



Government of Jammu and Kashmir
District Level Departmental Committee
Department of Law, Justice and Parliamentary Affairs
Civil Secretariat
Srinagar/Jammu

Advertisement Notice No. DLJPA-01 of 2014

Dated: 17.10.2014.

Subject: Advertisement for the Class-IV posts (District Cadre) in the J&K Department of Law, Justice and Parliamentary Affairs J&K.

- (a) Date of receipt of application forms : 20-10-2014.
(b) Closing date of receipt of application : 03-11-2014.

IMPORTANT NOTE

1. The application forms shall be deposited in the office of District Legal Service Authority.

I. INVITATION OF APPLICATIONS AND BASIC ELIGIBILITY:

Applications are invited for Class-IV posts (District Cadre) in the Department of Law, Justice and Parliamentary Affairs, J&K as per the details given below from the candidates who:-

- A. are permanent residents of the J&K State.
B. on **01.01.2014** 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. 42 years in case of Physically challenged candidates.
d. 48 years in case of Ex-Servicemen.
C. Possess the minimum qualifications 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 applications fixed for the purpose.

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

District	Total No. of Posts	Orderlies (District Litigation Office)	Orderlies (Dehi Adalat)	Remarks
Srinagar	05	05		All Class-IV posts in the pay scale of (4440-7440) + 1300
Anantnag	06	05	01	
Baramulla	06	05	01	
Budgam	06	05	01	
Ganderbal	06	05	01	
Bandipora	06	05	01	
Kupwara	07	05	02	
Pulwama	07	05	02	
Kulgam	06	05	01	
Shopian	06	05	01	
Leh	05	05		
Kargil	06	05	01	

- Note:- (1) Reservations shall be provided as per the Jammu and Kashmir Reservation Act and Rules framed thereunder.
- (2) The aspirants are advised to note that no weightage shall be given to qualifications above 10+2.

II. AVAILABILITY OF APPLICATIONS FORMS:-

The application forms designed at Annexure 'A' can be had downloaded from the departmental website www.jklaw.nic.in

III. HOW TO APPLY:-

- (a) The passport size photograph should (not stapled) on the Application Form. The photograph so pasted should not be attested and should not bear any imprints of seal or signature thereon.
- (b) The candidates 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 form shall be out rightly rejected and no claim shall be considered at any stage of recruitment process.

IV. 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 first of January of the year in which advertisement is made i.e, 01.01.2014. Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of application. Any qualification acquired thereafter shall not be taken into account for any purpose. Similar will be the case with the qualification acquired in consequence of declaration of result after the last date of receipt of application.
- (b) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof does not entitle 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 Department (www.jklaw.nic.in) etc. about the venue and dates of the interview for the eligible short-listed candidates.
- (d) The candidates called for interview must produce the original qualification/category certificates 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 the oral test. A photocopy of each such certificate duly attested by Gazetted Officer with seal and signature of the officer and signed by the candidate should be brought along for depositing the same with the office.
- (e) A candidate found guilty of impersonation of submitting fabricated/tampered documents/testimonials or making statement which are incorrect, false or suppressing material information, may in addition to rendering him/her liable for criminal prosecution under law, be debarred permanently or for a specified period from being considered for any or all recruitments made by the Department of Law, Justice and Parliamentary Affairs J&K Government.
- (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. Weightage to matric marks	60
iii. Points for higher qualification (upto 10+2)	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.

(Chairman)
District Level Departmental Committee
Kashmir

No:- DLJPA- 2014/DLO-01

Dated: 17.10.2014.

Copy to the:-

1. Administrative Officer, State Legal Service Authority with the request that an official of District Legal Service Authorities be specially assigned the job of receiving application forms from the candidates applying for the advertised posts.
2. Director Information, J&K, Srinagar. He is requested kindly to publish the above notification in the local dailies of Srinagar/Jammu having wide circulation.
3. Director, Doordarshan Kendra/Radio Kashmir, Srinagar/Jammu for publicity.
4. Special Assistant to the Hon'ble Law Minister.
5. Special Assistant to the Hon'ble MOS, Law, Justice and Parliamentary Affairs.
6. Private Secretary to the Secretary to Government, Department of Law, Justice and Parliamentary Affairs.

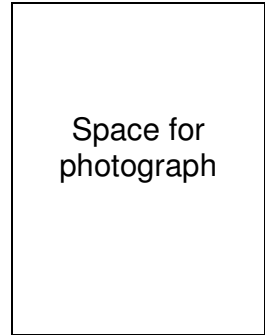
FORMAT OF APPLICATION

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. Present Postal Address _____
7. Date of Birth as per matriculate certificate _____
8. Reservation Category (if any) _____
9. Details of Academic Qualification from Matriculation up to 10+2



Examination passed	Examination body	Year of passing	Max marks	Marks obtained	%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 Certificate _____ (yes/No)
 - iv. Reserved Category Certificate _____ (yes/No)
11. Total number of pages _____.

