



**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**  
**RESHAM GARH COLONY, BAKSHI NAGAR**  
**JAMMU- 180001**

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Subject: Filling up of the posts of Superintendent Jail, in Home Department.

Reference: Home Department No. Home/Jail/101/2011 Dated 18.03.2021

**Notification No: 10 - PSC (DR-P) OF 2023**  
**Dated: 31- 03-2023**

Applications, through online mode, are invited from the applicants who are domiciled in the Union Territory of Jammu & Kashmir, possessing the prescribed academic/professional qualification and age, for the post of Superintended Jail, in Home Department of J&K (UT) in terms of the J&K Prisons (Gazetted) Service Recruitment Rules, 2021, notified vide SO-90 and the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 2021 as amended up-to-date.

**IMPORTANT**

- The Application Form together with instructions for filling up the Application Form will be available on the website of the Commission from **01.04.2023**.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the post before filling the online Application Form. Candidates are advised to update their One Time Registration before filling the application Form.
- Last date for filling of online Application complete in all respects along with the requisite fee (online mode only) is **30.4.2023**.
- The last date for receipt of online applications provided in the notification shall be the cut-off date for determining the eligibility as regards acquisition of Domicile Certificates and educational and professional qualifications.
- The minimum and maximum age will however be reckoned with reference to **1st January, 2023**.
- Candidates can edit some of the fields in their online application form from **01.05.2023 to 03.05.2023**.
- Candidates are not required to submit hard copy of the application form or any other documents to the Commission.
- Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability to pay fee or failure to login to the online application portal on account of heavy load on the website during the closing days.

2. Details of post with category wise breakup is given below

Item No.	Name of the Post	Pay level	OM	RBA	SC	Total
	Superintendent Jail	Pay Level=8 (47600-151100)	01	01	01	3

3. Prescribed Qualification

Designation	Qualification
Superintendent Jail	<p>i) Post Graduation in Psychology/Criminology/Sociology/Masters in Social Work from any recognized university.</p> <p>ii) <u>Physical Standards:</u> <b>MALE</b> Minimum Height- 5'6" Minimum Chest-32"-33 1/2"</p> <p><b>FEMALE</b> Minimum Height-5'2" Physical fit</p>

4. Age as on 1st January 2023

The prescribed age (minimum/maximum) for candidates belonging to Open Merit (OM) and Reserved Categories is as below:-

S.No	Category	Age limit	Not born after	Not born before
1	OM	40	01.01.2005	01.01.1983
2	RBA, SC,	43	01.01.2005	01.01.1980
4	In service candidate/Government	40	01.01.2005	01.01.1983

5. Reservation

- A candidate seeking his/her consideration under a Reserved Category must ensure that he/she possesses a valid requisite Category certificate on the cut-off date.
- The candidature of the candidates will be provisional till the genuineness of the reserved category certificate is verified by the Appointing Authority.
- Candidates may note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the J&K Public Service Commission, in addition to any other penal action as may be deemed appropriate.

6. Domicile

The candidate should be a Domicile of the Union Territory of Jammu & Kashmir. The candidate must possess a valid Domicile Certificate issued by the Competent Authority in the prescribed format. Certificates issued after the last date prescribed for submission of online application form shall not be entertained.

7. Requisite Fee

After successful submission of the online application form, candidate will be required to deposit requisite fee through online mode. The amount of fee to be paid is given below:

General Category	=	Rs.1000.00
Reserved Categories	=	Rs.500.00

**Note:**

- i. The application Form submitted without deposition of the fee, which gets substantiated through reflection of the same on the application form, shall be treated as incomplete and candidature shall be deemed to have been rejected without any notice. No representation against such rejection shall be entertained.
- ii. Submission of multiple applications by way of prefixing Mr/Ms or through generation of multiple User ID's or any other mode, followed by either non-payment of fee particulars or fee particulars (TID) of one application (RID) being mentioned against another application with a different RID would lead to rejection of the online application. The applicants who are submitting multiple applications should note that only the applications with higher Registration ID (RID) number shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID number. Besides a strict disciplinary action shall be taken including the cancellation of candidature and debarment for future examinations of J&K PSC will be taken against such applicants.

**8. Documents to be uploaded**

While filling the online application form the applicants are requested to upload the documents as per details given below:-

**Documents (Mandatory):-**

1. Date of birth certificate (secondary School/Matric Certificate)
2. Domicile Certificate of the UT of J&K.
3. PG Degree certificate alongwith Consolidated marks card upto 05 lvs.

**Documents (Mandatory if claiming benefit under that category):-**

1. Category Certificate. 01 leaf
2. In-service certificate signed by HOD

**Any other document for which the candidate is claiming weightage as per J&K (Business and Procedure) Rules, 2021:-**

1. M.Phil certificate alongwith result Notification
2. Ph.D Degree certificate.
3. "C" Certificate in NCC activities. 01 leaf

**It may be noted that no further opportunity to upload any document shall be provided hereafter and action under rules including rejection of application/candidature will be taken.**

**9. Selection/Criteria for the post of Superintendent Jail**

The selection shall be made in terms of Rule 43(ii) of the J&K Public Service Commission (Business & Procedure) Rules, 2021, as amended vide Notification No.05-PSC(DR-P) of 2023 Dated 09.02.2023. For convenience, a part of the rule is reproduced below:-

<b>A</b>		<b>Written examination</b>	86 points
<b>B</b>		Interview/viva voce test	10 points
<b>C</b>		<b>Weightage for Higher Qualification in the relevant subject</b>	<b>(Maximum 03 points)</b>
	b	<b>Where Masters degree is prescribed as the minimum qualification</b>	
	(i)	M. Phil in the relevant subject	01 point
	(ii)	Ph.D in the relevant subject	02 points

