

Jammu and Kashmir
Institute of Management, Public Administration & Rural Development
Main Campus, Maulana Azad Road, Srinagar

Advertisement Notice No.: 01 of 2016
Dated: 19-12-2016

Applications in the prescribed format Annexure (A) are invited from the permanent resident of Jammu and Kashmir for the posts, the particulars which are given below:-

Post & Grade	No. Of posts	Break-up of posts category wise	Eligibility Criteria
Junior Scale Stenographer (9300-34800+GP 4200)	03 01 (State Cadre)	03 General 01 RBA	i) Graduation from any recognised University having minimum speed of 65 & 35 words per minute in shorthand and type writing respectively. ii) 06 months certificate course in Computer Applications
Driver (5200-20200+GP 1900)	01 (One)	General Category	Middle pass with Driving license issued by the competent authority with at least 03 years experience in driving light and heavy vehicles.
Class IV (4400-7700+GP 1300)	01 (one)	General Category	Matric/10+2

Note:

- (1) The number of posts may increase or decrease, depending on vacancy position at the time of final selection.
- (2) Age on 01.01.2016
 - (a) General category candidates = 40 years
 - (b) Reserved Category candidates = 43 years
 - (c) Physically challenged candidates = 42 years
 - (d) Candidates already in Govt. Service/ex-Service Men = 40/48 years

- (3) The application duly filled by the candidate(s) in his/her own hand accompanied by one duly attested recent passport size photograph and attested photocopies of the following testimonials.
- (a) Date of Birth
 - (b) Permanent Resident Certificate of Jammu and Kashmir
 - (c) Qualification Certificates
 - (d) Character Certificate.

A Demand Draft of Rs. 300/- in the name of Financial Advisor/CAO, J&K IMPARD drawn on any branch of the J&K bank and payable at Srinagar shall be personally delivered by the candidate(s) in the office of Deputy Director, IMPARD, Srinagar on or before the due date during scheduled office hours.

- (4) The last date of receipt of applications shall be 15 days from the date of publication of the notification.
- (5) Candidates belonging to any reserved category must indicate the particular category in the relevant column of the application and annex the attested copy of the certificate issued by the competent authority in this behalf.
- (6) Preferences shall be given to the candidates having experience in any Government Department.

Important Instructions

- I. Applications not accompanied by required testimonials shall not be entertained.
- II. Any wrong or incorrect information furnished by the candidate shall lead to rejection of his/her candidature at any stage without any notice.
- III. The selection shall be made as per the reservation rules.
- IV. The Eligible candidates(s) shall have to appear in interview as prescribed by Selection Committee on the date(s) to be notified separately.
- V. No TA/DA shall be paid for the test/interview.
- VI. In-service candidates must forward their applications through proper channel.
- VII. Qualification acquired after the last date of submission of the applications shall not be taken into consideration.
- VIII. Candidates belonging to any reserved category must indicate the category in the relevant column of the application.

The application form would be available on our website:
www.jkimpa.nic.in



Deputy Director
IMPARD, Srinagar

FORM OF APPLICATION

1. Advertisement Notice No. with date _____
2. Name of the post: _____
3. Name of the candidate: _____
(in block letters) (Space for photograph)
4. Father's / Husband's Name _____
5. Permanent Address _____
Village Tehsil: _____
District _____
Pin code _____
6. Present Postal Address : _____
7. Cell Phone No. (If any) : _____
8. Date of Birth as per middle/
Matriculation certificate : _____
9. Reserved Category (if any)
to which the candidate belongs : _____

10. Details of Academic Qualification:-

S.No.	Examination	Board	Year of passing

11. Details of documents attached: _____

12. Bank draft No. _____ dated. _____

Declaration:-

I hereby declare that the entries in this application are true and correct to the best of my knowledge and belief. I understand that any deliberate misrepresentation of facts and /or concealment of information shall result in the cancellation of my candidature.

Signature of the Candidate