HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR
(Hon'ble Chief Justice's Secretariat)
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Advertisement Notification

No.: 06 of 2024/ßy   **Dated: 28.08.2024**

Subject:-Advertisement for the posts of Junior Assistants, Steno-Typists, System Officer and System Assistants in the Subordinate Judiciary of UT of Jammu & Kashmir.

a) Date of commencement for submission of online applications.	=	**02.09.2024.**
b) Last date for submission of online applications.	=	**01.10.2024.**
c) Last date for submission of fee.	=	**01.10.2024.**

Online applications are invited from the eligible candidates who are domiciles of UT of Jammu & Kashmir, in terms of J&K Reservation Act, 2004 & the Rules framed there under as amended by the Government of UT of J&K up to date, for participating in the selection process for the posts of Jr. Assistants, Steno-Typists, System Officer and System Assistants in Subordinate Courts of UT of Jammu & Kashmir, as shown below:

Number and Break-up of posts, category-wise:

Item No.	Name of the post and grade	Cadre	No. of posts with break-up			Prescribed Qualification
			Category	Jammu	Kashmir	
01	Junior Assistant Level-4 (25500-81100)	Divisional	OM	51	33	Graduation from a recognized University with certificate course in Computer Application
			SC	10	06	
			ST1	13	08	
			ST2	13	08	
			RBA	12	08	
			OBC	10	07	
			EWS	12	08	
			ALC	05	03	
			TOTAL	**126**	**81**	
02	Steno- Typist Level-5 (29200-92300)	Divisional	OM	17	12	a) Graduation or equivalent from any Recognized University. b) Diploma in Shorthand and typewriting from a recognized institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing on the computer Key Board.
			SC	03	02	
			ST1	04	03	
			ST2	04	03	
			RBA	04	03	
			OBC	03	02	
			EWS	04	03	
			ALC	02	02	
			TOTAL	**41**	**30**	
03	System Officer Level-4 (25500-81100)	Divisional	OM	01	-	a) MCA or BE/B.Tech in Computer Science/ Computer Engineering/ Information and Communication Technology or M. Sc. (IT/ Computer Science) with at least 60% marks in aggregate from a recognized University/
			SC	-	-	
			ST1	-	-	
			ST2	-	-	
			RBA	-	-	
			OBC	-	-	
			EWS	-	-	
			ALC	-	-	
			TOTAL	**01**	**-**	

						Institution; or BCA or B. Sc. (Computer Science) with at least 60% marks in aggregate in Physics/ Maths/ Statistics Operations research/ Computer Science with Post Graduate Diploma in Computer Science/ Computer Applications with at least 60% marks in aggregate from a recognized University /Institution; with at least three years' experience from a reputed Organization/ Institution. Or b) BCA with 60% marks in aggregate from a recognized University / Institution; Or B. Sc. with one year's Post Graduate Diploma in Computer Science/ Applications with 60% marks in aggregate from a recognized University/ Institution; Or Diploma holders from Polytechnic in Computer Science/Engineering Or Electronics & Telecommunications with 60% marks in aggregate from a recognized Institution;
04	System Assistant Level-2 (19900-63200)	Divisional	OM	02	–	a) BCA with 60% marks in aggregate from a recognized University/ Institution with at least one experience year's in a working reputed Organization/ Institution; Or b) B. Sc. with one year's Post Graduate Diploma in Computer Science/ Applications with 60% marks in aggregate from a recognized University/ Institution with at least one year's working experience in a reputed Organization/ Institution; Or c) Diploma holders from Polytechnic in Computer Science/ Engineering or Electronics & Telecommunications with 60% marks in aggregate from a recognized Institution with at least two years' working experience in a
			SC	01	–	
			ST1	01	–	
			ST2	–	–	
			RBA	–	–	
			OBC	–	–	
			EWS	–	–	
			ALC	–	–	
			TOTAL	**04**	–	

						reputed Organization /Institution.

Note: Number of posts may increase or decrease, depending on vacancy position at the time of final selection.

1. A) Candidates belonging to Union Territory of Jammu & Kashmir only can apply for these posts.

   B) Age as on 01.01.2024.

