



**GOVERNMENT OF JAMMU & KASHMIR.**  
**District Level Departmental Committee, Rajouri.**  
**(Election Department)**

**Advertisement Notice No. DLDC-01 of 2017**  
**Dated:22/07/2017**

Subject: Advertisement for the class- IV posts (District Cadre Rajouri) in the Election Department.

**Pay Scale:Pay scale of these posts is Rs.4440-7440+G. Pay Rs.1300/-**

(a): Date of receipt of application form : 25- 07- 2017

(b): Closing date of receipt of application : 20-08- 2017

**IMPORTANT NOTICE**

1. The application forms shall be deposited in the office of District Election Officer (Deputy Commissioner) Rajouri during office hours.

**I. INVITATION OF APPLICATION AND BASIC ELIGIBILITY:**

Applications are invited for class-iv posts (District Cadre Rajouri) in the Election Department, J&K as per the details given below from the candidates who:-

- A. are permanent resident of the District Rajouri.
- B. on 01/01/2017 are not:-
  - i. Below the age of 18 years; and
  - ii. Above the age of :
    - a. 40 years in case of General category/in-service candidates.
    - b. 43 years in case of all Reserved category candidates.
- C. Possess the minimum qualification as Matric and maximum as 10+2 and fulfill all other conditions of eligibility prescribed for the post by or on the last date of receipt of application fixed for the purpose.

**The break-up of the post is given as under:**

District Cadre	Total No. Posts	Open merit	SC	ST	RBA	ALC	OBC
Rajouri	02	01	01	0	0	0	0

Note:-

- (1) Reservation shall be provided as per the Jammu & Kashmir Reservation Act and Rules framed there under.
- (2) The aspirants are advised to note that no weight age shall be given to qualification above 10+2.
- (3) The posts advertised are under the “**New Recruitment Policy**” notified vide **SRO-202** dated 30<sup>th</sup> June 2015, therefore, the candidates appointed through selection process will get salary as **Basic Pay + Grade pay (4440+1300=5740)** per month for first five years and the selectees/appointees shall be governed under the “National Pension Scheme” as per **SRO 400** of 2009 dated 24-12-2009.
- (4) Candidates shall be shortlisted on merit basis (i.e. marks obtained in Class 10<sup>th</sup>& 12<sup>th</sup>) and five (5) candidates shall be shortlisted against one vacancy for interview/viva-voice.

**II. AVAILABILITY OF APPLICATION FORMS:**

The application form designed at Annexure ‘A’ can be downloaded from official website ([www.rajouri.nic.in](http://www.rajouri.nic.in)) of the District Rajouri.

**III. HOW TO APPLY:-**

- (a) A passport size photograph should (not stapled) be pasted on the Application Form. The Photograph so pasted should not be attested and should not bear any imprints of seal or signature there on.

- (b) The candidate are advised to be extremely careful while writing and marking items No., advertisement Notice No. and date cadre of the post. They are also advised to verify the correctness of the entries 2 to 3 times incorrect forms shall be out rightly rejected and no clam shall be considered at any stage of recruitment process.
- (c) Documents should be attached alongwith application form : 1.Date of Birth Certificate (Matriculation Certificate) 2.Education Qualification certificates 3.Character Certificates should be issued by 1<sup>st</sup> Class Magistrate 4. PRC (State Subject) 5. Category certificate (if any).
- (d) Treasury receipt of Rs.200/- in original (deposited in Major Head :0070)

### III. PROCEDURE FOR SELECTION:

- (a) The last date of the receipt of application forms shall be the cut of date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to the 1<sup>st</sup> of January of the year in which advertisement is made i.e, 01/01/2017. Only such qualifications shall be considered which the applicant is in position on the last date of receipt of application. Any qualification acquired thereafter shall not be taken in to account for any purpose. Similar, will be case with the qualification acquired in consequence of declaration of result after the last date of receipt of application.
- (b) The prescribed qualification reflect the bare minimum requirement of job and mere possession thereof does not entitled the candidate to be called for interview .
- (c) Call letter shall not be issued individually, however , department shall give wide publicity through print and electronic media, official website of the District Administration(rajouri.nic.in)etc. about the venue and date of the interview for the eligible shortlisted candidates.
- (d) The candidate called for interview must produce the original documents before the committee constituted for oral test so that their eligibility for participation in the interview is verified. Any candidate who fails to produce the relevant original documents/testimonials shall not be allowed to appear in oral test. A photo copy of each such certificate duly attested by Gazetted Officer with seal and signature of the officer and signed by the candidate should be brought alongwith him/her for depositing the same in the office.
- (e) A candidate found guilty of impersonation of submitting fabricated/tempered documents/testimonials or making statement which are incorrect, false are suppressing material information, may in addition to rendering him/her liable for criminal prosecution under law, be debarred permanently for a specified period for being considered for any or all recruitments made by the Department.
- (f) Canvassing/lobbying in any form will entail disqualification for the candidate concerned.
- (g) No TA/DA will be paid for participation in the interview.

