



Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Advertisement No 06/2017/29 to 06/2017/42

Dated: 28/12/2017

Subject: - Advertisement for District Cadre Posts of Urdu Teacher.

Reference: -School Education department's indent no. EDU-I/322/2009 dated 15/12/2017.

- a) Date of Commencement for submission of online applications =**28.12.2017**
- b) Last Date for submission of online applications =**21.01.2018**
- c) **Annexure A = Category wise break up of posts**
- d) **Annexure B= Qualification, Criteria and schedule**
- e) **Annexure C= Syllabus**

Total Number of posts advertised = 214

- (1) **Online applications are invited** from eligible candidates for participating in the selection process for various District cadre posts shown against Unique Advertisement Number mentioned in the **Annexure "A"** to this notification who:-
- (i) are Permanent residents of J&K State.
 - (a) **It is further amplified that in respect of District Cadre posts only those candidates who are residents of the concerned District as defined under the relevant Act/Rules can apply. However, candidates belonging to SC category are eligible to apply for the said reserved vacancies irrespective of the district of residence in the concerned District.**
 - (b) "A person shall be deemed to be resident of a particular District if he/ she has resided in such District as the case may be for a period of not less than 15 years before the date of applying for a particular post and is actually residing in the said area".
 - (c) If a woman marries outside her District the period of residence of 15 years shall not operate as bar for applying to a post provided that her husband is a resident of that District, as the case may be for a period of not less than 15 years."
 - (ii) are having age as on **01.01.2018**
 - (i) Not below 18 years; and
 - (ii) 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) 48 years in case of Ex-Servicemen.
 - (e) 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 in the **Annexure "B"** **by or before the last date of submission of application forms i.e. 21/01/2018.**
 - (iv) have paid fee of **Rs. 350/- (Rupees Three hundred and Fifty Only)** by **Online payment gateway or Challan or CSC Connect.** (It may be noted that there will be nominal

additional transaction charges in case of online payment gateway and Challan options. In case of CSC Connect option, additional charges for filling form, print outs etc., will also be taken by concerned CSC Operator).

- **Candidates who are eligible to apply for more than one advertisement 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 JKSSB's online Application Portal- www.ssbjk.in. No other means/ mode of application will be accepted.
- ii. Applicants are first required to go to the said Portal and register themselves by clicking on "***New User? Register here***" link (if not already created).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
- iv. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on ***Profile Creation*** Link. This is one time profile which candidate needs to fill and it will be useful to candidate for all subsequent advertisements of JKSSB. Candidate can update this information any number of times, **except for certain mandatory fields (Salutation, full name (1.3), full name (1.4), and full name of Father/Husband, Mother's Name, Date of Birth, Gender, Email Id and Permanent Address).**
- v. Candidate should carefully fill all the information asked in Profile and **SAVE it**.
- vi. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size) (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the Thumb Impression (Max size–50 KB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
- vii. After login with credentials, candidate can see active advertisements under ***Online Application*** Link.
- viii. ***Click Here to apply*** link is available next to active advertisements after login.
- ix. Candidate need to click on ***Click Here to apply*** link to apply for the advertisement.
- x. On clicking on ***Click Here to apply*** link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfill eligibility, appropriate message of ineligibility is displayed by system.
- xi. Only the Application of candidate fulfilling eligibility conditions will be accepted by system.

- xii. Candidates cannot edit their Application after submission. However, candidate can cancel his application if wrongly filled, but the fee of such cancelled application will not be remitted. Candidate can then apply afresh and he/she will have to pay the fee again.
- xiii. Candidate's Application will not be considered if fee is not paid for that application.
- xiv. Fees decided by JKSSB can be paid by following means:

1. Net banking/Debit Card/Credit Card (under Online Option) 2.CSC Connect (if application is submitted at CSC) 3. Challan at J&K Bank branches

