stage of selection process and I shall be liable for action as warranted. Even after my appointment in the Department that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Dated:

Place:

Signature of the candidate

FOR OFFICE USE ONLY

Received an application for the post of _____ from Mr/Ms _____

_____ S/o /D/o _____

R/o _____ on _____ with _____ enclosures.

Seal:

Dated:

ExciseRange _____

Receipt Clerk (Full Signature and name)

O/o Excise Department