



**Jammu & Kashmir State Child Protection Society**  
Department of Social Welfare  
Jammu and Kashmir Government  
Rehmat Avenue, Baghat-Sanat Nagar, Srinagar-190005

## **ADVERTISEMENT NOTICE**

**NOTICE NO:06 ICPSof 2018**

**DATED : 31.05.2018**

**Subject: - Advertisement for filling up of Vacant Position in ICPS on Contractual Basis.**

- a) **Date of Commencement for submission of online application = 06/06/2018**  
b) **Last Date for submission of online application = 29/06/2018**  
c) **Last Date for submission of fee = 30/06/2018**

**Total Number of posts advertised = 128**

1. **Online applications are invited** from eligible candidates for participating in the selection process for Vacant Positions shown against Item code No mentioned in the **Annexure** to this Notification

### **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. 40 years in case of candidates in Government Service/Contractual employees.
- 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 in the **Annexure by or before the last date of submission of application forms i.e. 29/06/2018.**
- 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.**
  - **5% marks for higher qualification on prorata basis.**
- v. **Have deposited fee of Rs.300/- (Rupees Three hundred only) 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.**

2. **The necessary instructions regarding filling up of online applications are given herein below:-**
- i. **Candidates are required to apply online through JKSCPCS website:www.jkicps.org No other means/mode of application will be accepted.**
- ii. **Applicants are first required to go to theJKSCPS website: www.jkicps.org 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 Number name before applying online.**
- iv. **Candidates can apply online by clicking on the "apply" button shown on the JKSCPSwebsite:www.jkicps.org/page/job.aspx. All the fields in the online application format should be filled up carefully.**

- v. On clicking “apply” button, **Examination portal for JKSCPS** 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, father’s/husband’s name, DOB, gender, contact information, email-id, etc.
- 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 hand 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 push data into server. Otherwise you can modify your details by clicking on **“Edit Info”** button.
- xix. Candidates cannot edit their applications after 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 application fee of **Rs. 300/- (Rupees Three hundred only)** 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 fixed for the advertisement notification.
  - xxvi. Candidates should not submit a printout of the application / fee payment receipt to Society 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.
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3. The in-service candidates/contractual employees shall submit photocopy of filled Online application form.
  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 **1<sup>st</sup> of January, 2018**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **29/06/2018** 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 Society.

6. Call letters shall not be issued individually; however, Society shall give wide publicity through print and electronic media, official Website ([www.jkicps.org](http://www.jkicps.org)) of the Society 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 as and when the Society may call such documents so that their eligibility is verified. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be considered.
8. **No TA/DA will be paid for participation in the written test.**
9. The candidates upon their selection against a particular post shall have to execute an agreement with the employer through medium of a prescribed affidavit duly executed/sworn before learned Judicial Magistrate to the effect that he/she will have no claim/any right for permanent absorption/regularization in the State Government at any later stage.
10. The Posts given in the Annexure are open to all state subjects, regardless of the province and/ or the District.

Sd/-

Mission Director, ICPS

## ANNEXURE

<b>District Child Protection Unit (DCPU)</b>				
S. No.	Name of the Post	No. of the Posts	Consolidated monthly Salary	Qualification
1.	District Child Protection Officer (DCPO)	22 one for each Districts of Leh, Kargil, Jammu, Kathua, Samba, Rajori, Poonch, Doda, Kishtwar, Udhampur, Reasi, Ramban, Srinagar, Budgam, Ganderbal, Anantnag, Pulwama, Shopian, Kulgam, Baramulla, Kupwara and Bandipora	Rs.33250/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.
<b>State Child Protection Society /Mission Directorate /State Child Protection Unit</b>				
1.	Programme Managers(Child Protection/Training IEC & Advocacy)	Total Two (02) One for Child Protection and one for Training IEC& Advocacy	Rs.35000/-	Master's in any Discipline
2.	Programme Officers (CNCP/JCL/Training/IEC Advocacy)	Total Four (04) One post for each discipline i.e.(CNCP/JCL/Training/IEC & Advocacy	Rs.26250/-	Master's in any Discipline
3.	Accounts Officer	Total One (01)	Rs. 17500/-	Post Graduation (M.Com) from a recognized University/ Candidates having MBA with Finance as one of the major subjects or ICWA/CA will also be eligible.

