

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

Advertisement No. 02 of 2020.

Dated:-06-07-2020

Subject:-Advertisement for District Cadre Posts of Accounts Assistant (Panchayat) in Department of Rural Development & Panchayati Raj under provisions of Jammu & Kashmir's SO 127 of 2020 Dated:20.04.2020.

Reference:-Department of Rural Development & Panchayati Raj's Revised Indent No. RD&PR /Adm/41/2019 Dated. 15.05.2020

- a) Date of Commencement for submission of online applications = 20-07-2020.
- b) Last Date for submission of online applications = 31-08-2020.
- c) Annexure "A" = Name of the Post, Category wise break up of posts.
- d) Annexure "B" = Syllabus.
- e) Annexure "C" = Qualification, Pay Level & Criteria for selection.

Total Number of posts advertised = 1889

Cut off Date for prescribed Educational Qualification.	31-08-2020
Cut off Date for submission of Domicile & Reserved Category Certificates.	Date as shall be notified for Documents Verification by the Board

The J&K Services Selection Board invites online application from eligible candidates for participating in the selection process for District Cadre posts shown in Annexure "A" to this Notification. The candidates

are required to fill only one online application form for all District Cadre Posts.

The detailed terms and conditions with regard to eligibility, educational qualification, domicile, reservation, etc are as follows.

(1) Appointment of the candidates: -

- i. The Appointment and other service conditions in respect of the candidate selected through this selection process, shall be governed by the provisions of the Jammu & Kashmir Probationer (Condition of Services, Pay & Allowances) and Fixation of Tenure Rules, 2020, notified vide S.O 192 dated 17th of June 2020.
- ii. The reservation under this advertisement notification shall be applicable, in accordance with the provisions of the Jammu & Kashmir's SO 127 of 2020 dated 20.04.2020.

(2) Domicile: - The candidate should be a Domicile of the Union Territory of Jammu & Kashmir in accordance with Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31-03-2020 and the General Administration Department, Government of J&K vide S.O 166 dated 18-05-2020 respectively.

The candidate must possess the Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose at the time of Document Verification, or as and when sought by the Services Selection Board.

The Domicile certificate should be issued in favour of the candidate on or before the date, as shall be fixed for Document Verification by the Services Selection Board.

(3) Vacancies: - The District Cadre Wise details of notified post, that will be filled through this examination are in the enclosed Annexure "A" to this notification.

- (4) Pay Scale of the Accounts Assistant posts notified for recruitment through this advertisement notification shall be Level-5(29200-92300).
- (5) Age limit: - (as on 01-01-2020)

The requirement of age for Open Merit & various Reserved Categories candidates is as follows: -

S.No	Category	Age limit	Not born before	Not born After
(i)	OM	40	01-01-1980	01-01-2002
(ii)	SC	43	01-01-1977	01-01-2002
(iii)	ST	43	01-01-1977	01-01-2002
(iv)	RBA	43	01-01-1977	01-01-2002
(v)	ALC/IB	43	01-01-1977	01-01-2002
(vi)	EWS (Economically Weaker Section)	43	01-01-1977	01-01-2002
(vii)	PSP (Pahari Speaking People)	43	01-01-1977	01-01-2002
(viii)	OSC (Other Social Caste)	43	01-01-1977	01-01-2002
(ix)	Physically Challenged Person	42	01-01-1978	01-01-2002
(x)	Ex-Servicemen	48	01-01-1972	01-01-2002
(xi)	Government Service/Contractual Employment	40	01-01-1980	01-01-2002

- (6) Qualification Required: -

The qualification prescribed for appointment to the post of Account Assistants (Panchayat) as per the Indent furnished by the Indenting Department/Requisitioning Authority shall be as under: -

“Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection”.

