

**ADVERTISEMENT NOTICE**

Applications, as per enclosed proforma (Annexure-A), are invited to fill posts of ASI-(S) from in-service lower subordinates (Constables and above) of Police Department (excluding Auxiliary Police) who are desirous for their absorption/induction in Ministerial Executive Cadre as Assistant Sub-Inspector (stenography) in the pay band-II Rs. 9300-34800+4200 Grade Pay.

The candidate applying for induction should possess following qualification (s):-

A	Academic:	The candidate should have minimum qualification of Graduation from any recognized university
B	Technical	i) The candidate should have minimum speed of 50 and 30 words per minute in shorthand and type writing respectively; ii) Six months certificate course in Computer applications from a Government recognized institute.
C	Training;	The candidate should have passed Basic Recruit Training Course (BRTC)

2. The application forms must be accompanied by the attested copies of the following documents
- Academic Qualification Certificate (i.e, Graduation);**
 - Technical Qualification Certificate;**
 - Certificate for being an in-service candidate on the prescribed format to be signed by Head of the Unit.**

3. The candidate should submit application form (alongwith latest 02 Passport size photographs) dully accompanied by attested copies of certificates specified above through the Head of unit/office to concerned range DIsG. The concerned Head of unit/office while receiving application forms shall scrutinize the documents and certify that these conform to the eligibility criteria and the service profile as per the format devised by the PHQ forming Annexure "A-1" to this advertisement notice. After observing all these formalities, the concerned Head of the unit/office shall forward the application forms to Range DIG of his jurisdiction within the time frame as prescribed in the advertisement notice. Applications found incomplete, in any manner, shall not be entertained at all;

4. The candidates shall be subjected to following tests carrying 100 marks in all:-

Event	Eligibility	Marks
Short hand (dictation)	Not less than 50 words (p/m)	30
Short hand Transcription	Not less than 30 words (p/m)	25
Typing on computer key board	Not less than 35 words (p/m) with accuracy atleast 90%	20
Written		25
Total		100

5. The lien of the candidates, so inducted as ASI (S) shall get terminated from their respective Zones and their prospective service matters would be regularized in the Ministerial Executive Cadre in accordance with the J&K Civil Service Rules/Police Rules.

6. The last date for receipt of application forms from the concerned Units/Police offices 15/05/2018. The Range DIsG shall prepare the recruitment registers as per the enclosed format and furnish the records complete in all respects to PHQ within a week's time after the cut of date. Nominal roll of the candidates giving full details as per recruitment register so maintained both in soft and hard copies be also furnished to PHQ alongwith other records.

Note:- i) Only Range DIsG of 07 Police Ranges in the State only are authorized to receive the application forms from Units/Police Offices falling in their jurisdiction only;
ii) In case, it is brought to notice during the course of selection process or at a subsequent stage that any candidate has obtained the course, diploma or experience certificate from an un-authorized institute, he/she shall be liable for disqualification of his/her candidature/selection as the case may be.

7. This notice is issued without prejudice to the outcome of writ petition(s), if any, pertaining to the subject pending judicial determination before any Hon'ble Court(s) of law.

8. The application form can also be downloaded from J&K Police website www.jkpolice.gov.in.

Sd/-

(S.P Vaid) IPS

Director General of Police

J&K Jammu

Dated:- 10.03.2018

NO. EN/PS-06/2013/20024-20094
Copy to the:-

1. Chairman-cum-Managing Director, PHC J&K Jammu.
2. ADGP Armed/Crime/Security J&K Jammu;
3. All IsGP in J&K/Director Vigilance, J&K Jammu;
4. Director SKPA Udhampur/Director SSG J&K Jammu;
5. Range DIsG of 07 Police Ranges in J&K for information and necessary action;
6. All DIsGP in J&K/Director Telecom/FSL/DoP, PHQ J&K Jammu;
7. All AIsG at PHQ/CAO/Sr. Admn officer PHQ/AIS Media/Communication shall ensure wide publication through print/electronic media.
8. All SsP in J&K including District SsS/PDs in J&K
for information and necessary action;
10. Principal PTS Kathua/Talwara/Sheeri/Manigam/PTTI Vijaypur/CTC Lethpora;
for information and necessary action;
11. Medical Superintendents of PHQ and hospitals Jammu/Srinagar;
12. PC to DGP for information;
14. PS to Spl. DGP Hqrs. Information;
15. SO (IT) PHQ for posting the notice on Police website/file for records.

(Aftab Kakroo) J&K PS

AIG of Police (Pers)

For Director General of Police,

J&K-Jammu

APPLICATION FORM FOR IN-SERVICE CANDIDATES FOR CONVERSION AS ASI(S) YEAR 2016

- 1- Rank/Name of official: _____
- 2- Unit/PID No. : _____
- 3- Present place of posting: _____
- 4- Present Zone : _____
- 5- Fathers Name : _____
- 6- a) Permanent Address:
 - i) Village : _____
 - ii) Mohalla : _____
 - iii) Tehsil: _____
 - iv) District: _____
 - v) Tel. No.....Mobile No.....
- b) Present address for correspondence: _____

- 7- Date of Birth (in Christian Era) _____
- 8- Date of appointment in Police Deptt. _____
- 9- Date of promotion, if any _____
- 10- Training Course undergone: _____
- 11- Educational Qualification : _____
- 12- Technical Qualification : _____

Space for photograph to be attested by concerned Head of the unit.

I hereby solemnly declare that the above particulars are correct to the best of my knowledge and belief. In case of any of the above averments is found to be incorrect, I shall be liable for disqualification for conversion as ASI(S).

DATE: _____ PLACE: _____

CERTIFICATE TO BE RECORDED BY HEAD OF UNIT UNDER HIS SEAL/SIGNATURE.

It is certified that particulars given above by the candidate with regard to his/her name, date of birth, date of appointment and trainings undergone have been cross-checked with his/her character roll and found correct.

Seal/Signature of Head of Office/unit

Annexure "A-1"

FORMAT TO BE PREPARED (EXCEL) BY THE CONCERNED UNIT WHILE FORWARDING THE APPLICATION FORMS TO RANGE DISG

1	2	3	4	5	6	7	8	9	10	11
S.No	Rank	Name, S/O, R/O, Tehsil & District	PID No.	D.O.B	D.O.A	Present Place of Posting	Trainings	Educational Qualification	Technical Qualification	<u>Certificates enclosed</u> PRC, Graduation, Diploma, inservice candidate, 1st page of Character Roll alongwith 02 passport size photographs

It is certified that the information given above is correct . The enclosures mentioned at column No.11 are completed in all respects.



Seal/Signature of Head of office/Unit