

***JKSSB***

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***INFORMATION***

***UNDER SECTION 4(1) (b) OF THE JAMMU & KASHMIR  
RIGHT TO INFORMATION ACT, 2009.***

***SEHKARI BHAWAN, PANAMA CHOWK,  
RAIL HEAD JAMMU.***

***ZUM ZUM BUILDING RAMBAGH,  
SRINAGAR.***

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***Government of Jammu and Kashmir  
J&K Services Selection Board  
Jammu.***

**Brief Note**

The Board has been constituted through an Act called the J&K Civil Services Decentralization & Recruitment Act 2010 and rules Thereof issued vide SRO 375 dated 21-10-2010. The Services Selection Board makes the selections against all the non-gazetted posts (excluding class IV posts) in the government departments of the state.

The Board nominates State/ Divisional/ District level selection committees for making selections to the posts referred by different indenting departments under various cadres and the committees are required to conduct the interviews and other process at the concerned levels i.e for Divisional cadre posts, the interviews are being conducted at Div. Offices, for District cadre posts, the interviews are being conducted at District offices and in respect of state cadre, the interviews are being conducted at the concerned central offices of the Board both at Srinagar and Jammu.

**JAMMU & KASHMIR SERVICE SELECTION BOARD**  
([www.jkssb.nic.in](http://www.jkssb.nic.in))

Srinagar Central Office.  
0194- 2441354, 2470961

Jammu Central Office.  
0191- 2470961, 2470017

THE INFORMATION HAND BOOK UNDER SECTION 4(1)(b) OF THE  
JAMMU& KASHMIR RIGHT TO INFORMATION ACT. 2009.

This Information has been prepared in accordance with Section 4 (1) (b) of the Jammu & Kashmir Right to Information Act, 2009 in order to enable the citizens to have easy access to the information as mandated in the Act. The focus of the Information is to familiarize citizens with various activities of the Jammu & Kashmir Service selection Board and facilitate easy access to all the information required to be published under Section 4(1) (b) of the said Act for **Citizens** in general and aspirants for the Non-gazetted posts in different cadres of State Administration, and personnel involved in State Administration in particular. This information, provides an overall view of the JKSSB its functions, the composition of the Board, duties and responsibilities, organizational structure etc. the details of each section of the J&KSSB are provided under various heads as required under Section 4 (1) (b) of the Jammu and Kashmir Right to Information Act, 2009.

**Name and designation of Officers/ Officials**

- |   |   |
|---|---|
| 1. Mr. Farooq Ahmad Baba (KAS)<br>Secretary,<br>Services Selection Board.<br>Mobile No. 9419463208<br>Ph/fax 0194-24350899 (May-Oct)<br>Ph/fax 0191-2470017 (Nov-April) | First Appellate Authority.                          |
| 2. Mr. Shamim Karipak<br>Administrative Officer,<br>Services Selection Board<br>Divisional Office Jammu.<br>Mobile No.9419400080<br>Ph/fax: 0191-2555721                | Public Information Officer.<br>For Jammu Division   |
| 3. Mr. Abdul Gaffar Zargar,<br>Administrative Officer,<br>Services Selection Board<br>Divisional Office Srinagar.<br>Mobile No.9419176244<br>Ph/fax: 0194-2439015       | Public Information Officer.<br>For Kashmir Division |
| 4. Mr. Ishwer Dutt.<br>Section Officer,<br>Services Selection Board<br>Mobile No: 9018166418<br>Ph/fax 0194-24350899 (May-Oct)<br>Ph/fax 0191-2470017 (Nov-April)       | Assistant Public Information Officer.               |

**Mission/Vision statement of the Public Authority:-**

**TASK:**

Selecting the most capable and deserving persons, for manning the civil services and posts,

**PLEDGE:**

Exercising utmost impartiality, objectivity and efficiency in accomplishing its tasks in a time bound manner and transparently, making use of technological innovations, wherever feasible.

**GOAL:**

Being fair to all and being seen as such

**Functions of the Public Authority:-**

It shall be the duty of the Board to conduct examinations for appointments to the services of the State.