- (i) The candidates who are declared qualified by the Board for Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates, etc. for completion of Graduation /Post-Graduation Degree/PhD Degree in original as proof of having acquired the prescribed educational qualification on or before 31-08-2020, failing which the candidature of such candidates shall be cancelled by the Board. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date i.e. 31-08-2020 and he/she has been declared passed, will also be considered to meet the educational qualification.
- (ii) In case of candidates claiming possession of equivalent educational qualification, it shall be mandatory to produce relevant Equivalence Certificate from the concerned competent authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Board/concerned User Departments.
- (iii) Any candidate having his/her qualification other than prescribed shall not be eligible for Account Assistant posts.

(7) Reservation:

- (i) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Economically Weaker Section (EWS), Persons with Disabilities (PwD), Pahari Speaking People (PSP), etc for the above posts, wherever applicable and admissible, would be as determined &

communicated by the Indenting Department, as per the provisions of S.O 127 dated 20-04-2020.

- (ii) A candidate seeking his /her consideration under Reserved categories must ensure that he/she possess the requisite Category Certificate on the Cut Off Date. The Cut Off date in this regard shall be the date of Document Verification.
- (iii) Candidates may note that their candidature will remain provisional till the genuineness of the Reserved Category Certificate is verified by the Appointing Authority.
- (iv) Candidates are cautioned to 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 Board, in addition to any other action as may be deemed appropriate.

(8) Permissible disabilities for PwD candidates: -

(I)The disabilities permissible for the instant Accounts Assistant posts advertised through this notification, shall be governed by the provisions of the Rights of Persons with Disabilities Act, 2016 and the Government Order No 147- SW of 2014 dated 17-06-2014 issued by the Social Welfare Department.

(II)The posts may be declared suitable for additional disabilities as per the provisions of the "Rights of Persons with Disabilities Act, 2016" at any later date in consultation with the Indenting Department. Candidates with such disabilities for which the posts are declared suitable will also be eligible for final selection.

(9) Merit-Cum-Preference: -

- i. The overall merit of the candidate shall be determined on the basis of marks obtained in written test.
- ii. The Services Selection Board shall make allocation of the District Cadre in favour of successful candidates on the basis of merit-cum-preference method.

- iii. The candidates shall be called to indicate their preferences for District Cadre either in the online application form or at a later stage, as shall be deemed appropriate by the Board.
- iv. Based on the preferences given by the respective candidates and in accordance with the merit obtained by them, the Board shall notify the allocation of Cadre, in favour of successful candidates.
- v. The allocation of District Cadre, once notified by the Services Selection Board shall be final and binding and no representation/request for change in this regard shall be entertained, whatsoever may be the reason.
- vi. In case a candidate does not indicate his/her preference (fully or partially) as and when asked by the Board, he/she shall be deemed to have agreed to the Cadre allocation as shall be done, by the Services Selection Board, and the decision of the Board in this regard shall be final and binding.

(10) Application Fee: -

- (I) Fee payable: Rs 350/- (Rs Three Hundred Fifty only)
- (II) Fee can be paid only online through Net Banking, by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards.
- (III) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

(11) Centre of Examination:

- i. The J&K Services Selection Board shall notify the Venue / Centre of examination separately. No representation/request for change in this regard shall be entertained, whatsoever may be the reason

(12) Scheme of Examination:

- (I) The Examination will consist of Objective Type, Multiple Choice Questions only. The questions will be set in English only.
- (II) There will be negative marking of 0.25 marks for each wrong answer.
- (III) Tentative Answer Keys, in due course after the Examination, will be placed on the website of the Board (www.jkssb.nic.in). Any representation regarding answer keys received within the time limit fixed by the Board at the time of uploading of the answer keys, will be scrutinized and the decision of the Board in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.
- (IV) Marks scored by candidates in written test will be normalized if required, to determine final merit and cut-off marks.

(13) Syllabus for these posts is enclosed as Annexure "C" of this notification.

