

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

Subject: Document Verification of candidate for the post of Junior Legal Assistant (Law, Justice & Parliamentary Affairs), advertised vide Notification No. 05 of 2020, Item Nos. 149 & 153 and 03 of 2021 under Item No. 599 and Legal Assistant (Law, Justice & Parliamentary Affairs), advertised vide Notification No. 05 of 2020 under Item Nos. 148 & 150 – regarding.

NOTIFICATION

The Jammu and Kashmir Services Selection Board (JKSSB), vide Notice No. JKSSB-COE0EXAM(UT)/42/2023-03 (7189468) dated: 03-01-2025, notified the result/score-sheet of candidates.

As per the procedure, the JKSSB vide Notification No. JKSSB-COE0EXAM(UT)/42/2023-03 (7189468) dated: 13-02-2025, informed the candidates who were shortlisted for the posts of Junior Legal Assistant (Law, Justice & Parliamentary Affairs), advertised vide Notification No. 05 of 2020, Item Nos. 149 & 153 and 03 of 2021 under Item No. 599 and Legal Assistant (Law, Justice & Parliamentary Affairs), advertised vide Notification No. 05 of 2020 under Item Nos. 148 & 150 to attend the Document Verification on 25-02-2025.

The JKSSB, vide Notification No. JKSSB-COE0EXAM(UT)/42/2023-03 (7189468) dated: 06-03-2025, gave last and final opportunity for all the candidates, in the form of Supplementary Document Verification which was held on 10-03-2025.

Meanwhile, one candidate approached the Hon'ble Central Administrative Tribunal, Jammu Bench and filed O.A. 373/2025 and the Hon'ble Tribunal disposed of the matter on 03-04-2025.

The matter was deliberated in the 304th Board meeting and Board decided to provide one last opportunity to Ms. Monika Sandhu for Document Verification in compliance to Hon'ble CAT Jammu directions and in view of rare circumstances of the applicant.

Now, therefore, in view of the above and in continuation to Notification No. JKSSB-COE0EXAM(UT)/42/2023-03 (7189468) dated: 13-02-2025 and JKSSB-COE0EXAM(UT)/42/2023-03 (7189468) dated: 06-03-2025, the candidate, whose details is given in **Annexure "A"** to this notification, is hereby called to appear in person for Document Verification before the Document Verification Committee of the Board for the verification/scrutiny of her documents/certificates **on 05-06-2025** at 11 AM.

Further, the candidate is required to produce following documents/certificates in original, along-with **one set of self-attested copies**, before the designated Document Verification Committee:

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1. Copy of Application Forms.
2. Two passport size recent colour photographs.
3. One original photo ID Proof i.e. Aadhar card/Voter Card/Pan Card/Passport etc.
4. D.O.B Certificate (10th Diploma/Marks card).
5. Valid Category Certificate, if belongs to reserved categories.
6. Domicile Certificate.
7. Prescribed Qualification/Certificates as per Advertisement Notification.
8. Bonafide certificate on the format prescribed by the Board duly issued by the Controller/Registrar of the concerned University/Institute in respect of candidates, who have obtained the qualification/Diploma from outside the UT of J&K.
9. Checklist sheet/form to be submitted by candidates at the time of their D.V. (**as per Annexure "B"**).

The candidate is fail to appear before the respective Document Verification Committee on the scheduled date shall forfeit her right to selection.

Sd/-

Reyaz Ahmad Malik (JKAS)
Controller of Examinations
J&K Services Selection Board

No.: JKSSB-Scry/7/2025-03 (7680969)

Dated: 03-06-2025

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K for kind information.
2. Director, Information and Public Relations, J&K, Jammu with the request to publish this Notification in at-least two leading local newspapers of Jammu/Srinagar.
3. All Members, J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. Private Secretary to the Chairperson, J&K Services Selection Board.
6. I/c Website, J&K Services Selection Board.


Pulkit Dutta (JKAS)

Assistant Controller of Examinations
J&K Services Selection Board

ANNEXURE "A"

Addl. D.V. S.No.	D.V. S.No.	Application Id	Roll Number	Notification	Candidate Name	Father Name	Category	Post	Item	Final Score	Shortlisting Category	Date of Document Verification	Venue	Committee
SUPP. 1-JMU	24-JMU	19762	111017009387	05 of 2020	MONIKA SANDHU	SHESH KUMAR	SC	Junior Legal Assistant	153	87.701327	SC	05-06-2025 (11 AM)	JKSSB, Central Office, CPO Chowk, Panjtirthi, Jammu	J

Checklist Sheet for Document Verification (DVC)

Post: _____

Advertisement Notification No. : _____

Item No. : _____

Affix Recent
Passport Size
Photograph

Date: _____ D.V. S. No. : _____ Venue: _____

1. Details of the Candidate (To be filled by candidate):

S.No.	Candidate Particular	Details
1.	Name *	
2.	Father's Name *	
3.	Date of Birth (DD/MM/YYYY) *	
4.	Roll No. *	
5.	Application Form No. (s)	
6.	Reserved Category *	
7.	Sub Category (if any) (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)	

Candidate's Signature**2. Verification of Documents (To be filled / checked by JKSSB Officer / Official):**

S.No.	Document/ Certificates	Original Checked (Y/N)	Date of issue	Valid/ Within Cutoff Date (Y/N)	Name of Inst/College/University	Remarks/ Recommendation
1.	Domicile Certificate.					
2.	Qualification Certificate(s).					
a)						
b)						
c)						
d)						
e)						
3.	Reserved Category Certificate (a) SC (b) RBA (c) ST (d) EWS (e) ALC/IB (f) PSP (g) OSC					
4.	Sub Category if any (a) a person With disability (PWD), (b) Ex-Serviceman (ESM) (Horizontal Reservation)					

Note:- The candidate have to bring/attach two passport size recent color photographs and one original photo ID i.e. Adhaar Card/ Voters ID card/ Pan Card/ Passport/ Driving License etc. on the scheduled date of Documents Verification.

Checked By: (Name & Designation of Dealing Assistant):-**Signature of Dealing Assistant****3. Candidature- Accepted or Rejected:** _____

i) Reasons _____

ii) Special Remarks (if any) _____

Signature
(Name of the Officer)(Signature)
(Name of the Member/Officer)