

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU & KASHMIR SERVICES SELECTION BOARD

CPO Chowk Panjtirithi, Jammu/ Zamzam Complex Rambagh Srinagar.

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Subject: Document Verification of candidates falling under consideration zone for the post of **Urdu Typist** (Law, Justice and Parliamentary Affairs), UT Cadre, advertised vide Notification No. 05 of 2020, Item No. 158 – regarding.

NOTIFICATION

The Jammu and Kashmir Services Selection Board (JKSSB), vide Notification No. JKSSB-COE0EXAM(UT)/56/2023-03 (7245277), Dated: 17-03-2025, issued the result/score-sheet of the candidates who appeared in the OMR Based Written Examination held on 30-12-2024 for the post of **Urdu Typist** (Law, Justice and Parliamentary Affairs), UT Cadre, advertised vide Notification No. 05 of 2020, Item No. 158.

Accordingly, keeping in view the need and objective to fill all requisitioned vacancies, the candidates who are falling under the consideration zone for the aforementioned post, given in **Annexure-A** to this notification, are hereby called upon to appear physically before the designated Document Verification Committee of the Board for the verification/scrutiny of their documents/certificates **as per the schedule and venue indicated against each**.

The candidates are required to produce following documents/certificates in original, along with **one set of self-attested copies**, before the designated Document Verification Committee:

1. Copy of Online Application Form.
2. Two passport size recent colour photographs.
3. One original photo ID Proof i.e. Aadhar card/Voter Card/Pan Card/Passport etc.
4. D.O.B Certificate (10th Diploma/Marks card).
5. Valid Category Certificate, if belongs to reserved categories.
6. Domicile Certificate.
7. 10+2 Marks Sheet/Diploma.
8. Graduation Degree from recognized University.
9. Bonafide certificate on the format prescribed by the Board duly issued by the Controller/Registrar of the concerned University/Board/Institute in respect of candidates, who have obtained the qualification from outside the UT of J&K.
10. Other documents/certificate/diploma as per prescribed qualification mentioned in the Advertisement Notification.
11. Checklist sheet/form to be submitted by candidates at the time of their D.V. (**as per Annexure B**).


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The candidate(s) who fail to appear before the respective Document Verification Committee on the scheduled date shall forfeit their right to selection.

 02.04.2025
Reyaz Ahmad Malik (JKAS)
Controller of Examinations
J&K Services Selection Board

No. JKSSB-COE0EXAM(UT)/35/2024-03 (7583557)

Dated: 02-04-2025

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu for kind information.
2. Director, Information and Public Relations, J&K, Jammu with the request to get the said notification published in at-least two leading newspapers of Jammu/Srinagar.
3. Members (All), J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. Private Secretary to the Chairperson, J&K Services Selection Board.
6. I/c Website, J&K Services Selection Board.

ANNEXURE "A"

List of candidates falling under consideration zone for the post of Urdu Typist (Law, Justice and Parliamentary Affairs Department), UT Cadre, advertised vide Notification No. 05 of 2020, Item No. 158, for which the OMR based written examination was conducted on 30-12-2024.

D.V. S.No.	Roll No.	Application Id	Notification	Candidate Name	Father Name	Category	Post	Item No.	Type Test Score (Out of 20)	OMR Score (Out of 80)	Total Score (Out of 100)	Shortlisting Category	Date of Document Verification	Venue	Committee
1-KMR	2030005	32148	05 of 2020	Sameer Ahmed	Mohammad Maqbool Kumar	OM	Urdu Typist	158	20.00	43.25	63.25	OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
2-KMR	2030006	143159	05 of 2020	Mohd Yasin Wani	Ali Mohd Wani	OM	Urdu Typist	158	11.08	38.25	49.33	OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
3-KMR	2030007	45359	05 of 2020	HILAL AHMAD TANTRY	AB AHAD TANTRTY	RBA	Urdu Typist	158	16.43	30.50	46.93	RBA/OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
4-KMR	2030004	167197	05 of 2020	SHOWKAT HUSSAIN TEELI	GULZAR AHMAD TEELI	Social Caste	Urdu Typist	158	15.78	25.25	41.03	Social Caste/OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
5-KMR	2030002	111624	05 of 2020	JAVAID AHMAD SHAH	Mohd Yousuf Shah	OM	Urdu Typist	158	10.53	22.25	32.78	OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
6-KMR	2030001	136632	05 of 2020	Rameez Mushtaq Bhat	Mushtaq Ahmad Bhat	OM	Urdu Typist	158	12.90	18.75	31.65	OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K
7-KMR	2030003	77695	05 of 2020	ABDUL HAMID MALIK	GH QADIR MALIK	OM	Urdu Typist	158	10.77	20.00	30.77	OM	07-04-2025 (11 AM to 04 PM)	JKSSB, Central Office, Zam zam Complex, Rambagh, Srinagar	K

Checklist Sheet for Document Verification (DVC)

Post: _____

Advertisement Notification No. : _____

Item No. : _____

Affix Recent
Passport Size
Photograph

Date: _____ D.V. S. No. : _____ Venue: _____

1. Details of the Candidate (To be filled by candidate):

S.No.	Candidate Particular	Details
1.	Name *	
2.	Father's Name *	
3.	Date of Birth (DD/MM/YYYY) *	
4.	Roll No. *	
5.	Application Form No. (s)	
6.	Reserved Category *	
7.	Sub Category (if any) (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)	

Candidate's Signature**2. Verification of Documents (To be filled / checked by JKSSB Officer / Official):**

S.No.	Document/ Certificates	Original Checked (Y/N)	Date of issue	Valid/ Cutoff Within Date (Y/N)	Name of Inst/College/University	Remarks/ Recommendation
1.	Domicile Certificate.					
2.	Qualification Certificate(s).					
a)						
b)						
c)						
d)						
e)						
3.	Reserved Category Certificate (a) SC (b) RBA (c) ST (d) EWS (e) ALC/IB (f) PSP (g) OSC					
4.	Sub Category if any (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)					

Note:- The candidate have to bring/attach two passport size recent color photographs and one original photo ID i.e. Adhaar Card/ Voters ID card/ Pan Card/ Passport/ Driving License etc. on the scheduled date of Documents Verification.

Checked By: (Name & Designation of Dealing Assistant):-**Signature of Dealing Assistant****3. Candidature- Accepted or Rejected:** _____

i) Reasons _____

ii) Special Remarks (if any) _____

Signature
(Name of the Officer)(Signature)
(Name of the Member/Officer)