(14) Admission to the Examination

- (I) The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, reserved category and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated or correct, the candidature will be cancelled, Criminal Proceedings under law shall be initiated, or any other action as may be deemed appropriate by the Board, shall be taken.
- (II) All candidates who register themselves in response to this advertisement notification, by the closing date and time and whose applications are found to be in order, and are

provisionally accepted by the Board as per the terms and conditions of this Advertisement Notice, will be assigned Roll numbers and issued Admit Card/Roll No slip for appearing in the Written Examination.

- (III) The Examination details will be uploaded on the official website of the Board i.e www.jkssb.nic.in. Examination detail/Roll Number slips will not be issued by post for any stage of examination. Therefore, candidates are advised to visit the official Website of Board regularly for updates and information about the examination.
- (IV) Information about the Examination indicating the time table and City/ Centre of Examination for the candidates will be uploaded on the Website of the Board about two weeks before the date of examination. If any candidate does not find his/ her Roll Number on the Website of the Board, one week before the date of examination, he/ she must immediately contact the concerned Divisional Office of the J&K Services Selection Board, with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- (V) 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 Board. Communication from the candidate not furnishing these particulars shall not be entertained.
- (VI) Facility for download of Admit Cards will be available about one week before the Date of Examination on the official website of the Board i.e www.jkssb.nic.in. Candidate must bring printout of the Admit Card/Roll Number Card/Slip to the Examination Hall.

(VII) In addition to the Roll Number Card/Slip, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof such as:

- i. Aadhaar Card/ Printout of E-Aadhaar,
- ii. Voter's ID Card,
- iii. Driving License,
- iv. PAN Card,
- v. Passport,
- vi. College/University ID Card,
- vii. Employer ID Card (Govt./ PSU/ Private), etc.

(15) Provision of Compensatory Time and Assistance of Scribe:

(I) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate.

(II) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma.

(III) In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the minimum qualification (i.e less than Graduation as qualification) of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe. In

addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

(16) Document Verification (DV):

i) The candidates who are shortlisted for Document Verification are required to appear for Document Verification along with the original documents as well as self-attested Photostat copy of each documents as per the advertisement/notification. The candidate must be in possession of the prescribed academic qualification on or before the last date of submission of online application form, and other documents like Domicile Certificate, Category Certificate on the date as shall be fixed for Documents Verification.

a. Matriculation/ Secondary Certificate.

b. Matric Diploma (D.O.B).

c. 10+2 Mark sheet/Diploma.

d. Marks sheet of Graduation.

e. Bonafide certificate (as per J&K SSB devised format) in case of the candidates, who acquired qualification(s) outside Union Territory of J&K.

f. Degree certificate/Provisional certificate of completion of Graduation/post-graduation/PhD Degree.

g. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential

Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

h. Caste/ Category Certificate, if belongs to reserved categories.

ii) Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

- 1) Aadhaar Card/ Printout of E-Aadhaar,
- 2) Voter's ID Card,
- 3) Driving License,
- 4) PAN Card,
- 5) Passport,
- 6) College/university ID Card,
- 7) Employer ID Card (Govt./ PSU/ Private), etc.

iii) The candidates who are supposed to furnish various certificate issued by or before the prescribed cutoff date or the date of Document Verification as will be prescribed by the Board, shall be required to produce them at the time of Documents Verification or as may be sought by the Board; in case of failure, the Board shall take necessary action decision which shall be final.

iv) Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders, a candidate shall be supposed to furnish the said requisite documents in the prescribed format at the time of Documents Verification, otherwise his/her candidature shall be liable for cancellation /rejection.

v) Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite certificate/documents from the Competent authority in the prescribed format when such certificates are sought by the Board at the time of Document Verification,

otherwise their claim will not be entertained & their candidature shall be considered under Open Merit Category.

vi) Candidates claiming to be Domicile of Jammu & Kashmir shall be asked to produce the Domicile Certificate issued by the competent authority, in the prescribed format at the time of Document Verification or as and when sought by the Board.

vii) For Ex-Servicemen (ESM):

a) Discharge Certificate, along with PPO number.

b) Ex-Serviceman Certificate issued by the Competent Authority.