The details of the staff in the Central Office Divisional Offices Jammu/ Srinagar and Districts of Services Selection Board are given as under:-

**Staff of Central Office J&K SSB.**

S.NO.	NAME OF THE OFFICERS/ OFFICIALS	DESIGNATION
	<b>GAZETTED</b>	
1	<b>Mrs.SHAGUFTA PARVEEN, IAS</b>	<b>CHAIRPERSON</b>
2	Mrs.RUKHSANA GANI, KAS	MEMBER
3	Mr.RAHUL SHARMA, KAS	MEMBER
4	Mrs.BABILA RAKWAL, KAS	MEMBER
5	DR.ABDUL SALAM, KAS	MEMBER
6	Mr.MOHMMAD SULTAN MALIK	MEMBER
7	Dr.FAROOQ AHMAD PEER	MEMBER
8	Mr.FAROOQ AHMAD BABA, KAS	SECRETARY
9	Mrs.JASVIR KOUR	PVT. SECY.
10	Mr.MOHMMAD ASHARAF MIR	DY. DIRECTOR
11	Mr. Javid Ahmad	Sr. Law Officer

## NON GAZETTED

1	Mr. PURAN CHAND	AAO
2	Mr. FAHEEM YOUSUF BABA	STS. OFFICER
3	Mr. ISHWAR DUTT	S.O
4	Mr. NARINDER SINGH	SR. SCALE STENO
5	Mr. ARSHID AHMAD QURESHI	SR. SCALE STENO
6	Mr .ARSHID AHMAD	JR. SCALE STENO
7	Mrs. MUSBAT ISMAIL	LEGAL ASSTT.
8	Mrs.NARJEES NAWAB	LEGAL ASSTT.
9	Mr. MOHMMAD RAFIQ	JR. SCALE STENO
10	Mr .SUDESH KUMAR	HEAD ASSTT.
11	Mrs. FARHAT AFZA	HEAD ASSTT.
12	Mrs. RUBY JAN	HEAD ASSTT.
13	Mr. MOHD OMRAN	HEAD ASSTT.
14	Mr. GULZAR AHMAD BHAT	HEAD ASSTT.
15	Mr. AB. GANI ITOO	HEAD ASSTT.
16	Mr. AMIT RATHORE	STS. ASSTT.
17	Mr. NOOR MOHMMAD	JSA
18	Mrs. VEENA KUMARI	SR. ASSTT.
19	Mrs.SUNITA DEVI	SR. ASSTT.
20	Mr. KHURSHID AHMAD SHAWL	SR. ASSTT.
21	Mr. BASHIR AHMAD BEIGH	SR. ASSTT.
22	Mr .MOHMMAD AJAZ MUGHAL	SR. ASSTT.
23	Mr. JAVAID AHMAD BHAT	SR. ASSTT.
24	Mr. GHULAM NABI WANI	SR. ASSTT.
25	Mr. ARSHID HUSSAIN MIR	SR. ASSTT.
26	Mr. ROHI AKHTER	JR. ASSTT.
27	Mr. MOHMMAD AMIN WANI	JR. ASSTT.
28	Mr. MOHMMAD FAROOQ	JR. ASSTT.
29	Mr .SHIV KUMAR	JR. ASSTT.
30	Mr. MOHMMAD ISMAIL MIR	ORDERLY
31	Mr .MANZOOR HUSSAIN	ORDERLY
32	Mr. BIVISH KUMAR	ORDERLY
33	Mr. SANSAR SINGH	ORDERLY
34	Mr. GHULAM RASOOL WAGAY	ORDERLY
35	Mr MOHD AYOUB KHAN	ORDERLY
36	Mr. NISSAR AHMED BHAT	ORDERLY

## ATTACHED STAFF

1	Mr. Naresh Kumar	Sr. Stenographer
2	Mr. Abid Iqbal	Sr. Assistant
3	Mr. Yudhvinder Singh	Sr. Assistant.
4	Mrs.Kanika Gupta	Sr. Assistant.
5	Mr. Bashir Ahmad Malik	Jr. Assistant
6	Mrs. Mehmooda Jabeen	Jr. Assistant
7	Mr. Gh. Nabi Wani	Jr. Assistant
8	Mr. M.A Khan	Jr. Assistant.
9	Mrs.Leelam Sharma	Jr. Assistant.
10	Mrs.Rohalla	Jr. Assistant
11	Mr. Gh.Qadir Sheikh	Orderly
12	Mr. Karan Singh	Orderly
13	Mr. Kewal Krishan	Orderly
14	Mr. Mohammad Amin Rather	Orderly
15	Mr .Manzoor Ahmad Bhat	Orderly
16	Mr.Mohammad Shafi Sheikh	Orderly
17	Mr.Khursheed Ahmad Bhat	Helper

