

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar Recruitment at Srinagar)

Advertisement Notice No: 02 of 2024/RR/RC

Dated: 09-05-2024

Subject: Advertisement for the posts in different categories (Non-Gazetted), in the High Court of Jammu & Kashmir and Ladakh.

- a) Date of Commencement for submission of online applications : 15.05.2024
b) Last Date for submission of online applications : 31.05.2024
c) Last date for submission of online fee : 31.05.2024

Total Number of posts advertised = 47

Online applications are invited from the eligible candidates for participating in the selection process for various posts shown against Item Code No. mentioned in "**Annexure-A**" to this notification, who:

- a. are domiciles of UT of Jammu and Kashmir in terms of **S.O. 166 dated 18.05.2020**, issued by GAD, Government of Jammu and Kashmir and are residents of UT of Ladakh for a period of not less than 15 years before the date of applying and are actually residing in the area.
- b. are having age as on 01.01.2024:
- Not below 18 years; and
 - Not above:
 - 40 years in case of Open Merit.
 - 43 years in case of SC/ST/RBA//PSP/OSC/EWS candidates.
 - 42 years in case of Physically Challenged candidates.
 - 48 years in case of Ex-servicemen.
 - 40 years in case of candidates in Government Service/ Contractual employees;
- c. are in possession of the prescribed minimum academic/professional/technical qualifications and fulfill all other eligibility conditions wherever required, as shown against each post/item in **Annexure-A**, by or before the last date of submission of application forms i.e. 31.05.2024.
- 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 the application form along with the fee payment receipt and required copies of documents 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 Head of Department concerned shall forward the application form of the in-service candidates at the address of the Registrar Recruitment, High Court of J&K and Ladakh, Jammu/Srinagar (both the places), within 15 days after the last date of filing their Application form.

- g. The last date for submission of online application forms as prescribed above shall be the cut-off date before last date of submission of application forms i.e., **31.05.2024**.
- h. have deposited fee of **Rs. 400/- (Rupees Four Hundred Only)**.

Note:

- i. Applications along with the prescribed fee will be received only through online mode on recruitment portal of the High Court of Jammu and Kashmir link of which will be activated on **15.05.2024** on the website of the High Court: <https://www.jkhighcourt.nic.in>.
- j. Candidates who are eligible to apply for more than one post are required to apply separately for each post.
- k. Submission of Application Forms and fee payment shall not be accepted/entertained after the cut-off date fixed for receipt of the same.
- l. Candidates shall not submit the printout of the Application Form/fee payment receipt to the office of Registrar Recruitment, High Court of J&K and Ladakh at this stage.
- m. The reservation for various categories would be determined as per the provisions of **S.O. 127 dated 20.04.2020**.
- n. For determining the eligibility to apply for the post, the age limit, however, is determinable with reference to the 1st of January, 2024. Any qualification/experience acquired after last date of receipt/submission of online application form i.e., **31-05-2024** shall not be taken into account for any purpose.
- o. The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for written test/interview.
- p. The criteria for the test for the selection to the post of Senior Scale Stenographer, Junior Scale Stenographer, Steno-Typist, Chief Librarian, Librarian, Library Assistant and Translator has been made available on the official website of the High Court of J&K and Ladakh.
- q. The eligible candidates shall have to appear in the test on the date(s) notified separately. No separate call letters shall be issued individually; however, wide publicity shall be given through print and electronic media, official website <https://www.jkhighcourt.nic.in> of the High Court about the venues, dates of written test/ interview for the information of eligible candidates. No claim of being unaware of the dates/schedule for written test/interview shall be entertained.
- r. No TA/DA shall be paid to the candidates for test.
- s. Qualification acquired after the last date of submission of application shall not be taken for consideration.
- t. Before applying online, the candidates are advised to carefully go through the guidelines for online submission of forms. These guidelines will be available in the online portal of the High Court.


(S. Satinder Singh)
Registrar Recruitment

No.:17521-37/RR/RC

Dated: 09.05.2024

Copy to the:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Srinagar;

2. Additional Registrar/Joint Registrar/Secretary to Hon'ble Mr. Justice _____

..... for information of their Lordships.