(17) Misconduct /Malpractice:-

I. If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of selection process, such candidate shall be debarred from the examinations conducted by the Services Selection Board for such period as may be deemed appropriate, apart from cancellation of candidature for the instant examination and any other action as would be necessary & expedient.

(18) Steps Taken for Fairness & Transparency in Examination Process: -

I. The Board, for the purposes of ensuring integrity, fairness and transparency in the Examination process shall be well within its rights & duties, to take steps as necessary or issue instructions as deemed appropriate, at any stage of selection process, and all such steps/instructions shall be deemed to have been taken/given in furtherance of its mandate, as enshrined in the relevant laws/rules/regulations.

(19) Board's Decision Final: The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & Cadre allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

(20) Important Instructions To Candidates:

a.	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY
b.	THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE.
c.	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS
d.	The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification or as and when required. When scrutiny is undertaken, if any claim made in the application is not found substantiated or correct, the candidature of such candidates will be cancelled and the Board's decision in this regard shall

	be final and binding.
e.	Candidates seeking reservation benefits available for RBA/SC/ST/ OSC/ EWS/PSP/ALC must ensure that they are entitled to such reservation as per eligibility condition prescribed in this Notice. They should also be in possession of the certificates in the prescribed format in support of their claim, at the time Document Verification or as and when sought by the Board.
f.	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities
g.	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form and submit the same at the time of Documents Verification. The candidates are further advised NOT to submit the hard copies of the Online application form in the office of the Services Selection Board either in person or by post/email.
h.	<u>Only one online application is allowed to be submitted by the candidate.</u> Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, the Board will consider latest application. If a candidate <u>submits multiple applications and appears in the examination (at any stage) more than once,</u> his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Board as per rules
i.	Request for modification or change in the preferences once filled relating to Cadre shall not be entertained under any circumstances.
j.	The candidates must write their father"s name and mother"s name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at

	the time of Document Verification or as and when it comes into the notice of the Board.
k.	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
l.	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances
m.	The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government or any other office where the candidate may be working, etc in original to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of Scribe shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
n.	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
o.	Fee payable: Rs350/- (Rs.Three Hundred Fifty only).

(21) (Procedure for filling Online Application)

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-<https://ssbjk.org>. No other means/ mode of application will be accepted.
- ii. The Candidates who have not registered earlier on the portal are first required to go to the said Portal and register

- themselves by clicking on "*Candidate Registration*" link (if not already created).
- iii. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials. The same shall be validated using OTP (One Time Password) based verification.
 - iv. After creating login credential, candidates need to login with these credentials by clicking on "Candidate Login". Candidate can update their information like mobile number, email id and password from time to time, **but cannot change their First Name, Last Name and Gender**).
 - v. Once successful Login, the candidate can check under "Latest Openings" for all available advertisements and click on "Apply Now" against "Application Form for Appointment to Accounts Assistant Post".
 - vi. Candidate should carefully fill in all the information in various sections and click on "SAVE & CONTINUE".
 - vii. The candidate is required to upload the images of recent photograph and signature.
 - Size of the photograph (passport size) (Max size–1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - Size of the signature (Max size–1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).
 - viii. The candidate need to ensure that all the required fields are filled up with correct information. The system shall check that all required fields are filled up, before final submission of the application.
 - ix. Candidate shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of non-filling of information shall be entertained subsequently.