### Divisional Office Jammu & Kashmir Services Selection Board Jammu.

S. No.	Name of the Officials	Designation	Place of Posting	Remarks
1	Mr.Rohni Gupta	SLO	Div. Office Jammu	Attached
2	Mr.B.B. Thapa	Dy. Secretary	Div. Office Jammu	Attached
3	Mr. Shamim Ahmad	Adm. Officer	Div. Office Jammu	
4	Mr. Om Lal	H.A	Div. Office Jammu	
5	Mr. Ashok Kumar	S.A	Div. Office Jammu	
6	Mr. Nekh Raj	S.A	Div. Office Jammu	
7	Mr.Mohinder Kumar	Orderly	Div. Office Jammu	
8	Mr.Subash Chander	Orderly	Div. Office Jammu	
9	Mrs.Anuradha	Orderly	Div. Office Jammu	
10	Mr Anil Gupta	Computer	Div. Office Jammu	Attached
11	Mr. Karan Raj	Orderly	Div. Office Jammu	Attached

### Divisional office J&K Services Selection Board Kashmir

S. No.	Name of the Officials	Designation	Place of Posting	Remarks
1.	Mr. Ab. Gaffar	Adm. Officer	Div. Office Srinagar	
2.	Mr. Farooq Ahmad Sheikh	H.A	Div. Office Srinagar	

3	Mrs.Shagufta Shaheen	H.A	Div. Office Srinagar	Attached
4	Mrs.Shaheena Akhter	H.A	Div. Office Srinagar	Attached
5	Mrs.Mymoona Akhter	H.A	Div. Office Srinagar	
6	Mrs.Nighat Rasool	S. A	Div. Office Srinagar	Attached
7	Mr. Ashiq Hussain	S.A	Div. Office Srinagar	
8	Mrs. Khumaria Sheikh	J.A	Div. Office Srinagar	Attached
9	Mrs.Rakshanda Jabeen	Computer Assistant	Div. Office Srinagar	Attached
10	Mr. Bashir Ahmad Wani	Jr. Assistant	Div. Office Srinagar	Attached
11	Mr. Ab. Qayoom Shah	Orderly	Div. Office Srinagar	Attached
12	Mr. Syed Altaf	Orderly	Div. Office Srinagar	
13	Mr. Abdul Salam	Sweeper	Div. Office Srinagar	

**J&K Services Selection Board District Offices Jammu/ Kashmir.**

S. No.	Name of the Officials	Designation	Place of Posting	Remarks
1	Ms Bilkees Quansar	J.A	Distt. Unit Anantnag	
2	Mr. Abdul Hamid Sheikh	J.A	Distt. Unit Baramulla	
3	Mr. Syedullah Khan	Orderly	Distt. Unit Baramulla	
4	Mr. Javeed Ahmad Bhat	S.A	Distt. Unit Budgam	
5	Mr .Abdul Gani Shergujri	Jr. Assistant	Distt. Unit Bandipora	Attached
6	Mrs.Kounser Jabeen	S.A	Distt. Unit Ganderbal	
7	Mr. Farooq Ahmad Sada	Orderly	Distt. Unit Ganderbal	Attached
8	Mr.Subash Chander	S.A	Distt. Unit Doda	
9	Mr.Bashir Ahmad	Orderly	Distt. Unit Doda	
10	Mr.Gh. Mohammad	H.A	Distt. Unit Kargil	
11	Mr. Mohammad Ibharam	J.A	Distt. Unit Kargil	
12	Mr. Mohammad Ibharam	Orderly	Distt. Unit Kargil	
13	Mr .Sanjay Kumar (II)	S.A	Distt. Unit Kathua	
14	Mr. Mohd. Shafi Shah	S.A	Distt. Unit Kulgam	
15	Ms .Razya Parveen	Orderly	Distt. Unit Leh	
16	Mr. Tsetan Paljore	J.A	Distt. Unit Leh	
17	Mrs.Urgain Tashi	S.A	Distt. Unit Leh	
18	Mr.Mohd. Sajad	S.A	Distt. Unit Poonch	
19	Mr .Mushtaq Ahmad	S.A	Distt. Unit Pulwama	
20	Mr. Farooq Ahmad Shah	Orderly	Distt. Unit Pulwama	
21	Mr. Amarjeet (SC)	S.A	Distt. Unit Rajouri	
22	Mr.Mohammad Sadiq	Orderly	Distt. Unit Rajouri	
23	Mr.Tripta Kumari	S.A	Distt. Unit Samba	
24	Mr.Abdul Majeed	S.A	Distt. Unit Shopian	
25	Mr.Sanjay Kumar (I)	S.A	Distt. Unit Udhampur	



**Arrangements made for seeking public participation/contribution: -**

- The objections/complaints/petitions can be addressed to the Secretary, Jammu & Kashmir SSB and redressal of grievances is carried out expeditiously.
- Citizens can send their grievances and prompt replies are sent and action is taken to redress the grievances of the citizens. For pending response beyond one month candidates can contact the Secretary on Phone.
- The SSB puts up all relevant information on its Website [www.jkssb.nic.in](http://www.jkssb.nic.in) for the Information of the citizens.