3. Registrar Computers (I.T), High Court of J&K and Ladakh, Srinagar.
4. Additional Registrar (Administration), Office of the Registrar General, High Court of Jammu and Kashmir and Ladakh, Srinagar.
5. Director Information, J&K, Jammu with the request to publish the above notification along with the connected Annexure-A in two daily newspapers each of Jammu and Kashmir province i.e. Daily Excelsior (Jammu), Kashmir Times (Jammu), Greater Kashmir (Srinagar) and Daily Srinagar Times.
6. Director Information, Leh, UT of Ladakh, with the request to publish the above notification along with the connected Annexure-A in two daily newspapers of UT of Ladakh.
7. Director, Doordarshan Kendra, Jammu/Srinagar with the request to broadcast the above Notification in News and Employment Bulletin.
8. Director, Radio Kashmir Srinagar/Jammu/Leh/Kargil with the request to broadcast the above Notification in News and Employment Bulletin.
9. Central Project Coordinator, e-Court, High Court of J&K and Ladakh, Srinagar, with the request to get the same uploaded on the official website of the High Court of J&K and Ladakh.
10. In-charge Library, High Court Wing, Jammu/Srinagar for keeping the record of the same.
11. Notification File.


9/5/2024
Registrar (Recruitment)

Annexure-A to the Advertisement Notice No. 02 of 2024/RR/RC.

Adv. Notice No.	Post and Grade	No. of Vacancies	Breakup of posts category-wise	Prescribed qualification	Mode of Recruitment
02 of 2024/RR/RC	Senior Scale Stenographer, Level-7 (44900-142400)	07	OM= 04 SC = 01 PSP= 01 OSC= 01	<p>1. Graduation from any recognized University and Diploma in Stenography recognized by the State Government.</p> <p>2. Six Month Certificate Course in Computer Application from a Government recognized institute.</p>	By direct recruitment on the basis of English Shorthand and Type-writing test with minimum per minute speed of 80 words and 40 words respectively.
02 of 2024/RR/RC	Junior Scale Stenographers Level-6B (35600-112800)	14	OM= 09 RBA= 01 SC = 01 ST= 01 EWS=01 OSC= 01	<p>1. Graduation from any recognized University and Diploma in Stenography recognized by the State Government.</p> <p>2. Six Month Certificate Course in Computer Application from a Government recognized institute.</p>	By direct recruitment on the basis of English Shorthand and Type-writing test with minimum per minute speed of 70 words and 35 words respectively.

(Signature)

02 of 2024/RR/RC	Steno-Typists Level-5 (29200-92300)	11	OM= 07 RBA= 01 SC = 01 ST= 01 EWS=01	1. Graduation from any recognized University. 2. Six Month Certificate Course in Computer Application from a Government recognized institute.	By direct recruitment on the basis of English Shorthand and Typewriting test with minimum per minute speed of 60 words and 30 words respectively.
02 of 2024/RR/RC	Chief Librarian Level-6F (40800-129200)	02	OM= 01 RBA= 01	1. Master's Degree in Library Sciences. (M.Lib) 2. At least three years' experience in the relevant field.	By direct recruitment as per the pattern and syllabus laid down in terms of High Court Order No.1470 of 2023/RG/NG dated 13.12.2023, available on High Court website https://www.jkhighcourt.nic.in
02 of 2024/RR/RC	Librarian Level-6 (35400-112400)	02	OM= 01 RBA= 01	1. Graduation in Library Sciences. (B.Lib). 2. At least two years' experience in the relevant field	By direct recruitment as per the pattern and syllabus laid down in terms of High Court Order No.1470 of 2023/RG/NG dated 13.12.2023, available on High Court website https://www.jkhighcourt.nic.in
02 of 2024/RR/RC	Librarian Level-4 (25500-81100)	02	OM= 01 RBA= 01	1. Graduation in Library Sciences. (B.Lib). 2. At least one years' experience in the relevant field	By direct recruitment as per the pattern and syllabus laid down in terms of High Court Order No.1470 of 2023/RG/NG dated 13.12.2023, available on High Court website https://www.jkhighcourt.nic.in

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02 of 2024/RR/RC	Library Assistant Level-2 (19900-63200)	02	OM= 01 RBA= 01	Graduation in Library Sciences. (B.Lib).	By direct recruitment as per the pattern and syllabus laid down in terms of High Court Order No.1470 of 2023/RG/NG dated 13.12.2023, available on High Court website https://www.jkhighcourt.nic.in
02 of 2024/RR/RC	Translator Level-6E (35900-113500)	07	OM= 04 RBA= 01 SC = 01 ST= 01	1. B.A with Urdu as one of the subjects. 2. LL.B (Professional) recognized by University of Jammu/Kashmir or University Grants Commission. 3. Proficiency in Computer with Computer Typing Speed of not less than 30 words per minute.	By direct recruitment as per the pattern and syllabus laid down in terms of High Court Order No.1435 of 2023/RG/NG-156-(i) dated 08.12.2023, available on High Court website https://www.jkhighcourt.nic.in

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