- x. Candidates cannot edit their Application form after submission. However, candidate can cancel his/her 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.
- xi. Candidate's Application will not be considered if fee is not paid for that application.
- xii. Fees decided by JKSSB can be paid only by Net banking/Debit Card/Credit Card Options.
 - After successful completion of the form, the candidate shall be shown "Pay Now" link for making the online application fee payment. Once fees is successfully submitted, Application ID shall be generated.
 - The options will be available after clicking on Pay Now link. Candidate can pay using Net banking, Debit Card, Credit Card, UPI , Paytm in Online Payment .
- xiii. Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification, i.e 31-08-2020 (last date).
- xiv. Candidates should not submit a printout of the application / fee payment receipt to JKSSB till it is actually sought for some verification/clarification purpose.
- xv. 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.
- xvi. 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 Applications" link available in software. Application printout can be taken by selecting Application ID/No and clicking on

Download Application. Similarly receipt printout can be taken by selecting Application ID/No and clicking on Download Receipt button available.

- xvii. Any person, who finds difficulty in submission of application form due to technical issue or for any other reasons, shall be required to send a self-explanatory mail at ssbjkgrievance@gmail.com for seeking guidance, clarification, etc. 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

(22) In-service candidates 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/documents verification after short listing.

(23) The candidate must produce the original Domicile Certificate/Qualification/ Category Certificates/Bonafide Certificates before the Committee constituted for such purpose by the Board. Any candidate at the time of documents verifications 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.

(24) No TA/DA will be paid for participation in the written test/ document verification.

(25) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Economically Weaker Section (EWS), Persons with Disabilities

(PwD), Pahari Speaking People (PSP) etc candidates for all the above posts, wherever applicable and admissible, would be as determined & communicated by the Indenting Department, as per extant Rules/Orders.

(26) Horizontal Reservation (wherever applicable under rules)-

i. The horizontal reservation for Ex-Serviceman and Physically Handicapped persons to the extent of 6% and 4% 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.

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).

(27) The vacancies have been advertised by the J&KSSB as per the Indent received from the Department of Rural Development & Panchayati Raj. The Board will not be responsible for withdrawal/alteration of vacancies by the Indenting Department(s), at any point of time.

(Ranjeet Singh), KAS
S E C R E T A R Y.
J&K Services Selection Board

Annexure "A"

Cadre-wise break up of posts advertised vide Notification No.02 of 2020 Dated: -06.07.2020

S.No.	Name of post	District Cadre	OM	RBA	SC	ST	EWS	ALC	PSP	OSC	Total	Qualification required for the post
1	Accounts Assistant (Panchayat)	Kupwara	76	16	13	15	15	6	6	6	153	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
2	Accounts Assistant (Panchayat)	Baramulla	80	16	13	16	15	6	6	6	158	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
3	Accounts Assistant (Panchayat)	Bandipora	37	8	6	7	7	3	3	3	74	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
4	Accounts Assistant (Panchayat)	Ganderba I	33	7	6	7	6	2	3	2	66	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However,

													candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
5	Accounts Assistant (Panchayat)	Srinagar	4	1	1	1	0	0	0	0	7	7	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
6	Accounts Assistant (Panchayat)	Budgam	61	13	10	12	12	5	5	5	123	123	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
7	Accounts Assistant (Panchayat)	Pulwama	44	9	7	9	8	3	3	3	86	86	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
8	Accounts Assistant (Panchayat)	Shopian	28	6	5	5	5	2	2	2	55	55	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.

													selection.
9	Accounts Assistant (Panchayat)	Kulgam	43	8	7	8	8	3	3	3	83	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
10	Accounts Assistant (Panchayat)	Anantnag	72	15	12	15	14	6	6	6	146	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
11	Accounts Assistant (Panchayat)	Kishtwar	35	7	6	7	6	3	3	2	69	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
12	Accounts Assistant (Panchayat)	Doda	51	11	9	10	10	4	4	4	103	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	