- xv. Candidates are required to follow below mentioned procedure to pay the fees:-
- After login, **My Account** link is visible at the left side of page. Click on My Account link.
 - Candidate will be able to see applications submitted by him/her to various advertisements with fees payment status. Applications for which fees payment status is '*Unpaid*', '*Pay Now*' link will be available there. **It must be noted and understood that only those applications for which fee status is PAID are considered successfully submitted applications. If candidate has filled the form and not paid the fee till last date or not generated Challan on last date (and deposited fee on next working day after last date), his/her application form is not considered as successfully submitted form.**
 - Three options will be available after clicking on **Pay Now** link.
1. Online Payment 2.Pay at CSC Connect (for CSC operators). While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process.) **3. Pay by Challan at J&K Bank**
 - Candidate can pay using **Net banking, Debit Card and Credit Card** in Online Payment. **Pay at CSC Connect** option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC .While using this option; additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fee needs to be paid before last date of online application submission. If **Challan at J&K bank** Option is taken, then the applicant is required to go to the bank one day after the generation of the Challan. Those who generate Challan on the last date will be permitted to deposit the fee a day after the last date.
 - Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, except in case of Challan option exercised/generated on 21/01/2018.
- xvi. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xvii. Please note that 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.
- xviii. The application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of

Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from My Account link available in software. Application printout can be taken by selecting Application ID/No and clicking on View Button. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Receipt button available.

- (3) The in-service candidates/contractual employees shall submit print out of filled online application form along with duly filled, signed and stamped certificate given at last paragraph of the application form through proper channel viz., the concerned Head of Department (as defined in the JK Book of Financial Powers). In the event of failure of the candidate to route the application through proper channel, his / her eligibility shall be assessed as if he / she is not an in-service candidate. The Head of Department concerned shall forward the application form of the in-service candidates to the office of the Secretary, Services Selection Board by or before the date of scrutiny of documents after short listing.
- (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 **1st of January, 2018**. Any qualification/ experience acquired after last date of receipt /submission of online application form i.e. **21/01/2018** shall not be taken into account for this purpose. The Caste/other reservation certificates should also hold validity till the last cut off date.
- (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 different stages of selection process.
- (6) The degrees/ diplomas obtained through distance modes which are in consonance with the Govt. Order No. **252-HE of 2012** dated. **30.05.2012** shall be entertained subject to the terms and conditions mentioned therein.
- (7) Call letters shall not be issued individually. However, Board shall give wide publicity through print and electronic media, Official Website (www.jkssb.nic.in) and Official application portal (www.ssbjk.in) of the Board about the venues, dates of the written test for the information of eligible candidates. No claim of being unaware of the dates/ schedule for written test/ interview/document verification shall be entertained.
- (8) The candidate must produce the original qualification/ category certificates/Bonafide certificates (in case of qualifications obtained from outside J&K State) before the Committee constituted for such purpose by the Board. Even otherwise, the Board can call for any Certificate/Document from any candidate at any stage, even before the written test for verification. Any candidate who fails to produce the relevant original documents/ testimonials on the scheduled date shall not be allowed to either participate in the Selection process or finally selected, as the case may be.
- (9) No TA/DA will be paid for participation in the written test/interview.
- (10) Any person who finds difficulty in submission of application form due to technical issue or who seeks any clarification is required to send a self-explanatory mail at ssbjkportal@gmail.com. No other mode of grievance submission in this context would be valid. Moreover, only the grievance pertaining to the active application will be replied to through the mail.

(11) **Preference** –After the close of application forms, the Board will invite preferences from the candidates who may have applied for multiple advertisements (06/2017/01 to 06/2017/42) in order to avoid repetition of candidates in the selection lists.

(12) Horizontal Reservation-

i/ The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 3% respectively means the reservation which would cut across the vertical reservation and the persons selected shall have to be placed in the appropriate category by making necessary adjustments. In respect of Physically Handicapped persons the reservation shall be available only for services, posts and type of disability identified for the purpose by the competent authority under the provisions of Jammu and Kashmir Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1998 and 'to the extent specified therein read with Govt. order No.1470-SW of 2014 dated 17.06.2014.

ii/ The horizontal reservation to the extent of 6% of the available vacancies shall be provided to the Ex- Serviceman against such posts only where the maximum of the pay scale does not exceed Rs. 10500/- (pre revised).