### V. CRITERIA FOR SELECTION:-

The criteria for selection of the candidates shall be as under:

i.	Total points	100
ii.	Weight-age to Matric marks	60
iii.	points for higher qualification(upto 10+2th )	20
iv.	points for viva voice(Including experience)	20

- VI. Application Form incomplete in any manner shall stand cancelled without any future notice to the candidate.

**Sd/=**  
**(Chairman)**  
**District Level Departmental Committee**  
**(District Election Officer)**  
**Rajouri**

No:- ENT/R/2017/218-25

Dated: 22 - 07-2017

Copy to the:

1. Principal Secretary to Govt. Election Department J&K Srinagar for information.

2. Chief Electoral Officer, J&K, Srinagar for information.
3. District Informatics Officer, NIC Rajouri for putting up on official website of the District Rajouri.
4. Deputy District Election Officer, Reasi (additional Charge Rajouri) for information and necessary action.
5. District Social Welfare officer, Rajouri for information and necessary action.
6. Deputy Registrar Co-operative Societies, Rajouri for information and necessary action.
7. District information Officer, Rajouri with the directions to publish the above notification in dailies of Jammu/Srinagar as well as in radio/electronic media giving wide circulation.
8. Notice Board.

**DECLARATION**

I \_\_\_\_\_ .S/O \_\_\_\_\_  
R/O \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

do hereby solemnly affirm and declare that the entries made herein above in the application form 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 I shall be liable for action as warranted under rules.

**Signature of the Candidate**

**FOR OFFICE USE ONLY**

Received application under S.No \_\_\_\_\_ as per the application Receipt Register maintained in this office.

Dated: - - 2017.

**Receipt Clerk  
DEO Office Rajouri**



**Government of Jammu & Kashmir  
District Level Departmental Committee Rajouri  
(Election Department)**

**RECEIPT**

Received application under S.No.....as per application receipt Register maintained in the office from.....

Dated: - - 2017

**Receipt Clerk  
DEO Office Rajouri.**

**Annexure "A"**

**FORMAT OF APPLICATION**

**NOTE: All the documents attached shall be signed by the applicant and page numbers.**

1. Advertisement Notice no. \_\_\_\_\_ Dated \_\_\_\_\_.
2. Post for which applied: \_\_\_\_\_  
District Cadre \_\_\_\_\_
3. Full Name of the candidate (in block Letters)  
\_\_\_\_\_
4. Father's Name: \_\_\_\_\_
5. Permanent Address
  - a. Mohalla/street: \_\_\_\_\_
  - b. Village: \_\_\_\_\_ Tehsil. \_\_\_\_\_
  - c. District: \_\_\_\_\_ Pin Code \_\_\_\_\_
6. Permanent Postal Address: \_\_\_\_\_  
\_\_\_\_\_
7. Date of Birth as per matriculation certificate: \_\_\_\_\_
8. Reservation Category (if any) \_\_\_\_\_
9. Details of Academic Qualification form Matriculation up to 10+2

**Space for  
photograph  
(Unattested)**

Examination passed	Examination body	Year of passing	Max. Marks	Marks obtain	%age of marks	Division/ Grade

10. Details of documents attached.
  - i. D.O.B Certificate \_\_\_\_\_ (Yes/No)
  - ii. P.R.C \_\_\_\_\_ (Yes/No)
  - iii. Qualification Certificates \_\_\_\_\_ (Yes/No)
  - iv. Character certificate \_\_\_\_\_ (Yes/No)
  - v. Reserved Category Certificate \_\_\_\_\_ (Yes/No)
11. Total number of pages \_\_\_\_\_

**Signature of the candidate**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_