13	Accounts Assistant (Panchayat)	Ramban	35	7	6	7	7	3	3	3	71	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
14	Accounts Assistant (Panchayat)	Udhampur	51	11	9	10	10	4	4	4	103	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
15	Accounts Assistant (Panchayat)	Reasi	37	8	7	7	7	3	3	3	75	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
16	Accounts Assistant (Panchayat)	Kathua	55	11	9	11	11	4	4	4	109	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
17	Accounts Assistant (Panchayat)	Samba	28	6	5	6	5	2	2	2	56	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45%

													marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.
18	Accounts Assistant (Panchayat)	Jammu	62	13	10	12	12	5	5	5	124	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
19	Accounts Assistant (Panchayat)	Rajouri	64	13	11	13	12	5	5	5	128	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
20	Accounts Assistant (Panchayat)	Poonch	50	10	8	10	10	4	4	4	100	Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.	
			946	196	160	188	180	73	74	72	1889		

Annexure "B

To the Advertisement Notification No 02 of 2020 dated 06-07-2020

Marks: 120

Time: 02:00 Hours

Syllabus for Written test (Objective Type) for the post of Panchayat Accounts Assistant

S.No.	Topic	Marks
01.	General Knowledge with special reference to J&K	30
02.	Mathematics/Statistics	10
03.	General Economics	10
04.	Knowledge of Computer Applications	30
05.	Accountancy and Book Keeping	30
06.	Science	10
	Total	120

Syllabus for Written test (Objective Type) for the post of Panchayats Accounts Assistant

Marks: 120

Time: 02:00 hours

General Knowledge with special reference to J&K

- i) Popular names of personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- ii) Constitution of India - Formation, Fundamental rights, Directive principles.
- iii) 73rd amendment of constitution of India.
- iv) Centrally Sponsored Schemes- Guidelines and objectives.
- v) Important Tourist Destinations.
- vi) History of J&K- places and their importance.
- vii) Sustainable Development Goal.
- viii) Agriculture in economic development, industrialization and economic development.
- ix) Panchayati Raj Act, 1989 (as amended upto October, 2018 and rules)
- x) Climate and crops in J&K and India.
- xi) Current events of Local, National and International importance.

Mathematics/ Statistics

- i) Theory of Probability.
- ii) Tabulation and compilation of data.
- iii) Methods of collecting primary and secondary data.
- iv) Theory of Attributes- Basic concept and their applications.
- v) Sampling and Non Sampling errors.

- vi) Analysis of Time Series components.
- vii) Demography- Census, its feature and functions.
- viii) Vital Statistics- Measures of fertility, Measures of Mortality, specific fertility rates, gross and net reproduction rates.
- ix) Set Theory- Basic Concepts and Applications.
- x) Matrices & Determinants, simultaneous Linear Equations.
- xi) Analytical Geometry.

General Economics

- i) Introduction of Economics- Basic concept and Principles.
- ii) Gross Domestic Product (GDP) and Budgeting including own resource generation and budgeting for Panchayat.
- iii) Fiscal Policy, Meaning, Scope and Methodology.
- iv) Growth and development: - Meaning, Scope, Difference & Relevance.
- v) Inflation; Meaning, Types, Effects
- vi) Production, cost and efficiency.
- vii) Factors of production and laws.
- viii) Demand analysis.
- ix) Theory of Consumers demand using indifference curve technique.
- x) Pricing under various forms of Markets.
- xi) Concept of Gram Panchayat Development Plan (GPDP)

Knowledge of Computer Applications

- i) Introduction and Objectives.
- ii) Basic Applications of Computer and its component.
- iii) Bringing computer to life.
- iv) Fundamentals of computer sciences.
- v) Hardware & Software, Concept of Open Source Technologies.
- vi) Input & output Devices.
- vii) Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.
- viii) Concept of Computer Virus and Latest Anti-Virus.
- ix) Terms and Abbreviation used in IT.

