

Government of Jammu and Kashmir
Directorate of Archives, Archaeology and Museums
Srinagar

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The Deputy Director
Information Department
Srinagar

No: - DAMA-1017²⁰/AD-20

Dated: - 31-07-2014

Sub: Advertisement for Class-IV posts (District Cadre) in the
Department of Archives, Archaeology and Museums J&K
Srinagar.

Sir,

Please find enclosed herewith Advertisement Notice for
advertisement of Class-IV posts (District Cadre) in the
department of Archives, Archaeology and Museums Srinagar. It is
as such requested to please get the notice published in leading
News-Papers of Kashmir Division for wider publicity.

Yours faithfully

(M. S. Zahid)

DIRECTOR

Copy to the:

1. Commissioner/Secty. to Govt. Tourism and Culture deptt. for
information.
2. Director Doordarshan Kendra, Srinagar for information and
necessary action.
3. Director Radio Kashmir Srinagar for information and
necessary action.
4. Director NIC, Civil Sectt. Srinagar with the request to host
the Advertisement (copy enclosed) in the department
website.

Government of Jammu and Kashmir
Directorate of Archives, Archaeology and Museums Srinagar

No. of Class-IV Posts = 22

Advertisement Notice No. DAMA-01 of 2014

Dated: 21 - 07 - 2014

Sub: Advertisement for the Class-IV posts (District Cadre) in the J&K
Department of Archives, Archaeology and Museums J&K Srinagar.

- (a) Date of receipt of application forms : 01-08-2014
(b) Closing date of receipt of application : 21-08-2014

IMPORTANT NOTE

1. The application forms shall be deposited in the office of Director
Archives, Archaeology and Museums Lalmandi Srinagar.

1. INVITATION OF APPLICATIONS(S) AND BASIC ELIGIBILITY:

Applications are invited for Class-Iv posts (Distt. Cadre) in the Department
of Archives, Archaeology and Museums J&K Govt. Srinagar 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	Monument Chowkidar	Orderlies	Attendant	Lab. Bearer	Sweeper	Cleaner	Gardner	Remarks
Srinagar	17	3	5	5	1	1	1	1	All Class-IV posts in the pay scale of (4440-7440) +1300
Anatnag	2	2	0	0	0	0	0	0	
Budgam	1	1	0	0	0	0	0	0	
Baramulla	2	2	0	0	0	0	0	0	

Reservations

District	O.M	RBA	SC	ST	TOTAL
Srinagar	10	4	1	2	17
Anatnag	2	0	0	0	2
Budgam	1	0	0	0	1
Baramulla	2	0	0	0	2

- Note:- (1) Horizontal reservation for physically challenged persons to the extent of 3% shall be followed strictly in accordance with the policy of reservation in such cases.
 (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 their departmental website www.jkarchives.nic.in

II. HOW TO APPLY:-

- (a) The passport size photograph should be pasted (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 outrightly 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 application is in possession on the last date of receipt of application i.e. 21-08-2014. 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.jkarchives.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 or 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 Archives, Archaeology and Museums J&K Govt.
- (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.

VI. Criteria for short listing of the candidate for interview:

- (a) Where the number of candidates is large and it is not possible/convenient to call all the candidates for interview the short listing of candidates shall be done in the following manner:
- | | |
|---|-----|
| i. Total point for short listing | 100 |
| ii. Weightage to be given to the mark obtained in the matriculation | 90 |
| iii. Points to be awarded for higher qualification (upto 10+2) | 10 |
- (b) On the basis of the total points worked out, the candidates shall be short-listed, Category-wise in the ratio of 1:5 i.e. for one post, 5 candidates shall be shortlisted for interview, if the number of candidates who have applied is at least more than seven times the number of posts in the category.
- (c) Where the cut off merit for a category is more one fixed for general category candidates, such number of category between the cutoff merit for such category and that fixed for shall be called over and above in the in the ratio of 1:5 for the interview, e.g if the cut off merit of the open merit category is 70 and that for RBA Category/any other reserved category is 75, the candidates falling in such reserved shall be called for interview over and above the prescribed of 1:5.
- (d) Horizontal reservation for physically challenged persons the extent of 3% shall be followed strictly in accordance with the policy of reservation in such

VII. CRITERIA FOR SELECTION: -

- (a) 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 |

VIII. The candidates eligible/interested for applying for more than one post shall have to submit separate application forms for each post. Single application for more than one post shall be reject without notice.

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

NOTE:

The horizontal reservation for Ex-Serviceman and Physically challenged persons to the extent of 6% and 3% respectively would mean 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 challenged person the reservation shall be available only for service, posts and type identified for the purpose by the competent authority under the provisions of Jammu & Kashmir Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1998 and to the extent specified therein, Besides the nature of disability for the post of Class-IV indicated in Order No.62-SW of 2001 dated: 13-03-2001 read with Government Order No.147-SW of 2014 dated: 17-06-2014 shall be adhered to in letter and spirit.


(M. S. Zahid)
DIRECTOR

No:-DAMA-¹⁰¹¹⁻¹⁶/AD-30

Dated: 31/07/2014

Copy to the:

1. Commissioner/Secretary to Govt. Tourism and Culture deptt. for information.
2. Divisional Commissioner Kashmir for information.
3. General Manager, Government Press Srinagar alongwith two copies of Advertisement Notice for publication in next issue of Government Gazette.
4. Director Doordarshan Kendra, Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
5. Director, Radio Kashmir Srinagar for putting the notice on air for three consecutive days in addition to the Rozgar Bulletin.
6. Deputy Director, Information Department Srinagar along with 04 copies of Advertisement Notice for publication in Local dailies at Srinagar.

FORMAT OF APPLICATION

NOTE: All the documents attached shall be signed by the applicant and page numbers

1. Post for which applied _____
2. Name in Block letters _____
3. Fathers Name _____
4. Permanent address Village/Town/Mohalla _____
Tehsil _____ District _____
BPO _____ Pin Code _____
Block _____

Space for
Photograph
duly attested

5. Present address for correspondence _____
6. Date of birth as per the Matriculation Certificate _____
7. Reservation Category (if any) _____
8. Qualification _____
9. Details of academic qualification

S.NO.	Examination Passed	Name of Board	Year of passing	Max. Marks	Marks Obtained	% of Marks	Div

10. Details of certificates/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 applicant

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 applicant

FOR OFFICIAL USE ONLY

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

Dated: _____

Receipt Clerk
Deptt. of Archives, Archaeology &
Museums J&K Govt.

Government of Jammu and Kashmir
Directorate of Archives, Archaeology and Museums Srinagar

RECIPT

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

Dated: _____

Receipt Clerk
Deptt. of Archives, Archaeology &
Museums J&K Govt.