Signature of the candidate

Date: _____

Place: _____

DECLARATION

I _____ S/O _____ R/O _____
_____ Tehsil _____ Distt. _____ 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 OFFICIAL USE ONLY

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

Dated: _____

Receipt Clerk
District Legal Service Authority

Government of Jammu and Kashmir
District Legal Service Authority

RECEIPT

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

Dated: _____

Receipt Clerk
District Legal Service Authority



Government of Jammu and Kashmir
District Level Departmental Committee
Department of Law, Justice and Parliamentary Affairs
Civil Secretariat
Srinagar/Jammu

Advertisement Notice No. DLJPA-02 of 2014

Dated: 17.10.2014.

Subject: Advertisement for the Class-IV posts (District Cadre) in the J&K Department of Law, Justice and Parliamentary Affairs J&K.

- (a) Date of receipt of application forms : 20-10-2014.
(b) Closing date of receipt of application : 03-11-2014.

IMPORTANT NOTE

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c. 42 years in case of Physically challenged candidates.
d. 48 years in case of Ex-Servicemen.
C. Possess the minimum qualifications 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 applications fixed for the purpose.

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

District	Total No. of Posts	Orderlies (District Litigation Office)	Orderlies (Dehi Adalat)	Remarks
Jammu	06	05	01	All Class-IV posts in the pay scale of (4440-7440) + 1300
Samba	06	05	01	
Kathua	06	05	01	
Udhampur	06	05	01	
Reasi	06	05	01	
Doda	06	05	01	
Ramban	06	05	01	
Kishtwar	06	05	01	
Rajouri	06	05	01	
Poonch	06	05	01	

Note:- (1) Reservations shall be provided as per the Jammu and Kashmir Reservation Act and Rules framed thereunder.

(2) The aspirants are advised to note that no weightage shall be given to qualifications above 10+2.

II. AVAILABILITY OF APPLICATIONS FORMS:-

The application forms designed at Annexure 'A' can be had downloaded from the departmental website www.jklaw.nic.in

III. How to apply:-

- (a) The passport size photograph should (not stapled) on the Application Form. The photograph so pasted should not be attested and should not bear any imprints of seal or signature thereon.
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vi. Weightage to matric marks	60
vii. Points for higher qualification (upto 10+2)	20
viii. Points for viva voice (including experience)	20

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

(Chairman)
District Level Departmental Committee
Jammu

No:- DLJPA- 2014/DLO-02

Dated: 17.10.2014.

Copy to the:-

1. Administrative Officer, State Legal Service Authority with the request that an official of District Legal Service Authorities be specially assigned the job of receiving application forms from the candidates applying for the advertised posts.
2. Director Information, J&K, Srinagar. He is requested kindly to publish the above notification in the local dailies of Srinagar/Jammu having wide circulation.
3. Director, Doordarshan Kendra/Radio Kashmir, Srinagar/Jammu for publicity.
4. Special Assistant to the Hon'ble Law Minister.
5. Special Assistant to the Hon'ble MOS, Law, Justice and Parliamentary Affairs.
6. Private Secretary to the Secretary to Government, Department of Law, Justice and Parliamentary Affairs.

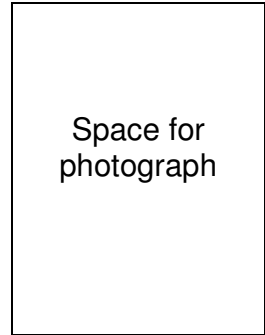
FORMAT OF APPLICATION

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District Cadre _____.
3. Full Name of the candidate (in Block Letters)

4. Father's Name

5. Permanent Address
 - a. Mohalla/Street _____
 - b. Village _____ Tehsil _____
 - d. District _____ Pin Code _____
6. Present Postal Address _____
7. Date of Birth as per matriculate certificate _____
8. Reservation Category (if any) _____
9. Details of Academic Qualification from Matriculation up to 10+2



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

10. Details of documents attached.
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 - iii. Qualification Certificate _____ (yes/No)
 - iv. Reserved Category Certificate _____ (yes/No)
11. Total number of pages _____.

Signature of the candidate

Date: _____

Place: _____

DECLARATION

I _____ S/O _____ R/O _____
_____ Tehsil _____ Distt. _____ 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 OFFICIAL USE ONLY

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

Dated: _____

Receipt Clerk
District Legal Service Authority

Government of Jammu and Kashmir
District Legal Service Authority

RECEIPT

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

Dated: _____

Receipt Clerk
District Legal Service Authority

To

**The Director Information,
J&K Srinagar.**

No: DLJPA-2014/DLO

Dated:- 17.10.2014.

Subject: - Advertisement Notices for Class-IV posts (District Cadre)
in the Department of Law, Justice and Parliamentary
Affairs.

Sir,

Kindly find enclosed herewith Advertisement Notices for advertisement of Class-IV posts (District Cadre) in the Department of Law, Justice and Parliamentary Affairs. It is, as such, requested to please get the notice published in leading News-Papers of both Kashmir and Jammu Division for wider publicity.

Yours faithfully

**Additional Secretary to Government
Department of Law, Justice and PA**