

NOTICE

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

The J&K Services Selection Board, vide Advertisement Notification No. 01 of 2024 dated 16.07.2024, has advertised 4002 posts of Constables, Home Department for inviting application forms from the eligible candidates, who are in possession of a valid Domicile Certificate of the UT of J&K.

The necessary instructions for submission of application forms for the aforementioned posts through the online portal of JKSSB are given as under :

| Submission of Application Forms | Receipt of Fee Online |
|--|--|
| 30.07.2024 (10.00 AM) to 29.08.2024 (05.00 PM) | 30.07.2024 (10.00 AM) to 29.08.2024 (10.00 PM) |

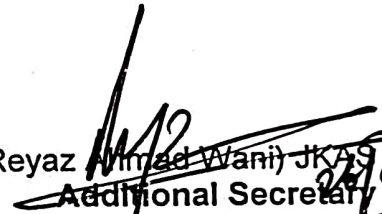

The necessary instructions for filling up of online applications in this regard are as under:

- 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) Candidates shall be required to register on the Portal (if not already registered) by clicking on 'Log-in (Apply on Various Posts)' tab available on the Board website.
- 3) Candidates are required to have a valid e-mail ID and Mobile Number for registering by clicking on "New User/Sign Up" and creating login credentials. The same shall be validated using OTP (One Time Password) based verification on e-mail and if the verification code is not working, the candidates are required to resend the verification code for account activation by clicking on "Get Activation Code".
- 4) Candidates are advised to use their username only generated while registration of their application form or received with the account activation mail instead of their e-mail ID.
- 5) After registering/creating login credentials, the candidates shall complete their OTR (One-Time Registration) form. After the completion of OTR form, the candidates shall

click on 'Active Advertisement' tab and then click on 'Apply' tab for submitting the application form for the advertised posts.

- 6) The candidates shall carefully fill in all correct information in various columns and click on 'SAVE & CONTINUE'.
- 7) A recent and clear passport size Photograph with white background 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).
- 8) A clear Signature of the candidate shall be uploaded with following specifications:
 - Size of Signature (Max size- 10 KB to 20 KB) (Ht.X Wd=1.5X3.5 cms).
- 9) The candidate shall ensure that all the required fields are filled up with correct information, before final submission of the application form. Candidates shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidates 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, weightage etc. shall be claimed only in case of possession of a valid, within the date certificate to this effect and no such claim shall be entertained at any subsequent stage.
- 10) 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.
- 11) Candidate's Application will not be considered if fee is not paid for that application. Fee shall be paid only by Net banking/Debit Card/UPI/Credit Card
Options:
 - After successful completion of the form, the candidates shall be shown "Pay Now" link for making the online application fee payment. Candidates are advised to check the status of the fee as 'Submitted' on their dashboard.
 - 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.

- 12) 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.
- 13) Candidates are advised to give their preferences for the post having the same pay level (i.e. for Item Nos. 01,02,05,06) and that shall be considered if combined examination is conducted for these posts.
- 14) CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE ONLINE APPLICATION PORTAL ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
- 15) 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


No. JKSSB-PLAN/5/2024-03(E-7513847)

Dated: 26.07.2024

Copy to:

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