



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

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Subject: FILLING UP OF THE POSTS OF PROSECUTING OFFICER (G) IN J&K HOME DEPARTMENT

Reference: Home Department's Letter No. PROS/45/2022-08-Home (CC.210225) dated 29.08.2022

Notification No: 24 - PSC (DR-P) OF 2022 **Dated: 03.10.2022**

Applications, through online mode, are invited for filling up of 120 posts of Prosecuting Officer (G) in J&K Home Department in the pay scale of (47600-151100), in terms of the provisions contained in S.O 41 dated 08-02-2021, and the Jammu & Kashmir Public Service Commission (Business & Procedure) Rules, 2021, as amended from time to time, from the applicants who are domiciles of the Union Territory of Jammu & Kashmir, possessing the prescribed academic/professional qualifications and age for the posts.

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 **06.10.2022 to 05.11.2022**
- 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 complete in all respects along with the requisite fee (online mode only) shall be the cut-off date for determining the eligibility as regards acquisition of domicile certificate, educational and professional qualifications.
- The minimum and maximum age will, however, be reckoned with reference to **1st January, 2022**.
- Candidates can edit some of the fields in their online application form w.e.f **06.11.2022 to 08.11.2022 (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 interview.
- 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.

02. **Number of vacancies and the category wise breakup thereof is given below:**

OM	SC	ST	OSC	ALC/IB	RBA	PSP	EWS	Total
61	10	12	05	04	12	05	11	120

03. **Prescribed Education Qualification**

Designation	Educational Qualification
Prosecuting Officer (G)	Bachelor of Laws of University established by Law in India

Provided that the candidates who have appeared fully in the final examination of the Bachelor of Laws on or before the last date of receipt of application forms for Preliminary Examination from any such University the passing of which would render them eligible to appear in the examination, but the results of their examination has not been declared, or they have not been informed of the result, will also be eligible for admission and shall be allowed to appear in the Preliminary Examination. All such candidates who are declared qualified by the Commission for taking the Main Examination shall have to produce proof of passing such examination with their applications for the Main Examination failing which such candidates shall not be admitted to the Main Examination

04. **Age as on 1st January 2022**

The requirement of age for candidates belonging to Open Merit (OM) & various Reserved Categories is as follows:-

S. NO.	CATEGORY	AGE LIMIT	NOT BORN AFTER	NOT BORN BEFORE
1	OM	40	01.01.2004	01.01.1982
2	SC, ST, OSC, ALC/IB, RBA, PSP, EWS	43	01.01.2004	01.01.1979
3	In service candidate (Government)	40	01.01.2004	01.01.1982

05. **Reservation**

- A candidate seeking his/her consideration under Reserved Categories must ensure that he/she possesses a valid requisite Category certificate on the cut-off date.
- The candidature will be provisional till the genuineness of the reserved category certificate is verified by the Appointing Authority.
- 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.

06. **Horizontal Reservation:**

Horizontal reservation to the extent of 4% of the available vacancies shall be provided to the candidates belonging to PHC category possessing identified Bench Mark Disabilities as per details given below:

S. NO	BENCH MARK DISABILITY	NO. OF POSTS
01	Blindness and low vision	02 posts
02.	Locomotor disability including cerebral palsy, leprosy Cured, dwarfism, acid attack victims & muscular dystrophy	03 posts

Note: The Horizontal reservation for Physically Handicapped Persons to the extent of 4% means that the reservation would cut across the vertical reservation and the persons selected shall have to be placed in the appropriate category by making necessary adjustments.

07. Domicile

The candidate should be a Domicile of the Union Territory of Jammu & Kashmir. The candidate must possess the Domicile Certificate issued by the Competent Authority in the prescribed format as on the last date prescribed for submission of online application form.

08. 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 the 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 timetable and Centre of Examination for the candidates will be uploaded on the websites of the Commission about two weeks 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 two weeks 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 01.01.2022) and anyone 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. 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 Candidates	➤	Nil.

10. Scheme of Selection/Examination:

The Scheme of Selection/Examination shall comprise the following successive stages:-

- i. Preliminary Examination (Objective Type) for short listing of the candidates for Main Examination.
- ii. Main Examination (descriptive type) for short listing of the candidates for personality test (interview); and
- iii. Personality Test (Interview)

Preliminary Examination.

The Preliminary Examination will consist of two papers of objective type (multiple choice) questions and carry a maximum of 400 marks as set out in part A of Appendix –I as per the detailed syllabus in Appendix-II (Part-A).