(13) **In terms of SRO 202 of 2015 dated 30.06.2015, it is further prescribed/notified as:-**

- i) Appointment would be on regular basis from the date of appointment.
- ii) A person appointed under these rules shall be initially on probation for a period of five years and after completion of five years his/her service shall be declared as permanent subject to passing of such tests, or successfully undergoing such training as provided under the Jammu and Kashmir Civil Services (classification, Control and Appeal) Rules, 1956 or as prescribed under the relevant recruitment rules governing the post/service to which he/she has been appointed.
- iii) The person appointed against the post in rural and far flung areas of the State shall have to necessarily work for a period of five years on the post against which he/she has been appointed and such appointee shall not be eligible for transfer for whatsoever reason during the temporary service of five years.
- iv) The person appointed against any available vacancy on the basis of being a resident of backward area or an area adjoining Line of Actual Control shall serve in such areas for a period of not less than seven years as provided under sub section (2) of Section Reservation Act, 2004.
- v) During the period of first five years, the appointee shall be entitled to the minimum of scale of pay along with the grade pay applicable to the post against which he is appointed.
- vi) Every appointee shall after completion of five years period on probation is entitled to fixation of pay in the time scale of pay applicable to the post against which he/she is appointed. The persons appointed under these rules shall be entitled to annual increments, Dearness Allowance, House Rent Allowance and City Compensation Allowance after successful completion of their five years' service on consolidated salary.
- vii) These appointees shall be entitled to the benefits under the Medical Attendance Rules and Leave Rules from the date of their appointment.

- viii) The seniority of persons appointed under these rules shall reckon from the date of their appointment.
- ix) The period spent on probation/consolidated salary shall also reckon for purposes of calculating the qualifying service of these appointees for pension and other benefits provided under rules.
- x) Other conditions of service like age, qualification, discipline, conduct and other allied matters, a person appointed under these rules shall be governed by the recruitment rules of the service to which the post occupied by him/her belongs, besides other rules, regulations and orders in vogue in the State Civil Services in general.

SSB/Sel/Secy/2017/13672-86

SECRETARY.

Annexure A

No. of posts advertised vide No. 06/2017/29 to 42

District	Category-wise break-up	
Anantnag 06/2017/29	OM	19
	RBA	06
	SC	03
	ST	03
	ALC	01
	OSC	00
	Total	32
Bandipora 06/2017/30	OM	06
	RBA	02
	SC	01
	ST	01
	ALC	01

	OSC	00
	Total	11
Baramulla 06/2017/31	OM	15
	RBA	05
	SC	02
	ST	03
	ALC	01
	OSC	00
	Total	26
Budgam 06/2017/32	OM	08
	RBA	03
	SC	01
	ST	01
	ALC	01
	OSC	00
	Total	14
Ganderbal 06/2017/33	OM	05

	RBA	02
	SC	01
	ST	01
	ALC	00
	OSC	00
	Total	09
Kulgam 06/2017/34	OM	05
	RBA	02
	SC	01
	ST	01
	ALC	00
	OSC	00
	Total	09
Kupwara 06/2017/35	OM	02
	RBA	01
	SC	01
	ST	00
	ALC	00

	OSC	00
	Total	04
Pulwama 06/2017/36	OM	09
	RBA	04
	SC	02
	ST	02
	ALC	01
	OSC	00
	Total	18
Shopian 06/2017/37	OM	03
	RBA	02
	SC	01
	ST	01
	ALC	00
	OSC	00
	Total	07
Srinagar 06/2017/38	OM	31
	RBA	11

	SC	05
	ST	05
	ALC	02
	OSC	01
	Total	55
Samba 06/2017/39	OM	06
	RBA	02
	SC	01
	ST	01
	ALC	01
	OSC	00
	Total	11
Udhampur 06/2017/40	OM	06
	RBA	03
	SC	01
	ST	01
	ALC	01
	OSC	00
	Total	12
Reasi 06/2017/41	OM	03
	RBA	01
	SC	01
	ST	00
	ALC	00
	OSC	00

	Total	05
Rajouri 06/2017/42	OM	01
	RBA	00
	SC	00
	ST	00
	ALC	00
	OSC	00
	Total	01

Note – The above posts are subject to minor changes on account of reconciliation with the concerned department.