**Address of the main offices:**

- Central office Jammu from November to April  
Sehkari Bhawan Panama Chowck Real Head Jammu. (Winter Capital)  
Contact No's  
0191-2470961 Fax and 2470017  
Pin Code: 180001
- Central office Srinagar May to October.  
Zum-Zum Complex Rambagh Srinagar (Summer Capital)  
Contact No's  
0194-2435089 Fax and 2432807.  
Pin Code: 190001
- Camp Office Jammu from May to October  
Sehkari Bhawan Panama Chowck Real Head Jammu. (Winter Capital)  
Contact No's  
0191-2470961 Fax and 2470017  
Pin Code: 180001
- Central office Srinagar November to April (Camp Office)  
Zum-Zum Complex Rambagh Srinagar (Summer Capital)  
Contact No's  
0194-2435089 Fax and 2432807.  
Pin Code: 190001
- Divisional Office Jammu:  
Services Selection Board  
Divisional Office, Near BSF School, Paloura, Jammu.  
Mobile No.9419400080  
Ph/fax: 0191-2555721
- Divisional Office Kashmir:  
Services Selection Board  
Divisional Office, Parrypora, Srinagar.  
Mobile No.9419176244  
Ph/fax: 0194-2439015

**Cadre Strength as on 01-12-2014**

<b>S. No.</b>	<b>Designation</b>	<b>Grade</b>	<b>Sanctioned Strength</b>	<b>Ex. Position</b>	<b>Vacant</b>
1.	Chairman	37400-67000 GP 10000	01	01	0
2.	Member	37400-67000 GP 10000/ 87000	08	06	02
3.	Secretary	15600-39700 GP 6600	01	01	0
4.	SLO	15600-39700 GP 6600	02	02	0
5.	Pvt. Secy.	9300-34800 GP 4800	01	01	0
6.	AO SSB Sgr / Jammu	9300-34800 GP 4800	02	02	0
7.	PLO	9300-34800 GP 4800	01	01	0
8.	AAO	9300-34800 GP 4600	01	01	0
9.	SO	9300-34800 GP 4600	03	01	02
10.	Sr. Stenographer	9300-34800 GP 4600	02	02	0
11.	Jr. Scale Steno	9300-34800 GP 4200	18	06	12
12.	Head Asstt.	9300-34800 GP 4200	03	03	0
13.	Legal Asstt.	9300-34800 GP 4280	02	02	0
14.	Sr. Asstt.	5200-20200 GP 2400	18	18	0
15.	Jr. Sts. Asstt.	5200-20200 GP 2800	02	02	0
16.	Jr. Asstt.	5200-20200 GP 1900	25	13	12
17.	Jamadar	4440-7400 GP 1400	02	01	01
18.	Orderly	4440-7400 GP 1400	35	15	20
19.	Sweeper	4440-7400 GP 1300	01	01	0
		<b>Total</b>	<b>128</b>	<b>79</b>	<b>49</b>

**Note: - (11) Eleven posts of different category attached alongwith posts by the GAD as well as Planning Department.**

## BUDGET ALLOTMENT FOR THE YEAR 2014-15 (*Rs. in Lacs*)

M.H 2052 Sectt.General Services 2015-16			Services Selection Board	
S.No	Unit Code	Unit of appropriation	Budget Allotment 2014-2015	Total Exp. ending November,2014
1	1	Salary	716.11	350.96
2	2	Travel Expenses	16.50	10.34
3	6	Telephone	5.00	3.14
4	7	Office Expenses	16.00	11.63
5	8	Electric Charges	5.00	0.80
6	9	Rent,Rates & Taxes	28.90	15.87
7	14	POL	17.00	12.70
8	17	Honorarium	3.60	0.19
9	37	Prof. Spl. Services/Legal Charges	16.00	10.00
10	43	Cost of uniform	0.38	0.00
11	46	Purchase of Vehicle	12.00	0.00
12	54	Furniture & Furnishing	3.00	0.46
13	71	Medical Reimbursement	4.00	2.14
14	194	Purchase of Computer	10.00	4.26
15	52	Examination Charges	5.00	2.85
16	195	Purchase of Photocopier	6.00	0.00
		Total	864.49	425.34