- a) This examination is meant to serve as screening test only. The marks obtained in the Preliminary examination shall count only for short listing of the candidate for the Main Examination.
- b) Candidates will be required to obtain such minimum qualifying marks in Paper-I of Preliminary Examination as may be fixed by the commission at their discretion and a minimum of 33 % marks in paper-II of Preliminary Examination. However, the marks obtained in paper-II, being of qualifying nature, will not be counted for drawing the merit list for admission to Main examination. Only those candidates who are declared by the Commission to have qualified in the preliminary examination will be eligible for admission to the main examination provided they are otherwise eligible for admission to the main examination.

There will be negative marking for incorrect answer for all questions as detailed below:-

- i) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty.
- ii) If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answer happens to be correct and there will be same penalty as above for that question.
- iii) If a question is left blank i.e. no answer is given by the candidates, there will be no penalty for that question.

The number of candidates to be admitted to the main examination shall be, as far as practicable $\frac{1}{3}^{\text{rd}}$ of the total number of candidates who appeared in the Preliminary Examination or twenty five times the total number of vacancies, whichever be less.

Main Examination and Personality Test:

The main examination will consist of seven 7 papers and English paper of conventional essay type. The examination will be in the papers set out in part B of Appendix-I, as per the detailed syllabus in Appendix-II paper B. The English paper will be of qualifying nature.

- i. Candidates who obtain such minimum qualifying marks in the Main examination as may be fixed by the Commission at their discretion, in any or all the papers (Paper I to Paper vii) shall be summoned for a personality Test(Interview) as detailed part C of Appendix-I.
- ii. A candidate who fails to secure such minimum number of marks as are fixed by the Commission in their discretion in one or more than one paper shall, however, not be eligible to be called for personality Test. (Interview)
- iii. The candidates shall be shortlisted for personality test (interview) on the basis of overall merit obtained by them in the Main Examination irrespective of the category(ies) to which he /she/ they belong;

Provided that if the number of candidates belonging to any reserved category, who qualify for the personality test interview on the basis of the above short listing criteria, falls short of upto three times the number of vacancies reserved for such a category, the Commission shall call the candidates belonging to such category over and above the number shortlisted for personality test (interview)

The number of candidates to be summoned for the personality test (interview) will not be more than thrice the number of vacancies to be filled. The personality test (interview) will carry 200 marks with no minimum qualifying marks. Failure to appear in the personality test (interview) shall render a candidate ineligible for being recommended for appointment notwithstanding the marks obtained by him/her in the main examination.

Note: The Scheme and Syllabus for the Preliminary/Main Examination as notified by the Home Department is available on the official website of the Commission i.e. www.jkpsc.nic.in.

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's Degree alongwith consolidated Marks Card (s) upto 05 lvs.

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

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

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 competent Medical Board constituted by the Government. 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. The necessary 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.jkpsc.nic.in>. No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JKPSC website www.jkpsc.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 **01.01.2022**.
- 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) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) Candidates can pay the requisite fee through online mode in the “SUBMITTED APPLICATIONS” menu in your account.
- n) 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/Resham Ghar 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.
- o) After successful submission of fee, the candidates will be required to upload requisite documents as specified in the advertisement/application form.
- p) The candidate would be able get the printout of his/her submitted application only after the payment of the requisite fee and uploading of requisite documents.
- q) 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. **Editing of the online application form**

Candidates who have successfully submitted the online application form along with requisite fee will be allowed to edit some of the fields in their submitted online application form within three days after the cut-off date i.e. from **06.11.2022 to 08.11.2022**. Detailed instruction in this regard will be made available on the website.

14. **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; 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,

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.

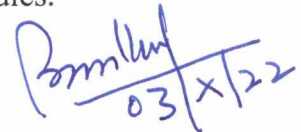
(a) to be disqualified by the Commission from selection for which he/she is a candidate, and/or,

(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 him/her under the appropriate rules.


03/10/22

(Bashir Ahmad Dar) JKAS
Secretary

J&K Public Service Commission

Dated: 03.10.2022

No: PSC/DR/PO-Home/2022

Copy to the: -

1. Principal Secretary to Government, Home Department, Civil Secretariat, J&K
2. P.S. to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
3. P.S. to Member _____, J&K PSC for information of Hon'ble Member.
4. P.A. to Secretary, J&K Public Service Commission.
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.