



GOVERNMENT OF JAMMU AND KASHMIR,  
**J&K SERVICES SELECTION BOARD,**  
ZumZum Complex, Ram Bagh, Srinagar.  
([www.jkssb.nic.in](http://www.jkssb.nic.in))

## **NOTICE**

**Sub: - Criteria for selection to the posts of Jr. Scale Stenographers / Steno-Typist / Typist cum Clerk / Jr. Assistants by the Board.**

It is hereby notified that the criteria for selection to the posts of Jr. Scale Stenographers / Steno-Typist / Typist cum Clerk / Jr. Assistants advertised vide Notification No. 01 of 2015 (Item Nos. 013, 035, 083) & Notification No. 04 of 2015 (Item Nos. 090, 091, 095, 098, 103, 107, 111, 116, 125, 128, 134, 138, 140, 143, 144, 148, 151, 155) is as under: -

That there shall be a written test comprising of both Type Test and a Multiple Choice Test, the break-up of which is given below: -

**(i) Type Test = 40 Points**

Only those candidates with an accuracy of 90% and above and minimum speed of 35 words per minute shall be considered as qualified for Multiple Choice Test. The type speed shall be proportionately converted to allot weightage from 40 points. In case of Jr. Scale Stenographers the additional requirement is shorthand speed of 65 words per minute.

**(ii) Multiple Choice Test = 40 Points**

The syllabus will include basic Computer Knowledge, General Ability & English comprehension.

**(iii) Viva Voce = 20 Points**

**It will also be applicable to the posts already advertised for which type tests have not been conducted and the criteria has not been published.**

Sd/-  
Secretary  
J&K Services Selection Board,  
Srinagar.

No. SSB/Sel/Secy/2017/6628-34 Dated: 02 .08 .2017

Copy to the:-

1. Commissioner/Secretary, GAD, Civil Secretariat, Srinagar for information.
2. Joint Director Information, J&K Government, Jammu/Kashmir with the request to publish the said notice in leading News Papers of Jammu/Kashmir.
3. PPS to Chief Secretary for the information of Worthy Chief Secretary.
4. Administrative Officer, J&K Services Selection Board, Jammu/Kashmir.
5. Pvt Secretary to Chairman SSB, for information of the Ld. Chairman.
6. Incharge Website for uploading of the Notice on the official website of the Board.
7. Notice Board.