<b>1</b>		<b>2071-NPS</b>	<b>1.25</b>	<b>0.74</b>
<b>2</b>		<b>Leave Salary</b>	<b>7.45</b>	<b>7.45</b>

### 2071-Pension & other Retirement Benefits

#### Examination and Revolving Fund:

In order to meet out the expenses on the conduct of Examinations and other duties assigned to it, the Board has a revolving fund. The fee charged by the Commission from the candidates forms part of this fund and is utilized by the BOARD.

## PLAN ALLOCATION FOR 2014-2015

### OBJECT-WISE BREAK-UP OF OUTLAYS & EXPENDITURE

J&K Services Selection Board (Srinagar)			
S.No.	Object of Expdt.	Outlay 2014-15	Expt. Ending Nov.2014-15
1	2	3	4
	<b><u>Revenue</u></b>		
1	SALARIES-COMM	<b>9.62</b>	7.22
2	Posts sanctioned but vacant (token Provision)	<b>8.24</b>	0.00
3	For regularization of Daily Wagers	0.00	0.00
4	SALARIES-EXP	0.00	0.00
5	SALARIES (Pay Revision)	<b>0.90</b>	0.45
6	DA/ IR (Fresh)	<b>0.45</b>	0.22
7	WAGES (Daily Wagers)	0.00	0.00
8	WAGES (Casual/ Seasonal Workers)	0.00	0.00
9	TE/POL	<b>0.29</b>	0.09
10	OFFICE EXPENSES	<b>0.50</b>	0.12
11	RENT RATES/TAXED	0.00	0.00
12	TELEPHONE	0.00	0.00
13	STPND/SCHOLARSHIP	0.00	0.00
14	PUB/INFORMATION	0.00	0.00
15	TRAINING	0.00	0.00
16	BOOKS/LIBRARIES	0.00	0.00
17	RESEARCH/SURVEY	0.00	0.00
18	OTHERS	0.00	0.00
	<b>Total (Revenue)</b>	<b>20.00</b>	<b>8.10</b>
	<b><u>CAPITAL</u></b>	0.00	0.00
19	LAND ACQUISITION	0.00	0.00
20	ON-GOING WORKS	0.00	0.00
21	NEW WORKS	0.00	0.00
22	MAINTENANCE OF CAPITAL ASSETS	0.00	0.00
23	MACH./ EQUIPMENT	0.00	0.00
24	RAW MATERIAL/DRUGS	0.00	0.00
25	SUBSIDY/INCENTIVE	0.00	0.00
26	LOAN	0.00	0.00
27	GRANT/SHARE CAPITAL	0.00	0.00
28	UPGRADATION GRANTS	0.00	0.00
29	OTHERS/FURNITURE/FIXTURE/VEHICLE	0.00	0.00
	<b>Total (Capital)</b>	0.00	0.00
	<b>Total (R+C)</b>	<b>20.00</b>	<b>8.10</b>

**OBJECT-WISE BREAK-UP OF OUTLAYS & EXPENDITURE**

<b>J&amp;K Services Selection Board (Jammu)</b>			
<b>S.No.</b>	<b>Object of Expdt.</b>	<b>Outlay 2014-15</b>	<b>Expt. Ending Nov.2014-15</b>
1	2	3	4
	<b><u>Revenue</u></b>		
1	SALARIES-COMM	<b>3.22</b>	2.42
2	Posts sanctioned but vacant (token Provision)	<b>12.71</b>	0.00
3	For regularization of Daily Wagers	0.00	0.00
4	SALARIES-EXP	0.00	0.00
5	SALARIES (Pay Revision)	<b>1.30</b>	0.65
6	DA/ IR (Fresh)	<b>0.90</b>	0.00
7	WAGES (Daily Wagers)	0.00	0.00
8	WAGES (Casual/ Seasonal Workers)	0.00	0.00
9	TE/POL	<b>0.40</b>	0.03
10	OFFICE EXPENSES	<b>1.47</b>	0.04
11	RENT RATES/TAXED	0.00	0.00
12	TELEPHONE	0.00	0.00
13	STPND/SCHOLARSHIP	0.00	0.00
14	PUB/INFORMATION	0.00	0.00
15	TRAINING	0.00	0.00
16	BOOKS/LIBRARIES	0.00	0.00
17	RESEARCH/SURVEY	0.00	0.00
18	OTHERS	0.00	0.00
	<b>Total (Revenue)</b>	<b>20.00</b>	<b>3.14</b>
	<b><u>CAPITAL</u></b>	0.00	0.00
19	LAND ACQUISITION	0.00	0.00
20	ON-GOING WORKS	0.00	0.00
21	NEW WORKS	0.00	0.00
22	MAINTENANCE OF CAPITAL ASSETS	0.00	0.00
23	MACH./ EQUIPMENT	0.00	0.00
24	RAW MATERIAL/DRUGS	0.00	0.00
25	SUBSIDY/INCENTIVE	0.00	0.00
26	LOAN	0.00	0.00
27	GRANT/SHARE CAPITAL	0.00	0.00
28	UPGRADATION GRANTS	0.00	0.00
29	OTHERS/FURNITURE/FIXTURE/VEHICLE	0.00	0.00
	<b>Total (Capital)</b>	0.00	0.00
	<b>Total (R+C)</b>	<b>20.00</b>	<b>3.14</b>

