

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT JAMMU**  
(Chief Justice's Secretariat)

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**Advertisement Notification**

**No.:** 01 of 2022 / Psy

**Dated:** 01-01-2022

**Subject:-Advertisement for the post of Steno Typist in Subordinate Judiciary of UT of J&K.**

- a) Date of Commencement for submission of online application = 03.01.2022  
b) Last Date for submission of online application = 30.01.2022  
c) Last Date for submission of fee = 30.01.2022

Online applications are invited from eligible candidates who are domiciles of UT of Jammu and Kashmir, in terms of J&K Reservation Act, 2004 & the Rules framed there under as amended up to date, for participating in the selection process for the posts of Steno Typist in J&K Subordinate Judiciary, as shown below.

**1. Number and Break-up of posts, category-wise:**

Item No.	Name of the post And Grade	Cadre	No. of posts With breakup		Prescribed Qualification
01	Steno-typist Level-5 (Rs. 29200-92300)	Kashmir Division	OM	23	a) Graduate or equivalent from any Recognized University. b) Diploma in Shorthand and typewriting from a recognized institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing on the computer key Board
			RBA	05	
			SC	04	
			ST	05	
			EWS	04	
			LAC	02	
			PSP	02	
			OSC	02	
<b>Total</b>		<b>47</b>			
02	Steno-typist Level-5 (Rs. 29200-92300)	Jammu Division	OM	21	a) Graduate or equivalent from any Recognized University. b) Diploma in Shorthand and typewriting from a recognized institute, having speed of 60 W.P.M in Shorthand and 30 W.P.M in typing on the computer key Board
			RBA	05	
			SC	04	
			ST	04	
			EWS	04	
			LAC	02	
			PSP	02	
			OSC	02	
<b>Total</b>		<b>44</b>			

**Note:** - Number of posts may increase or decrease, depending on vacancy position at the time of final selection.

2. A) Candidates belonging only to the concerned Division can apply, except for those belonging to reserved categories who are permitted under J&K Civil Services Decentralization Act, 2010, to apply in any division.

B) Age as on 01.01.2022.

I) Should not be below 18 years; and

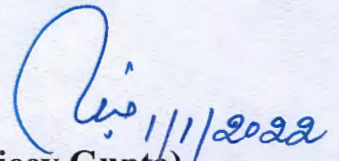
II) Not above:-

- a) 40 years in case of Open Merit candidates.  
b) 43 years in case of SC/ST/RBA/ALC/OSC/EWS/PSP candidates  
c) 42 years in case of Physically Challenged candidates.  
d) 48 years in case of Ex. Servicemen.  
e) 40 years in case of candidates in Government Service/Contractual employees.

3. The applicants must be in possession of the prescribed minimum academic/technical qualification and must fulfill all other eligibility conditions as shown against the post, **by or before the last date of submission of application forms.**
4. The prescribed fees for applying to the above said posts is Rs. 300/- (Rupees Three hundred only) which shall be non-refundable.
5. Applications along with the prescribed fee shall be received only through online mode on the Recruitment Portal of the High Court of J&K, link of which shall be activated on the website of the High Court: **<http://jkhighcourt.nic.in>**.
6. Before applying online, candidates are advised to carefully go through the guidelines for online submission of applications. These guidelines will be available on the online portal of the High Court of Jammu and Kashmir.

**Important Instructions:**

- a) The reservation for various categories would be determined as per the provisions of J&K Reservation Act 2004 & the Rules framed there under as amended up to date.
- b) Submission of Application Form and fee payment shall not be accepted/entertained after the cut-off date fixed for receipt of the same.
- c) Candidates shall not be required to submit the printout of the Application Form /fee payment receipt to the office of Principal Secretary to, Hon'ble the Chief Justice, High Court of J&K at this stage.
- 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 along with the fee payment receipt and required copies of documents however 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 Principal Secretary to Hon'ble the Chief Justice, High Court of J&K within **15 days** after the last date of filing their Application Form.
- g) The last date for the submission of online application forms as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. Any qualification/experience acquired after last date of receipt/submission of online application form i.e. 31.01.2022 shall not be taken into account for any purpose.
- h) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for the test.
- i) Call letters shall not be issued individually however, wide publicity shall be given through print and electronic media, official Website **<http://jkhighcourt.nic.in>** of the High Court about the venues, dates of the test for the information of eligible candidates. No claim of being unaware of the dates/schedule for the test shall be entertained.
- j) No TA/DA will be paid for participation in the test.

  
(Rajeev Gupta)

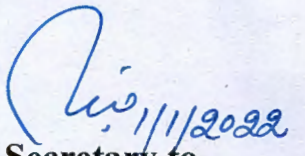
Principal Secretary to,  
Hon'ble the Chief Justice

No.: 583-93/Psy-567 Dated: 01-01-2022.

**Copy to the:-**

1. Secretary to Hon'ble Mr. Justice Tashi Rabstan, for information of his Lordship.
2. Secretary to Hon'ble Mr. Justice Sanjeev Kumar, for information of his Lordship.
3. Registrar General, High Court of J&K and Ladakh.
4. Registrar Vigilance, High Court of J&K and Ladakh.

5. Registrar Computers, High Court of J&K and Ladakh.
6. Registrar Rules, High Court of J&K and Ladakh.  
.....for information
7. Director Information, Jammu with the request to publish the above Notification in two Daily Newspapers having wide circulation in both the divisions of UT of J&K.
8. Director Doordarshan Jammu/Srinagar for broadcast of the above Notification in News & Employment Bullintin.
9. Director Radio Kashmir Jammu/Srinagar for broadcast of the above Notification in News & Employment Bullintin.
10. Central Project Coordinator e-Court, High Court of J&K and Ladakh for uploading the same on the High Court, Web Site.
11. Office File.

  
**Principal Secretary to,  
Hon'ble the Chief Justice**