

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU AND KASHMIR SERVICES SELECTION BOARD
CPO Chowk, Panjthirithi, Jammu/Zamzam Complex, Rambagh, Srinagar
(www.jkssb.nic.in)

IMPORTANT NOTICE

Subject: Instructions for submission of application forms for the advertised posts.

The J&K Services Selection Board, vide Advertisement Notification No. 02 of 2023 dated 08.12.2023, has advertised **201 posts of Supervisor, Social Welfare Department** for inviting application from eligible Female Graduates, who are in possession of a valid Domicile Certificate.

The aspirants can submit the application forms through the online portal of JKSSB w.e.f. 15.12.2023 to 14.01.2024. The necessary instructions for filling up of online applications in this regard are as under:

- 1) Candidates are required to apply through online mode only, by accessing the website of JKSSB www.jkssb.nic.in. No other means/mode of application will be accepted.
- 2) All the candidates shall be required to register on the Portal by clicking on '**Log-in**' tab available on the Board website.
- 3) The candidates are required to have a valid e-mail ID and Mobile Number for registering and creating login credentials. The same shall be validated using OTP (One Time Password) based verification on e-mail.
- 4) After registering/creating login credentials, the candidates shall click on '**Apply**' tab for submitting the application form the advertised posts.
- 5) The candidates shall carefully fill in all correct information in various columns and click on '**SAVE & CONTINUE**'.



- 6) A recent passport size photograph and signature of the candidate shall be uploaded with following specifications:
- *Size of Photograph (Max size-20 KB to 50 KB) (Ht. X Wd=4.5X3.5 Cms).*
 - *Size of Signature (Max size-10 KB to 20 KB) (Ht. X Wd=1.5X3.5 Cms).*
- 7) **The candidate shall ensure that all the required fields are filled up with correct information, before final submission of the application form. Candidate shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of wrong/non-filling of information shall be entertained subsequently. Benefits related to category etc. shall be claimed only in case of possession of a valid, within the date certificate to this effect.**
- 8) Once submitted, the Application Form cannot be edited by the candidates. However, a candidate can cancel his/her application if wrongly filled up at any time before the last date of submission of forms, but the fee of such cancelled application form will not be remitted. In such case, a candidate can apply afresh till the last date after paying new fee.
- 9) Candidate's Application will not be considered if fee is not paid for that application. Fees shall be paid only by **Net banking/Debit Card/UPI/Credit Card Options:**
- *After successful completion of the form, the candidate shall be shown "**Pay Now**" link for making the online application fee payment. Once fees is successfully submitted, Application ID shall be generated.*
 - *The options will be available after clicking on Pay Now link. Candidate can pay using **Net banking, Debit Card, UPI, Credit Card**, as Online Payment options.*
- 10) No hard copy or print out of the application form is required to be submitted by the candidates, except at the stage of DV, only in respect of the shortlisted candidates, after the conclusion of the examination.



- 11) Payment will not be accepted and will not be considered valid after cut-off-date mentioned in Advertisement Notification, i.e. **14.01.2023** (last date for submission of application forms).
- 12) Any person who finds difficulty in submission of application form due to technical issue or for any other reasons, shall be required to send a self-explanatory mail at ssbjkgrievance@gmail.com for seeking guidance, clarification etc. No other mode of grievance submission in this context would be taken into consideration. Moreover, only grievances pertaining to the active application will be replied through the mail.

(Reyaz Ahmad Wani) JKAS
Additional Secretary
J&K Services Selection Board

Dated: 14.12.2023

No. JKSSB-PLAN/1/2023-03(E-7098040)

Copy to:

1. Commissioner/Secretary to the Government, General Administration Department.
2. Commissioner/Secretary to the Government, Social Welfare Department.
3. Additional Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
4. Director, Information and Public Relations, J&K for publishing this Advertisement Notice in all leading dailies of J&K for three consecutive days.
5. Director, Radio Kashmir Jammu/Srinagar/Bhaderwah/Kupwara for airing this Notice for three consecutive days, in addition to the Rozgar Bulletin.
6. Director, Door Darshan Kendra, Jammu/Srinagar for telecasting the substance of the Notice for three consecutive days in addition to the Rozgar Bulletin.
7. Director Employment, J&K.
8. Controller of Examinations, J&K Services Selection Board.
9. Administrative Officer, J&K Services Selection Board, Srinagar/Jammu.
10. Private Secretary to Chairman, J&K Services Selection Board.
11. In-Charge, Planning Section, J&K Services Selection Board.
12. In-Charge Website, J&K Services Selection Board.