Accountancy and Book Keeping

- i) Introduction to Financial Accounting and its terms.
- ii) Accounting equation and Journal.
- iii) Voucher Approach in Accounting.
- iv) Bank reconciliation Statement.
- v) Financial Management/Statements.
- vi) Partnership Accounts.
- vii) Ledger Accounts.
- viii) Cash Book, Financial Audit.
- ix) Elements of Double entry Book Keeping.
- x) Rules for journalizing.
- xi) Trial Balance.
- xii) Trading Account.
- xiii) Profit Loss Account and Balance Sheet.
- xiv) Concept of Social Accounting, Social Audit and cash based single entry system of accounting.
- xv) Public Financial Management System (PFMS).

Science

- i) Biology- Important Inventions and their inventor; Important and Interesting facts about human body parts; Nutrition in Animals and Plants; diseases and their causes like bacteria; Viruses and Protozoa.
- ii) Chemistry- Chemical Properties of Substance and their uses; Chemical name of Important substances like Plaster of Paris etc.; Chemical Change and Physical Change; Properties of Gases; surface Chemistry; Chemistry in Everyday life.
- iii) Physics- Important inventions and their inventor; S.I Units; Motion; Sound; light; Wave; energy; Electricity.

(Ranjeet Singh) KAS
Secretary,
J&K Services Selection, Board
Jammu.

Annexure "C"

Qualification/Eligibility and Selection criteria for the post of
Accounts Assistant (Panchayat)

- i) Qualification required for the post:-
(Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.)
- ii) Pay Scale of the Post: - Level 5 (29200-92300)
- iii) Selection Criteria:- As per S.O.180 dated 28-05-2020, the selection for these posts shall be made on the basis of written test only.
The criteria for selection shall be as follows:-

S.No.	Criteria	Marks
1.	Written Test Only	100
Total:		100 Marks

(Ranjeet Singh), KAS
S E C R E T A R Y.
J&K Services Selection Board

Note –

1. The above posts are subject to minor changes on account of reconciliation with the concerned department.
2. The above Pay Scale is subject to minor changes, if any, at the time of appointment by the Indenting department.
3. The syllabus for the written test will be notified separately.

(Ranjeet Singh), KAS
S E C R E T A R Y.
J&K Services Selection Board

No. SSB/Secy/Advt.No./02/2020/2659-76 Dated: -06-07-2020

Copy to the:-

1. Principal Secretary to Government, Home Department Civil Secretariat, Jammu/Srinagar
2. Commissioner/Secretary to Government General Administration Department, Civil Secretariat, Jammu.
3. Commissioner/Secretary to Government, Department of Rural Development & Panchayati Raj, Civil Secretariat, Jammu/Srinagar
4. Divisional Commissioner, Jammu/Kashmir
5. Director Information J&K for publication of Advertisement Notice in all leading dailies of J&K State for three consecutive days.
6. Director, Radio Kashmir Jammu/ Srinagar/ Leh/ Bhandarwah/ Kupwara/ Kargil for putting the notice on air for three consecutive days in addition to the Rozgar Bulletin.
7. Vice President J&K Bank Head Office, Jammu for information.
8. Director Employment J&K.
9. Director, Door Darshan Kendra, Jammu / Srinagar for telecasting the substance of the notice for three consecutive days in addition to the Rozgar Bulletin.
10. Additional Resident Commissioner J&K Government, 5-Prithvi Raj Road, New Delhi for information.
11. General Manager, Government Press Jammu/Srinagar for publication in an extraordinary issue of Government Gazette.
12. General Manager-Education, CSC e-Governance Services India Limited, Ministry of Communications & Information Technology, GoI for further necessary action.
13. Senior Law Officer, Services Selection Board, J&K.
14. Administrative Officer Services Selection Board Srinagar /Jammu.
15. Private Secretary to Chairman, J&K Services Selection Board, Jammu.
16. P.A.s to all Members of J&K Services Selection Board.
17. Incharge Website, Services Selection Board, Jammu.
18. Incharge Grievance Cell, Services Selection Board, Jammu.