Annexure –B

Qualification/Eligibility & Criteria for selection for the posts advertised vide No. 06/2017/29 to 42

1. Candidate is required to be holding Graduation degree with Urdu as one of the subjects in all the Semesters/Years (as the case may be) of the graduation, from a recognized University. Those possessing five years' integrated PG degree in Urdu are also eligible to apply.

2. There shall be no interview/viva for these posts. Candidates shall be selected on the basis of merit framed out of 100 points having 85 points for a multiple choice based written test and 15 points for preference to B.Ed/M.Ed and higher qualifications. The said 15 points shall be awarded across the board as per the following break-up –

- **B.Ed – 5 points**
- **M.Ed- 5 points**
- **PG (2 years) or Integrated PG (5 years) – 2 points**
- **M.Phil- 1 point**
- **Phd (after M.Phil) – 2 points, if direct Phd (3 points).**

3. There shall be negative marking (0.25) in Multiple Choice Based written test. Only those candidates will get preference points who have entered the requisite qualifications in their form (by entering it in their profile before). If the same is not reflected in form, no preference points will be allocated, even if the candidates produces any such degree at a later stage.

4. The exam may be CBT/OMR based and will likely be held in the mid/ending March, 2018. Exact dates will be notified subsequently.

5. Any other clarification, if needed, will be given subsequently.

Secretary, SSB

Annexure – C to 06/2017/29 to 42

Urdu Teacher

Syllabus/General guidelines

(120 Marks/120 Mins)

1. **Verbal Ability in English:** The candidates are expected to have good command over English language and its usage. It will be tested with focus on Articles, Verbs, Tenses, Prepositions, Synonyms, Antonyms, Punctuation, Reading comprehension, Cloze passage, Grammar, Idioms and phrases.

(15 Marks)
2. **Analytical Ability:** The candidates will be tested primarily on the various cognitive abilities using qualitative reasoning. The broad areas will include Letter Series, Number Series, Relationship Concepts, Direction Sense, Concept of Speed-Time-Distance, Coding-Decoding, Analogy etc.

(15 Marks)
3. **General Awareness and Current Affairs:** The objective of this section is to assess candidates' general knowledge of J&K, India and the World. Various areas to be covered under this section are - Important dates, First in world, First in India, First in J&K, Popular names of Personalities, Books & Authors, Languages, Capitals & Currencies, International Awards, National Awards, the world of Sports, various policies and schemes of Government of India and the State Government and other current events of national and international importance.

(12 Marks)
4. **Basics of Computers and its Usages:** This section will cover various facets of Computer Hardware, Software, Internet and their usage in professional life. The broad areas will be Fundamentals of Computer, Memory, Operating Systems, MS Office, Internet Browsers and other emerging trends in Digital India.

(10 Marks)
5. **Environmental Science:** This section will cover the study of the environment and discover solutions to environmental problems. Topics included will be climate change, natural resources, energy, pollution, environmental issues, interaction of plants and animals, the living and non-living components of the environment, formation, structure and history of earth, impact of environmental issues on our health and social lives etc.

(10 Marks)
6. **Verbal Ability in Urdu:** The candidates are expected to have good command over Urdu language and its usage. It will be tested with focus on Urdu Grammar, Synonyms and

Antonyms, Masculine and Feminine Genders, Singular and Plural of Urdu words, Correction of Wrong Sentences, Reading comprehension, Cloze passage, Urdu Proverbs.

(30 Marks)

7. **Geography:** The topics included in this section will include topics like Conservation and protection of forests, National / Zoological Parks and wildlife sanctuaries, Mountain ranges, Continents, Oceans, important cities, lakes, capitals, River systems.

(07 Marks)

8. **History:** The topics will include Revolt of 1857 - Causes and Effects, Rise of National Movement – Factors, Important dates and historical events with reference to India, Quit India Movement, Independence and Partition of India.

(07 Marks)

9. **Polity:** The topics in this section will be study of Indian constitution, Constitution of J&K, important events in post- independence scenario, Parliament of India and State Legislature.

(07 Marks)

10. **Economics:** The topics included under this section are Meaning, Scope and Methodology, Concept of Economic Growth and its measurement, Five Year Plans, Inflation & Deflation, Concepts of National Income, NITI Aayog, Economic policies of Government of India.

(07 Marks)
