



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

RESHAM GHAR COLONY, BAKSHI NAGAR, JAMMU - 180001

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Subject: Filling up of the posts of Assistant Legal Remembrancer /District Litigation Officer, in the Department of Law, Justice and Parliamentary Affairs.

Reference: Department of Law, Justice and Parliamentary Affairs' Letter No: LAW-Estt/29/2022-10 dated 15.01.2024.

Notification No: 02 - PSC (DR-P) OF 2024

Dated: 05 - 03-2024

Applications, through online mode, are invited from the domiciles of the Union Territory of Jammu & Kashmir, possessing the Academic/Professional qualification and age, for the posts, details of which are given in the succeeding paras, in terms of the Jammu and Kashmir Legal (Gazetted) Service Recruitment Rules, 1980, notified vide SRO 214 of 1980 dated 15.04.1980, and the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 2021.

MOST IMPORTANT

- CANDIDATES ARE ADVISED TO UPDATE THEIR ONE TIME REGISTRATION BEFORE FILLING THE APPLICATION FORM.
- THE APPLICATION FORM TOGETHER WITH INSTRUCTIONS FOR FILLING UP THE APPLICATION FORMS WILL BE AVAILABLE AT THE WEBSITE OF THE COMMISSION FROM 07-03-2024.
- CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS AND ALL THE ELIGIBILITY CONDITIONS PRESCRIBED FOR THE POST BEFORE FILLING UP THE ONLINE APPLICATION FORM.
- LAST DATE FOR FILLING UP OF ONLINE APPLICATION FORM COMPLETE IN ALL RESPECTS ALONGWITH THE REQUISITE FEE (ONLINE MODE ONLY) is 27-03-2024.
- THE LAST DATE FOR RECEIPT OF ONLINE APPLICATIONS PROVIDED IN THE NOTIFICATION SHALL BE THE CUT-OFF DATE FOR DETERMINING THE ELIGIBILITY AS REGARDS ACQUISITION OF DOMICILE CERTIFICATE, RESERVED CATEGORY CERTIFICATE, EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS.
- THE MINIMUM AND MAXIMUM AGE WILL HOWEVER BE RECKONED WITH REFERENCE TO 1ST JANUARY, 2024.
- CANDIDATES CAN EDIT SOME OF THE FIELDS IN THEIR ONLINE APPLICATION FORM W.E.F 28-03-2024 to 30-03-2024 (UP TO 11.59 PM).

INSTRUCTIONS IN THIS REGARD WILL BE SEPARATELY MADE AVAILABLE ON THE WEBSITE.

- CANDIDATES ARE REQUIRED TO UPLOAD ALL THE MANDATORY PRESCRIBED/REQUISITE DOCUMENTS ALONGWITH THE ONLINE APPLICATION FORM.
- IN CASE, THE MANDATORY PRESCRIBED/REQUISITE DOCUMENTS ARE NOT UPLOADED WITH THE ONLINE APPLICATION FORM, THE APPLICATION FORM/CANDIDATURE OF THE APPLICANT IS LIABLE TO BE REJECTED WITHOUT ANY FURTHER NOTICE.
- CANDIDATES WILL NOT BE REQUIRED TO SUBMIT A HARD COPY OF THE ONLINE APPLICATION FORM OR ANY OTHER DOCUMENTS TO THE COMMISSION AT THE TIME OF FILLING UP ONLINE APPLICATION FORM.
- THE CANDIDATE WILL HOWEVER BE REQUIRED TO PRESENT/PRODUCE A DOWNLOADED COPY OF THE ONLINE APPLICATION FORM ALONGWITH THE ORIGINAL CERTIFICATES AT THE TIME OF DOCUMENT VERIFICATION.
- CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY TO PAY FEE OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.

2. Details of post with category-wise breakup is given below

Item No	Name of the discipline	OM	RBA	SC	ST	EWS	Social Cast	Total
1.	Assistant Legal Remembrancer/ District Litigation Officer Level-8- (47600-151100)	04	01	01	02	02	01	11

3. Prescribed Qualification

Designation	Qualification
Assistant Legal Remembrancer/District Litigation Officer.	A Bachelor's Degree in Law from a University established by law in India with at least two years actual practice at Bar to be certified by the concerned District and Sessions Judge.

4. Age as on 1st January 2024

The prescribed age (minimum/maximum) for candidates belonging to Open Merit (OM) and Reserved Categories is as below:-

S.No	Category	Age limit	Not born after	Not born before
1	OM	40	01.01.2006	01.01.1984

2	RBA, SC, ST, EWS, Social Caste	43	01.01.2006	01.01.1981
3	In service candidate/Government	40	01.01.2006	01.01.1984

- i. A candidate seeking his/her consideration under a Reserved Category must ensure that he/she possesses a valid requisite Category certificate on the cut-off date.
- ii. The candidature of the candidates will be provisional till the genuineness of the reserved certificates is verified by the Appointing Authority.
- iii. Candidates may note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the J&K Public Service Commission, in addition to any other penal action as may be deemed appropriate.