       I) should not be below 18 years; and

       II) Not above:-

           a) 40 years in case of Open Merit candidates.

           b) 43 years in case of Reserved Category candidates.

           c) 42 years in case of Physically Challenged candidates.

           d) 48 years in case of Ex. Servicemen.

           e) 40 years in case of candidates in Government Service/Contractual employees.

2. The applicants must be in possession of the prescribed minimum academic/technical qualification and must fulfill all other eligibility conditions as shown against the post, by or before the last date of submission of application forms.

3. The prescribed fees for applying to the above said posts is Rs. 500/-(Rupees Five Hundred only) which shall be non-refundable.

4. Applications along with the prescribed fee shall be received only through online mode on the Recruitment Portal of The High Court of J&K and Ladakh, link of which shall be activated on the website of the High Court: **https://disttjudiciary.org/J&K.**

5. Before applying online, candidates are advised to carefully go through the guidelines for online submission of applications. These guidelines will be available on the online portal of High Court of J&K and Ladakh.

6. Notification regarding Criteria and Syllabus will be notified separately.

Important Instructions:

a) The reservation for various categories would be determined as per the provisions of Reservation Act, 2004 & the Rules framed there under as amended by the Government of UT of Jammu & Kashmir vide S.O. 176 Dated 15.03.2024 read with S.O. 305 Dated 21.05.2024.

b) Application Form and fee payment shall not be accepted / entertained after the cut-off date fixed for receipt of the same.

c) Candidates are not required to submit the printout of the Application Form / fee payment receipt in the office of Pr. Secretary to, Hon'ble the Chief Justice, High Court of J&K and Ladakh at this stage.

d) Please note that the above procedure is the only valid procedure for applying. In no other mode, the Application Form would be accepted and even online incomplete Application Form would not be accepted.

e) The printout of Application Form along with fee payment receipt and required copies of documents, however, shall be kept ready to be submitted as and when required.

f) The in-service candidates / contractual employees shall submit photocopy of the filled up online Application Form through proper channel viz. the concerned Head of Department. 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 Application Forms of the in-service candidates should reach the office of Pr. Secretary to, Hon'ble the Chief Justice, High Court of J&K and Ladakh through the Head of the Department concerned, within 15 days after the last date of filling of Application Form.

g) The last date for the submission of online application Form as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. Any qualification/experience

acquired after last date of receipt/submission of online Application Forms i.e. **01.10.2024** shall not be taken into account for any purpose.

h) The prescribed qualifications reflect the bare minimum requirement for the job and mere possession thereof shall not entitle a candidate to be called for test/examination.

i) The eligible candidates shall have to appear in the test on the date(s) to be notified separately. Call letters shall not be issued individually. However, the candidates will have to generate their respective admit cards for the examination from the link, regarding which publicity shall be given through print and electronic media, official website **https://www.jkhighcourt.nic.in** of the High Court which will contain the complete particulars of the examination including Roll Number, Venue, Date and Time of the examination etc. No claim of being unaware of the dates/schedule for the test/examination shall be entertained.

j) No TA/DA will be paid for participation in the test/examination.

(M. K. Sharma)
Principal Secretary to,
Hon'ble the Chief Justice

No: *1200-11/Psy-671*   **Dated:** *28.08.2024*

Copy to:

1. *Secretary to Hon'ble Mr. Justice Sanjeev Kumar, for information of his Lordship.*
2. *Secretary to Hon'ble Mr. Justice Sanjay Dhar, for information of his Lordship.*
3. *Registrar General, High Court of J&K and Ladakh.*
4. *Registrar Vigilance, High Court of J&K and Ladakh.*
5. *Registrar Computers, High Court of J&K and Ladakh.*
6. *Registrar Rules, High Court of J&K and Ladakh.*
   .... for information.
7. *Director Information, Jammu/ Srinagar with the request to publish the above Notification in two Daily Newspapers having wide circulation in both the divisions of UT of J&K.*
8. *Director Doordarshan Jammu/Srinagar for broadcast of the above Notification in News & Employment Bulletin.*
9. *Director Radio Kashmir Jammu/Srinagar for broadcast of the above Notification in News & Employment Bulletin.*
10. *Central Project Coordinator e-Court, High Court of J&K and Ladakh for uploading the same on the High Court, Web Site.*
11. *In-charge Library, High Court Wing Jammu/Srinagar for keeping record of the same.*
12. *Office File.*

Principal Secretary to,
Hon'ble the Chief Justice