*Land Acquisition. The Board proposes to construct office complex at Jammu and Srinagar to house the offices of the Board. The possession of land at Silk factory road solina, Srinagar and leather Factory Muthi, Jammu from JK Industries Ltd. has been taken over by the Board.*

**SALARY STATEMENT OF MEMBERS/OFFICERS & OFFICIALS**  
(Central Office as on (1/12/2014))

S.NO.	NAME OF THE OFFICIAL	DESIGNATION	Gross Salary
1	Mrs. SHAGUFTA PARVEEN, IAS	CHAIRPERSON	156285
2	Mrs. RUKHSANA GANI, KAS	MEMBER	110631
3	Mr. RAHUL SHARMA, KAS	MEMBER	69960
4	Mrs. BABILA RAKHWAL, KAS	MEMBER	70737
5	Mr. ABDUL SALAM MIR, KAS	MEMBER	78717
6	Mr. MOHMMAD SULTAN MALIK,	MEMBER	101649
7	Dr. FAROOQ AHMAD PEER	MEMBER	129180
8	Mr. FAROOQ AHMAD BABA, KAS	SECRETARY	66243
9	Mr. MOHMMAD ASHARAF MIR	DY. DIRECTOR	52275

10	Mrs .JASVIR KOUR	PVT. SECY.	58095
11	Mr. PURAN CHAND	AAO	44613
12	Mr. FAHEEM YOUSUF BABA	STS.OFFICER	44067
13	Mr. ISHWER DUTT	Sectional Officer	36633
14	Mr. NARINDER SINGH	SR. SCALE STENO	38367
15	Mr.ARSHID AHMAD QURESHI	SR. SCALE STENO	39867
16	Mr. ARSHID AHMAD	SR. SCALE STENO	39846
17	Mrs. MUSBAT ISMAIL	LEGAL ASSTT.	33516
18	Mrs. NARJEES NAWAB	LEGAL ASSTT.	30681
19	Mr. MOHMMAD RAFIQ	JR. SCALE STENO	34735
20	Mr. SUDESH KUMAR	HEAD ASSTT.	38933
21	Mr. FARHAT AFZA	HEAD ASSTT.	31802
22	RUBY JAN	HEAD ASSTT.	35238
23	Mr. MOHD OMRAN	HEAD ASSTT.	32830
34	Mr. GULZAR AHMAD BHAT	HEAD ASSTT.	30215
35	Mr.AB. GANI ITOO	HEAD ASSTT.	30215
24	Mr. AMIT RATHORE	STS. ASSTT.	32013
25	Mr. NOOR MOHMMAD	JSA	19698

26	Mrs. VEENA KUMARI	SR. ASSTT.	34923
27	Mrs. SUNITA DEVI	SR. ASSTT.	37002
28	Mr. KHURSHID AHMAD SHAWL	SR. ASSTT.	29109
29	Mr. BASHIR AHMAD BEIGH	SR. ASSTT.	31055
30	Mr. MOHMMAD AJAZ MUGHAL	SR. ASSTT.	27875
31	Mr .JAVID AHMAD BHAT	SR. ASSTT.	25987
32	Mr.GHULAM NABI WANI	SR. ASSTT.	27792
33	Mr.ARSHID HUSSAIN MIR	SR. ASSTT.	25637
36	Mrs .ROHI AKHTER	JR. ASSTT.	24053
37	Mr. MOHMMAD AMIN WANI	JR. ASSTT.	24512
38	Mr. MOHMMAD FAROOQ	JR. ASSTT.	23696
39	Mr. SHIV KUMAR	I/CJR. ASSTT.	24845
40	Mr. MOHMMAD ISMAIL MIR	ORDERLY	22489
41	Mr. MANZOOR HUSSAIN	ORDERLY	22622
42	Mr. BIVISH KUMAR	ORDERLY	22682
43	Mr. SANSAR SINGH	ORDERLY	20548
44	Mr. GHULAM RASOOL WAGAY	ORDERLY	22413