<b>D</b>	<b>Special Attributes:</b>	
	NCC ("C" certificate)/NSS (National level two camps)	<b>01 point</b>
	Total (A to D)	100 points

### **INTERVIEW**

In the interview, the candidates will be asked questions on matters of general interest and matters related to the post for which the candidate is being interviewed. The object of the interview is to assess the personal suitability of the candidate for a career in public service. The interview test is intended to judge the mental calibre of a candidate. In broad terms, this is really an assessment of not only the intellectual qualities but also social traits and interest of the candidate in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

#### **Written Examination and shortlisting of candidates for interview.**

- i. The written examination specified under Rule 43 shall comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers.
- ii. The candidates shall be shortlisted in the ratio of 1:3 (posts : candidates) in each category of reservation on the basis of their score in the written examination.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further, that in a situation, when a reserved category candidate secures merit equal to or above the cut off merit in open category, such reserved category candidates shall be called for oral test in their respective category.

### **10. Syllabus for the Written Examination:**

The Syllabus shall be notified separately.

### **11. Important instructions regarding filling up of online applications are given herein below:**

- a. Candidates are required to apply online through the website of the Commission i.e. <http://www.jkpsc.nic.in>. No other means/ mode of application shall be accepted.
- b. Candidates are first required to go to the JKPSC website [www.jkpsc.nic.in](http://www.jkpsc.nic.in) and click on the link "**One Time Registration**" or click on Login menu if you have already created your profile with the JK PSC.
- c. After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details etc.
- d. The candidate shall also be required to upload the image of date stamped recent passport size color photograph and signature. The photograph should not be taken earlier than 01.01.2023.
- e. Size of the photograph (passport size) and signature must be between 10kB to 20kB in \*.jpeg or \*.jpg only.
- f. After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g. On Clicking on the "show examination" a window will appear on your computer screen. Select the month of the advertisement notification for which you want to apply, a link(s) for the post(s) will appear on the computer screen.
- h. An "APPLY" button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.

- i. On clicking “APPLY” button, an instruction window will appear. Candidates should read instructions carefully before clicking on “APPLY” button at the bottom of the webpage.
- j. On clicking “APPLY” button, the system will display all facts/particulars that a candidate may have mentioned while filling up the necessary fields of his/her OTR account. Candidate shall fill up the remaining required fields in the application form and accept the declaration thereof.
- k. Once the candidate is satisfied *about the correctness* of the filled in details, then, he or she may click on “SUBMIT” button to finally push the data into server with successful submission report.
- l. On successful submission of the basic details, the candidates will be required to pay the online fee and uploading of the documents, for final submission of the online application form.
- m. Candidates can pay the requisite fee through online mode in the “SUBMITTED APPLICATIONS” menu in your account.
- n. After successful payment of the fee, the fee status will get reflected on the Online Application form. Candidates can check the fee status by clicking on the ***Print Application Button*** in the submitted Applications menu in your JKPSC account. In case the payment status shows either “not submitted or under processing or status has not been reflected on your submitted application form”, candidates(s) are advised to contact the JKPSC office at Solina Srinagar/ReshamGhar Colony Jammu immediately for clarification. Further where the online fee is paid through other service providers the candidate must ensure that not only the amount of fee is debited from his/service provider’s Account but also credited into the official account of JKPSC.
- o. After successful submission of fee, the candidates will be required to upload requisite documents as specified in the advertisement/application form.
- p. The candidate would be able get the printout of his/her submitted application only after the payment of the requisite fee and uploading of requisite documents.
- q. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

## 12. **Editing of the online application form**

Candidates who have successfully submitted the online application form along with requisite fee will be allowed to edit some of the fields in their submitted online application form within three days after the cut-off date i.e. from **01.05.2023 to 03.05.2023**. Detailed instruction in this regard will be made available on the website.


## 13. **Action against candidates found guilty of misconduct**

Candidates are advised not to furnish any particulars that are false or suppress any material information.

A candidate who is, or has been, declared by the Commission, to be guilty of:

- i. obtaining by wrongful support his/her candidature by any means, or
- ii. impersonating, or
- iii. procuring impersonation by any person, or
- iv. submitting fabricated documents or documents which have been tampered with or
- v. making statements which are incorrect, or false or suppressing material information, or
- vi. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- vii. using unfair means, or
- viii. misbehaving in any other manner, or
- ix. harassing or doing bodily harm to the staff employed by the commission for the conduct of their test, or
- x. attempting to commit or , as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses may, in addition to the specified actions given below render the candidate liable to criminal prosecution.

- a. to be disqualified by the Commission from selection for which he/she is a candidate , and/or
- b. to be debarred either permanently or for a specified period:-
  - i. By the Commission from any selection held by them.
  - ii. By the Union Territory Government from any employment under them, and
- c. if he/she is already in service under Government, disciplinary action can be taken against him/her under the appropriate rules.

  
31/03/23  
**(Bashir Ahmad Dar) JKAS**  
**Secretary**  
**J&K Public Service Commission**

No: PSC/DR/Superintendent Jail/2021/08

Dated: 31 .03.2023

Copy to the: -

1. Financial Commissioner (Additional Chief Secretary) Home Department Civil Secretariat, Jammu/Srinagar.
2. Director, Information Department J&K. He is requested to publish the Notification in at least two local dailies of the Union Territory of J&K, for at least three consecutive days.
3. General Manager, Govt. Press, Jammu/Kashmir for publication of Notification in the next issue of Govt. Gazette.
4. P.S. to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
5. P.S. to Member \_\_\_\_\_, J&K PSC for information of Hon'ble Member.
6. In charge website, J&K Public Service Commission for uploading of the Notification on the website.
7. Notice Board, J&K Public Service Commission, Srinagar/Jammu.
8. Stock file/Main file.