

GOVERNMENT OF JAMMU AND KASHMIR  
**JAMMU AND KASHMIR SERVICES SELECTION BOARD**  
CPO Chowk, Panjtirthi, Jammu/Zam Zam Complex Rambagh, Srinagar  
[www.jkssb.nic.in](http://www.jkssb.nic.in)

**Notice**

**Subject: Issuance of Admit Cards to the candidates for the Urdu Type Test/Urdu Short Hand Test for the post of Urdu Typist/Urdu Stenographer/Urdu Shorthand Instructor.**

1. The Jammu and Kashmir Services Selection Board (JKSSB) is conducting the Urdu Type test and Urdu Short Hand Test (Skill Test) for various posts on **7<sup>th</sup> August, 2024** whose details are as under.

S.no.	Notification No.	Item No.	Department	Name of Post
1.	05 of 2020	157	Law, Justice and Parliamentary Affairs	Urdu Stenographer
2.	05 of 2020	158	Law, Justice and Parliamentary Affairs	Urdu Typist
3.	07 of 2020	330	Skill Development	Urdu Shorthand Instructor


2. **Admit Cards** for the Candidates, whose test is scheduled **on 07.08.2024** shall be hosted on JKSSB's Official website (**[www.jkssb.nic.in](http://www.jkssb.nic.in)**) **w.e.f. 01.08.2024 (04.00PM)**. The Admit Card is issued to inform the candidates about the Name & Address of Examination Centre, Examination date and time for the candidate.
3. Candidates can download their Admit Cards from the website using their E-mail ID and Date of Birth. They must read the instructions contained therein, carefully.
4. The candidates must note that the admit card will be checked at the registration counter at the venue.
5. The candidates will not be allowed entry into Type Test/Urdu Shorthand Test venue without the Admit card and a valid identity proof (Aadhaar Card/Voter Identity Card/Driving License/Passport/Pan Card/Identity Card issued by Competent Authority).
6. In case of any difficulty in downloading/issues related to Admit Card, Candidate(s) may contact the JKSSB Help-Desk at 0191-2461335 (Jammu)/0194-2435089 (Srinagar) or write to JKSSB at **[helpdesk.jkssb@gmail.com](mailto:helpdesk.jkssb@gmail.com)**. Help Desk will be active from **01.08.2024 onwards till completion of Typing Tests/Urdu Short Hand Tests** during office hours only.

*[Handwritten Signature]*

7. The candidature of candidates claiming eligibility by misrepresentation/concealment of any material facts, impersonation, fraud, etc. shall be liable for cancellation and disciplinary action, as deemed appropriate.
8. The candidates who have applied for multiple Advertisement Notifications and have been issued multiple Admit Cards should appear in the Typing Test/Urdu Short Hand Test against single Admit Card only. If a candidate appears in the multiple shifts/test, then the said candidate will be treated as disqualified.
9. The candidates who have applied for all the three posts/advertisement notices, will have to appear in Type Test/Urdu Shorthand Test in multiple shifts to be held for the posts.
10. The Candidates who have been issued multiple Roll No.(s)/Admit Cards are advised to submit a clubbing request for which a separate notice shall be issued after the culmination of the Type Test/Urdu Shorthand Test.
11. The Board reserves the right to cancel the candidature of any candidate at any stage at which he/she is found ineligible.
12. The candidates are also advised to be in touch with the JKSSB's Official Website ([www.jkssb.nic.in](http://www.jkssb.nic.in)) for the latest updates on the examinations and Admit cards will not be sent by post.
13. Stepwise procedure to download JKSSB E-Admit Card:
  - i. To download E-Admit Card, first visit the official website of JKSSB, i.e. [www.jkssb.nic.in](http://www.jkssb.nic.in)
  - ii. On the homepage, there will be an option to download **E-Admit Card**.
  - iii. On that page, click on the link/button- "**LOGIN**"
  - iv. Enter log-in credentials, i.e. **E-mail ID and Date of Birth**.
  - v. Username will be your **E-mail ID & Password** will be your **DOB in DDMMYYY** format.
  - vi. On successful completion of above step, your basic details will be shown, kindly verify the details, in case of any mismatch, please contact helpdesk via call or email.
  - vii. The JKSSB E-Admit Card will appear on the screen.
  - viii. Click on the "**View and Print E-Admit Card**" button.
  - ix. Download and print your JKSSB E-Admit Card.
  - x. Candidate must bring the clear printed copy of E-Admit card on the day of examination.
14. A CANDIDATE WHO FAILS TO APPEAR IN THE TEST ON THE SCHEDULED DATE & TIME, SHALL NOT BE ALLOWED TO APPEAR IN THE TEST FOR THE MENTIONED NOTIFICATION ON ANY SUBSEQUENT DATE AND SHALL BE DISQUALIFIED FOR ANY FURTHER CONSIDERATION ON THIS ACCOUNT.
15. NO SUPPLEMENTARY TYPE-TEST/URDU SHORT HAND TEST (OF THE CANDIDATES WHO HAPPEN TO MISS THE TYPE-TEST/SHORT HAND TEST SCHEDULED HEREIN) SHALL BE CONDUCTED BY THE BOARD ON ANY GROUND WHATEVER.

*Handwritten signature*

**16. THE CANDIDATES WHO FAIL TO APPEAR IN THE TYPE TEST/URDU SHORT HAND TEST ON THE GIVEN DATE SHALL FORFEIT HIS/HER RIGHT OF CONSIDERATION.**

  
**Ab Baseer Ahmad (JKAS)**  
**Deputy Controller of Examinations**  
**J&K Services Selection Board**

30.07.2024

No. JKSSB-COE0EXAM(UT)/56/2023-03 (7245277)

Dated: 30.07.2024

Copy to the: -

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu for favour of information.
2. Director information, J&K Government, Jammu with the request to get the said notice published in at least two leading newspapers of Jammu/Srinagar.
3. Member \_\_\_\_\_(All), J&K Services Selection Board for information.
4. Secretary, J&K Services Selection Board for information.
5. Administrative Officer, Jammu/Srinagar for information and necessary action.
6. Pvt. Secretary to the Chairman, J&K Services Selection Board.
7. I/c Website for uploading.