5. Domicile

The candidate should be a Domicile of the Union Territory of Jammu & Kashmir. The candidate must possess a valid Domicile Certificate issued by the Competent Authority in the prescribed format. Certificates issued after the last date prescribed for submission of online application form shall not be entertained.

6. Requisite Fee

After successful submission of the online application form, candidate will be required to deposit requisite fee through online mode. The amount of fee to be paid is given below:

General Category	=	Rs.1000.00
Reserved Categories	=	Rs.500.00
PHC	=	Nil

Note:

- i.
 - i. The application Form submitted without deposition of the fee, which gets substantiated through reflection of the same on the application form, shall be treated as incomplete and candidature shall be deemed to have been rejected without any notice. No representation against such rejection shall be entertained.
 - ii. Submission of multiple applications by way of prefixing Mr/Ms or through generation of multiple User ID's or any other mode, followed by either non-payment of fee particulars or fee particulars (TID) of one application (RID) being mentioned against another application with a different RID would lead to rejection of the online application. The applicants who are submitting multiple applications should note that only the applications with higher Registration ID (RID) number shall be entertained by the Commission and fee paid against one RID

shall not be adjusted against any other RID number. Besides a strict disciplinary action shall be taken including the cancellation of candidature and debarment for future examinations of J&K PSC will be taken against such applicants.

7. Documents to be uploaded

While filling the online application form the applicants are requested to upload the documents as per details given bellow:-

Documents (Mandatory):-

1. Date of birth certificate (Secondary School/Matric Certificate)
2. Domicile Certificate of the UT of J&K.
3. Bachelor Degree alongwith consolidated Marks Card (s) upto 05 lvs.
4. Experience.

Documents (Mandatory, if claiming benefit under that category):-

1. Category Certificate. 01 leaf
2. In-service certificate signed by HOD

It may be noted that no further opportunity to upload any document shall be provided hereafter and action under rules including rejection of application/candidature will be taken. While uploading the documents, the following guidelines, wherever applicable, shall also be kept in view before claiming weightage on such parameters:-

8. Centre of Examination

- I. The examination will be held at Srinagar & Jammu centres. All the candidates shall indicate the option for examination centre as indicated above.
- II. The allotment of centres shall be at sole discretion of the Commission and once a centre is allotted to a candidate, request for a change of centre will not be entertained.
- III. Information about the Examination indicating the time table and Centre of Examination for the candidates will be uploaded on the websites of the Commission about one week before the date of examination. If any candidate does not find his/her Roll Number on the website of the Commission, one week before the date of examination, he/she must immediately contact the Commission's Office at Srinagar/Jammu, with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim for consideration.
- IV. Candidate must submit his/her online application form, Email ID and Mobile Number along with his/her Name, Date of Birth and Name of the Examination, while addressing any communication to the Commission. Communication from the candidates not furnishing these particulars shall not be entertained.

- V. Admit Cards will be available for downloading about one week before the date of examination on the official website of the Commission i.e. jkpsc.nic.in. Candidate must bring printout of the Admit Card/Roll Number Slip to the Examination Hall.
- VI. For securing entry into the centre of examination, in addition to the Admit Card/roll Number Slip, it is mandatory to carry at least two passport size recent color photographs (not taken earlier than 01.01.2024) and any of the original valid Photo-Id proof such as:

- i. Aadhar Card/ E-Aadhar,
- ii. Voter's ID Card,
- iii. Driving License,
- iv. PAN Card,
- v. Passport,
- vi. School /College/University I- Card
- vii. Employer ID Card.

09. Scheme of Selection

The selection shall be made in terms of Rules 43(ii) of the J&K Public Service Commission (Business & Procedure) Rules, 2021, updated vide Notification No. 05-PSC(DR-P) of 2023 dated 09.02.2023. The candidates are advised to acquaint themselves with the said Rule.

The syllabus for the post is available on the official website of the PSC.

10. Written examination, shortlisting and interview.

- i. The written examination specified under Rule 43 shall comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers.
- ii. The short-listing of the candidates for interview under Rule 43 shall be done on the basis of performance in the written examination in the ratio of 1:3 (posts: candidates).
- iii. Where the number of candidates is equal to or less than the number of posts, the suitability shall be assessed on the basis of parameters listed hereinabove excluding the written examination which shall not be conducted.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further that, in a situation, when a reserved category candidate secures merit equal to or above the cut-off merit in open category, such reserved category candidates shall be called for oral test in their respective category.