4.	Accountant	Total One (01)	Rs. 14000/-	Post Graduation in Commerce (M.Com) from a recognized university/Institution . Candidates having passed Section I of Chartered Accountant/ICWA will also be eligible.
5.	Assistant cum Data Entry Operator.	Total Four (04)	Rs. 10000/-	Graduation in any discipline with diploma in typing and short hand with minimum typing speed of at least 35 words per minute.
6.	Account Assistant	Total One (1)	Rs.10000/-	Graduation in Commerce (B.Com) from a recognized University or Graduate in Arts/Science with Math/economics/Statistics as one of the Subjects.
<b>State Adoption Resource Agency (SARA)</b>				
1	Programme Manager	Total One (01)	Rs.35000/-	Master's in any Discipline
2.	Programme Officer	Total One (01)	Rs. 26250/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.
3.	Programme Assistant	Total One (01)	Rs. 10000/-	Graduation from a recognised university. Additional weightage of 5 points will be given for higher qualification.
<b>Specialised Adoption Agency ( SAA)</b>				



1.	Manager /Coordinator	Total Two (02). One Each for Srinagar and Jammu	Rs.17500/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.
2.	Social Worker	Total Two (02) One Each for Srinagar and Jammu	Rs. 14000/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.
3.	Nurse	Total Two (02) One for each Srinagar and Jammu	Rs. 9000/-	Diploma in Nursing
<b>JJB &amp; CWC</b>				
1.	Assistant Cum Data Entry Operator	Total 22x2=44 posts in J&K state. Two in each District. 1) One for JJB 2) One for CWC	Rs. 9000/-	Graduation in any discipline with diploma in typing and short hand with minimum typing speed of at least 35 words per minute.
<b>Homes</b>				
1.	Officer in Charge (Superintendent)	<b>One post for each Home</b>  Total= 08 Posts One each for OH RS Pura, CH for boys RS Pura, OH Anantnag, OH Baramulla, OH for girls Srinagar, OH Kargil, SH Samba, SH Budgam.	Rs. 25000/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.
2.	Counsellor	<b>One post for each Home</b>  Total= 08 Posts One each for OH RS Pura, CH for boys RS Pura, OH Anantnag, OH Baramulla, OH for girls Srinagar, OH	Rs. 17500/-	Master's in any discipline. Additional weightage of 5 points will be given for higher qualification.

		Kargil, SH Samba, SH Budgam.		
3.	Probation Officer/ Child Welfare Officer	<b>One post for each Home</b>  Total= 08 Posts One each for OH RS Pura, CH for boys RS Pura, OH Anantnag, OH Baramulla, OH for girls Srinagar, OH Kargil, SH Samba, SH Budgam.	Rs17500/-	LLB/Masters in any discipline from a recognized University. Additional weightage of 5 points will be given to the higher qualification.
4.	Para-Medical Staff	<b>One post for each Home</b>  Total= 08 Posts One each for OH RS Pura, CH for boys RS Pura, OH Anantnag, OH Baramulla, OH for girls Srinagar, OH Kargil, SH Samba, SH Budgam.	Rs. 9000/-	Diploma Nursing
5.	Store Keeper-cum-Accountant	<b>One post for each Home.</b>  Total= 08 Posts One each for OH RS Pura, CH for boys RS Pura, OH Anantnag, OH Baramulla, OH for girls Srinagar, OH Kargil, SH Samba, SH Budgam.	Rs. 14000/-	Graduation from a recognized University in B.Com or Graduate with Economics/Mathematics as one of the subjects.

**NOTE:-**

The Candidates who had applied for any of the above position(s), in response to ICPS's Notification No:3/4/5 of the year 2016 and who were subsequently shortlisted, need not apply afresh as their earlier Application(s) shall be considered as valid. However they shall have to deposit the Online Examination Fee through access to website portal online link provided for depositing the fee, as the earlier Notification(s) stands withdrawn.