45	Mr. MOHD AYOUB KHAN	ORDERLY	22318
46	Mr. NISSAR AHMED BHAT	ORDERLY	20191

*Deployment of other Staff by the GAD (Salary drawn by GAD/Other Departments)*  
**S.No. Name Designation**

<b>ATTACHED STAFF</b>		
1	Mr Naresh Kumar	Sr. Stenographer
2	Mr Abid Iqbal	Sr. Assistant
3	Mr Yudhvinder Singh	Sr. Assistant.
4	MrsKanika Gupta	Sr. Assistant.
5	Mr Bashir Ahmad Malik	Jr. Assistant
6	MrsMehmooda Jabeen	Jr. Assistant
7	Mr Gh. Nabi Wani	Jr. Assistant
8	Mr M.A Khan	Jr. Assistant.
9	Mrs Leelam Sharma	Jr. Assistant.
10	Mrs Rohalla	Jr. Assistant
11	Mr Gh. Qadir Sheikh	Orderly
12	Mr Karan Singh	Orderly
13	Mr Kewal Krishan	Orderly
14	Mr Mohammad Amin Rather	Orderly
15	Mr Manzoor Ahmad Bhat	Orderly
16	Mr Mohammad Shafi Sheikh	Orderly
17	Mr Khursheed Ahmad Bhat	Helper

**THE RULES, REGULATIONS, USED BY J&K Services Selection Board, EMPLOYEES FOR DISCHARGING FUNCTIONS**

Various Rules, Regulations, Acts etc are being used by the employees working in various sections. An indicative list of such Rules etc is as under:-.

- Jammu and Kashmir civil services Decentralization and Recruitment Act,2010
- Jammu and Kashmir civil services Decentralization and Recruitment Rules,2010
- Jammu and Kashmir Services Selection Board (Business and Procedure) Regulations, 2013
- Jammu and Kashmir Services Selection Board (conduct of Examination), Regulation 2013
- The Jammu & Kashmir Civil Services Regulations. (CSR)

- The Jammu & Kashmir (Medical Attendance) Rules, 1990.
- The Jammu & Kashmir Government (Employees Conduct) Rules, 1971.
- The Jammu & Kashmir Civil Services (Classification, Control & Appeal) Rules, 1956.
- The Jammu & Kashmir Civil Services (Leave) Rules, 1979.
- Rules Regulating to General Provident Fund.
- The Jammu & Kashmir Reservation Act of 2004.
- The Jammu & Kashmir Reservation Rules, Notified vide SRO 294 of 2005.
- Government of Jammu and Kashmir Financial Code Vol-I & Vol-II.
- Government of Jammu and Kashmir Book of Financial Powers.
- The Jammu & Kashmir Treasury Code.
- The Jammu & Kashmir Budget Manual.
- Recruitment Rules/Syllabus of the Examinations conducted by the Board.

### **DIFFERENT SECTIONS OF THE BOARD:-**

*In order to conduct the business, the BOARD is distributed amongst various sections as under;-*

- *Administration Section*
- *Receipt Section*
- *Accounts Section.*
- *Secrecy Section./Selection division*
- *Legal Cell/Section.*
- *Planning Section/Examination section.*
- *Information Cell/ RTI Section.*
- *Personal Section.*
- *Other General Information.*

### **BRIEF ABOUT THESE SECTIONS**

#### **ADMINISTRATION SECTION:**

- Important functions of this section are as follows:-
- Establishment matters including Promotion, Disciplinary, Leave and other related issues of the staff of the Board.
- Service, Supply and Stores.
- Maintenance of Service Stamp Register.
- Maintenance of vehicles.
- Matters relating to other SSB miscellaneous matters
- Legislative Business.
- Maintenance of office buildings.
- Maintenance of Records of Office.
- Any other work not otherwise defined to any section.

