

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU AND KASHMIR SERVICES SELECTION BOARD (JKSSB)

Hema Complex, Sector -3, Channi Himmat, Jammu/ Zamzam Complex Rambagh Srinagar.

www.jkssb.nic.in

IMPORTANT N O T I C E

Subject: Instructions for candidates appearing in Computer Based Written Test (CBT) examination for various posts of Junior Assistant, Cadrex Clerk, Cashier, Jr Assistant /Computer-cum-Jr Assistant/ Clerk/Store Attendant and Welfare Organizer- advertised vide Advertisement Notification Nos 04, 05, 06 and 07 of 2020 and 01, 02 and 03 of 2021- regarding

Through the medium of this notification, following instructions are hereby issued for information of the candidates appearing in the Computer Based Written Test (CBT) for the posts of Junior Assistant, Cadrex Clerk, Cashier, Jr Assistant /Computer-cum-Jr Assistant/ Clerk/Store Attendant and Welfare Organizer, advertised vide Advertisement Notification Nos 04, 05, 06 and 07 of 2020 and 01, 02 and 03 of 2021, being conducted w.e.f. 20th January to 24th January 2022.

Schedule of Examination

The Examination will be conducted **in two batches between 10.00 AM to 03.20 PM.**

Examination and Candidate Reporting Timings:

- (a) **First Batch: 11:00 AM -12:20 PM (Reporting time 10.00 am)**
- (b) **Second Batch: 02:00 PM -3:20 PM (Reporting time 01.00 pm)**

Secretary
J&K Services Selection Board
Jammu

No.SSB/CoE/2022/517-24

Dated: 19 .01.2022

Copy to the: -

- 1- Principal Secretary to Government, General Administration Department, Civil Secretariat, for information.
- 2- Director Information JK UT with the request to publish the notice in the leading newspapers of Jammu & Kashmir.
- 3- CoE, JKSSB
- 4- Pvt. Secretary to Chief Secretary for the information of the Chief Secretary.
- 5- Pvt. Secretary to Chairman, JKSSB, for the information of Chairman
- 6- I/c Website.
- 7- Stock file.

INSTRUCTIONS FOR CANDIDATES

- 1- Candidates are advised to report one hour before the commencement of the examination.
- 2- No candidate will be allowed entry in the Examination Centre after start of examination.
- 3- Candidate to carry any one Original photo ID (PAN Card, Aadhar Card, Voter ID, Driving Licence, ID issued by the Institutions/Govt Departments) in addition to the admit card.
- 4- Only writing material such as pen and pencil will be allowed inside the examination Centre.
- 5- Only candidates will be allowed inside the Centre and Parents/ Relatives/ Friends accompanying the candidates will be requested to wait outside the Centre.
- 6- PWD candidates will be given preference during entry/exit and will be assigned systems in the lower floor to the extent possible.
- 7- Persons with Disabilities (PwD) candidates are allowed scribes if entitled {Visually Impaired (blind / low vision) or Orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with locomotor impairment) may use services of a scribe}. The facility of scribe is meant for only those candidates as mentioned above who have disability of 40 % or more and who have physical limitations to write including that of speed. Such candidates will be given 20 minutes extra time per hour. Candidates will submit the Scribe Declaration Form as per format uploaded on the official website of the Board duly filled in at the examination Centre during registration. The required documents will be verified before allowing such PWD candidates with authorized scribes.
- 8- Candidates will be provided with the paper for rough work in the examination hall.
- 9- **Calculators, pagers, mobile/smart phones, smart watches and any other electronic gadgets are not permitted inside the examination hall. Carrying of calculator, mobile phone, Bluetooth Device, Paper, Notes, Book, Scanning Device, Pager, Headphone, Earplugs, Laptop, iPad, Tablet PC or any other computing/communication/electronic device into the venue is strictly prohibited. Candidates found using/possessing such devices / unauthorized materials or indulging in copying / impersonation or adopting unfair means / found damaging any property in the examination centre, shall be expelled from the examination hall and summarily disqualified for any examination of the J&K SSB for a period of FIVE (05) YEARS besides criminal / penal action under law.**
- 10- The JKSSB functionaries deployed for conduct of Examination shall be authorised to take disciplinary action which may include debarment, criminal proceedings, etc. against any candidate for following reasons
 - a. **Creating disturbance.**
 - b. **Impersonation.**
 - c. **Attempting to tamper with the computer system – either hardware or software.**
 - d. **Unfair means**
 - e. **Use of calculators, pagers, mobile phones, concealed microphones, wireless devices or any other electronic equipment etc.**
11. PwD candidates are advised to visit JKSSB official website for all instructions and details in case opting for own scribe.
12. The Computer Based Test examination shall comprise of 80 MCQs.
13. The duration of the Computer Based Test examination shall be 80 minutes.
14. **There shall be negative marking and 0.25 (1/4) marks will be deducted for each wrong answer.**
15. No breaks are permitted during the Computer Based Test examination.
16. Candidates will be allowed to carry only the following items with them into the examination

venue:

- (i) **Admit Card & ID Card**
- (ii) **Transparent water bottle.**
- (iii) **Hand sanitizers**
- (iv) **Pencil/ Pen for rough work.**

COVID-19 RELATED INSTRUCTIONS

1. The "SOP issued by MoHFW/J&K Government on preventive measures will be followed by all concerned while conducting/appearing in examination, to contain spread of COVID-19
2. Wearing of face mask and sanitizing of hands are mandatory and the candidate shall not spit in the Venue of Examination premises. However, candidate will have to remove his/her face mask as and when asked by the J&K Services Selection Board functionaries/Supervisory Staff deployed in the Examination Centre, for verification purposes. The same applies to all staff at the Centre. No entry will be permitted without mask.
- 3. In case a candidate is COVID positive, he / she should inform Centre Head of the concerned centre on the day of examination along with necessary medical report (RTPCR) so that appropriate sitting arrangement can be made by the Centre Head.**
4. The exam is being conducted by adhering to the norms of social distancing and sanitization at the exam Centres. Prior to examination, the Centre will be sanitized including floors, passages, door-knobs, rest-rooms, furniture, keyboard, mouse and other touch-points like door handles/knobs, etc.
5. Strictly follow respiratory etiquette, this involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief /flexed elbow and disposing off used tissues properly.
6. Important Instructions for the exam and Advisories regarding COVID-19 have also been issued to the candidates in their respective Admit Cards. All candidates should carefully read the Instructions and Advisories for COVID-19 given therein and strictly adhere to them.
7. The entry of candidates into the exam Centre shall be time-staggered to avoid crowding.
8. Entry Time for candidates has been mentioned in the Admit card. Exit time will be decided by the Supervisor of the Centre concerned.

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