11. Provision of Compensatory Time and Assistance of Scribe

On request of a visually impaired (Blind) or any other candidate who is handicapped to the extent that he/she is not able to write, the candidate shall be provided assistance of an amanuensis (Scribe) on production of a Disability Certificate issued by the Medical Board constituted by the Government consisting of CMO of the District and at least two Medical Specialists nominated by the concerned Director, Health Services (with atleast one specialist from the field concerned department). After verifying the genuineness of the certificate/satisfying itself, the Commission may provide services of Scribe to the candidate on the day of examination. The scribe should have one qualification down than the requirement for the post applied for by the candidate(s) and further should be from an academic stream different from that stipulated for the post. The scribe shall be paid remuneration charges equivalent to the Invigilator.

Provided the concerned Supervisor shall ensure that the scribe provided to the candidate shall not extend any type of help to the candidate in solving the questions. Blind candidates will be allowed an extra time of 20 minutes per hour.

12. Important instructions regarding filling up of online applications are given herein below:

- a. Candidates are required to apply online through the website of the Commission i.e. <http://www.jkpssc.nic.in>. No other means/ mode of application shall be accepted.
- b. Candidates are first required to go to the JKPSC website www.jkpssc.nic.in and click on the link "One Time Registration" or click on Login menu if you have already created your profile with the JK PSC.
- c. After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details etc.
- d. The candidate shall also be required to upload the image of date-stamped recent passport size color photograph and signature. The photograph should not be taken earlier than 01.01.2024.
- e. Size of the photograph (passport size) and signature must be between 10kB to 20kB in *.jpeg or *.jpg only.
- f. After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g. Click on the "show examination" as shown against the respective post/examination you want to apply.
- h. On Clicking on the "show examination" a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.
- i. An "APPLY" button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.

- j. On clicking "APPLY" button, an instruction window will appear. Candidates should read instructions carefully before clicking on "APPLY" button at the bottom of the webpage.
- k. On clicking "APPLY" button, the system will display all facts/particulars that a candidate may have mentioned while filling up the necessary fields of his/her OTR account. Candidate shall fill up the remaining required fields in the application form and accept the declaration thereof.
- l. Once the candidate is satisfied *about the correctness* of the filled in details, then, he or she may click on "SUBMIT" button to finally push the data into server with successful submission report.
- m. On successful submission of the basic details, the candidates will be required to pay the online fee and uploading of the documents, for final submission of the online application form.
- n. Candidates can pay the requisite fee through online mode in the "SUBMITTED APPLICATIONS" menu in their account.
- o. After successful payment of the fee, the fee status will get reflected on the Online Application form. Candidates can check the fee status by clicking on the *Print Application Button* in the submitted Applications menu in your JKPSC account. In case the payment status shows either "not submitted or under processing or status has not been reflected on your submitted application form", candidates(s) are advised to contact the JKPSC office at Solina Srinagar/ReshamGhar Colony Jammu immediately for clarification. Further where the online fee is paid through other service providers the candidate must ensure that not only the amount of fee is debited from his/service provider's Account but also credited into the official account of JKPSC.
- p. The candidate would be able to get the printout of his/her submitted application only after the payment of the requisite fee and uploading of requisite documents *viz Date of Birth Certificate, Degree Certificate, Category Certificate and Domicile Certificate*.
- q. The JKPSC will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of document verification. When scrutiny is under taken, if any claim made in the application is not found/substantiated by proof, the candidature will be cancelled and the Commission's decision shall be final and binding.
- r. 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.

13. Action against candidates found guilty of misconduct

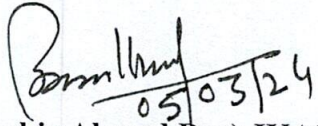
Candidates are advised not to furnish any particulars that are false or suppress any material information.

A candidate who is, or has been, declared by the Commission, to be guilty of:

- i. obtaining by wrongful support 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 selection, or
- vii. using unfair means, or
- viii. misbehaving in any other manner, or
- ix. harassing or doing bodily harm to the staff employed by the commission for the conduct of their test, or
- x. 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 the specified actions given below render the candidate liable to criminal prosecution.

- a. to be disqualified by the Commission from selection for which he/she is a candidate , and/or
- b. to be debarred either permanently or for a specified period:-
 - i. By the Commission from any selection held by them.
 - ii. By the Union Territory Government from any employment under them, and
- c. if he/she is already in service under Government, disciplinary action can be taken against his/her under the appropriate rules.


05/03/24
(Bashir Ahmad Dar) JKAS
Secretary
J&K Public Service Commission
Dated: 05.03.2024

No: PSC/DR/ALR/DLO/2024
Copy to the: -

1. Secretary to the Government, Department of Law, Justice & Parliamentary Affairs, Civil Secretariat, Jammu/Srinagar.
2. Director, Information Department, J&K. He is requested to publish the Notification in at least two local dailies of the Union Territory of J&K, for at least three consecutive days.
3. General Manager, Govt. Press, Jammu/Kashmir for publication of Notification in the next issue of Govt. Gazette.
4. P.S. to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
5. In charge website, J&K Public Service Commission for uploading of the Notification on the website.
6. Notice Board, J&K Public Service Commission, Srinagar/Jammu.
7. Stock file/Main file.