

**J&K Institute of Management, Public Administration & Rural Development,
Main Campus, M. A. Road, Srinagar/
Regional Centre, Near ASCOM Hospital, Sidrah, Jammu**

Advertisement Notice No. 01 of 2018
D a t e d 20 -09-2018.

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

S. No.	Post and Grade	No. of Posts	Breakup of posts (category wise)	Cadre	Eligibility Criteria
	Junior Assistants	03	Open =02 SC =01	Kashmir Division	i) Graduation from any recognized University having minimum speed of 35 words per minute in typewriting. ii) Six months certificate course in Computer Application from any recognized Institute.
	Junior Assistants	02	Open =02	Jammu Division	i) Graduation from any recognized University having minimum speed of 35 words per minute in typewriting. ii) Six months certificate course in Computer Application from any recognized Institute.
	Receptionists/ EPABX Operator	02	Open	Jammu Division	Graduation with six months certificate course in Computer Applications from any recognized Institute and two years' experience in handling EPABX
	Driver	01	Open	Kashmir Division	Middle pass with Hill Driving License issued by the Competent Authority with at least three years' experience in driving light and heavy vehicles.
	Class-IV	05	Open=02 SC =01 RBA=01 ST =01	Kashmir Division	Matric/10+2

Note

- The Appointments shall strictly be governed as per **SRO-202 of 2015 of GAD, J&K** dated June 30-2015.
- The number of posts may increase or decrease, depending on vacancy positions at the time of final selection.

3. Age on 01-06-2018:

- | | |
|---|----------------|
| (a) General Category | = 40 (Years) |
| (b) Reserved Category | = 43 (Years) |
| (c) Physically Challenged | = 42(Years) |
| (d) Candidates already in Govt. Services/Ex-Service Man | = 40/48(Years) |


20/09/18

4. The **Application Form, (Annexure-A)** to be downloaded from the Institute's Website www.jkimpa.nic.in/ duly filled in by the candidate(s) in his/her own handwriting, accompanied by one self-attested passport size photograph with self-attested copies of the following testimonials:

- (i) Date of Birth
- (ii) Permanent Resident Certificate of J&K State;
- (iii) Academic Qualification Certificates;
- (iv) Character Certificate;
- (v) Technical Qualification Certificate,(If any);
- (vi) Reservation Certificate (If any).

along with a demand draft of Rs.300/- in the name of Financial Advisor & Chief Accounts Officer, J&K IMPA&RD, Srinagar/Jammu, drawn on any branch of the J&K Bank Ltd, payable at Srinagar/Jammu, should reach the Office of the Deputy Director, J&K IMPA&RD Srinagar/Jammu by or before **Monday 15th October, 2018** during schedule office hours.

5. **The applicants who have already applied for the posts, advertised against Notice Nos.01 of 2016 dated 01-10-2016, 01 of 2016 dated 19-12-2016 and 02 of 2017 dated 20-04-2017 need not to apply again.**

Important Instructions:

1. Application not accompanied by required testimonials as in para 04 above shall not be entertained.
2. Any incorrect information furnished by the candidate(s) shall lead to rejection of his/her candidature at any stage without any notice.
3. The eligible candidates shall have to appear in written test/interview as prescribed by the Selection Committee on the date(s) to be notified separately.
4. No TA/DA shall be paid for the test/interview.
5. In-service candidates must forward their applications through proper channel.
6. Qualification acquired after the last date of submission of the application shall not be taken into consideration.


Deputy Director
J&K IMPA&RD, Srinagar

No.IMPA/Admn./E-9/ 5589

Dated 20 -09-2018

FORM OF APPLICATION

1. Advertisement Notice No. with date : _____
2. Name of the post : _____
3. Name of the candidates : _____
(In Block Letters)
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. Date of Academic Qualification:

Sr.No.	Examination	Board	Year of passing

11. Details of documents attached:

12. Bank Draft No _____ dated _____

Declaration:-

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

Signature of the Candidate