#### **RECEIPT SECTION**

The section works under the supervision of the Administration Section. Its functions and duties are as under:-

- Receiving letters from, various State Government Department, etc. by Post.
- Receiving applications, representations from candidates, by post/courier.
- After receipt of representation/ applications from the counter it will be sorted out section wise or post wise and entered into the Registers, and then sent to the concerned sections.

#### **ACCOUNTS SECTION:**

- Advice on financial matters as may be sought from any section/ concurrence where ever required under rules.
- Matters relating to salary and supplementary bills of Hon'ble Chairman and Members, Gazetted Officers, Non-Gazetted Officers, Officers/ Officials , Class-IV Employees of all the Sections.
- Matters relating to computation of Income Tax.
- Matters relating to management of Medical Bills and other Advances.
- 
- Matters relating to preparation of budget for the pay and allowances of officers and officials, re-appropriation of grants, surrender of grants and re-conciliation.
- Matters relating to management of contribution towards employees group insurance scheme of all the officers/officials.
- Matters relating to maintenance of office vehicles.
- Encashment of cheque of crediting the cash to relevant heads of account.
- Management of TA and other bills of the staff.
- Management of bills in respect of rent, electricity, water as well as repairs of vehicles pertaining to the office.
- Management of all bills relating to all the purchases made by the BOARD

#### **SECURITY SECTION/SELECTION DIVISION:**

The business of the Security Section is to maintain all details relating to the conduct of the examinations/ written tests which otherwise cannot be made public. It includes making arrangements for the examination and taking pre & post examination actions as are required for smooth conduct of the examinations and also declaration of the results.

#### **Functions and Duties:**

- All confidential work related to conduct of examinations.
- To maintain close liaison with the examination section for smooth conduct of various written tests, for working out the requirement of various sensitive material etc.
- Compilation of data and Preparation of Select lists under various written test as per rules in force.
- Any other sensitive work of confidential nature as may be assigned to the security section.

## **LEGAL CELL/ LEGAL SECTION**

### **Functions**

- To give legal opinion regarding matters pertaining to the role and functioning of the Board.
- To interpret laws, statutes, rules, regulations and to furnish opinion, in consulted matters.
- To prepare pleadings in cases filed by and against the Board before LegalForum.
- To render an advice and instructions to the Standing Counsel of the Board in pending cases.

### **Legal Cell:**

- Receives the petitions/applications in cases wherein the Board is a party and register the same in office records.
- Entrusting the cases to the Standing Counsel along with Vakalatnama and photocopies of case papers.
- To obtain para-wise remarks from the concerned section and submit the same for approval.
- Delivering the approved and signed pleadings along with relevant annexures and records if necessary to the Standing Counsel.
- To attend to correspondence pertaining to pending and disposed off cases.
- Day-to-day monitoring the progress of listed cases and reporting the same to Head of Legal Cell and Hon'ble Chairperson.
- To provide the Standing Counsel relevant records/ documents copies of Court orders.
- To supply important judgments/orders to other sections.
- To assist the Head of Legal Cell in discharge of his duties and in preparation of compilation of judgments.

## **PLANNING SECTION/EXAMINATION SECTION**

### **Functions**

- Matters relating to Planning.
- Matters relating to Assembly Business
- Matters relating to consolidation of data, generation of statistical returns and forwarding of the same to the concerned quarters.
- Matters relating to BOARD meetings.
- Matters relating to the preparation of Monthly/Annual Reports of the BOARD.
- Any other work as may be assigned by the secretary.
- Reports matters to the Secretary for further Orders. Monitors various statistical data and submissions of returns including the legislative business.
- Maintains record of BOARD decisions/Minutes of the BOARD meetings with the follow up.
- Maintains Liaison with other sections for collection of information and preparation of **Reports** of the BOARD.
- Making arrangements for the written examinations.

### ***INFORMATION CELL/RTI SECTION***

Receiving of RTI applications and forwarding them to the concerned authorities and to monitor the compliances. Preparation of quarterly/annual reports pertaining to RTI.

### ***PERSONAL SECTION.***

P.S/P.A Incharge of the work of diarizing, movements, distribution of receipt/files in the section.

### ***Official Website:***

In order to facilitate easy access to information to the general public. The Jammu and Kashmir service selection board has its own website. All the notifications, results and special announcements if any are published in this official web-site and maintained up-to-date.

**WEBSITE** : <http://Jkssb.nic.in>

On-line application form:-

The SSB is accepting online Application Forms for different Examinations/ posts.

*Secretary,  
J&K Services Selection Board,  
Jammu.*