



GOVT. OF JAMMU AND KASHMIR
OFFICE OF THE ASSISTANT COMMISSIONER DEVELOPMENT,
(CHAIRMAN DISTRICT LEVEL CLASS-IV RECRUITMENT COMMITTEE RDD)
DISTRICT POONCH (J&K)

Email:- poonchacd@gmail.com

Ph./Fax No. 01965-220135

Advertisement Notice No. 01 ACDP of 2015

D A T E D : 26-02-2015

Subject:- Advertisement for Class-IV posts (Orderlies) in respect of Rural Development Department District Cadre Poonch.

- (a) Date of Issue of Advertisement Notice : **26-02-2015**
(b) Last date of receipt of application forms : **20-03-2015**

Applications on prescribed format (Annexure "A") are invited from such permanent residents of the state who are the residents of District Poonch and possess the prescribed qualification, eligibility which is mentioned hereinafter for recruitment to the posts of Class-IVth category (Orderly) lying vacant in the Department of Rural Development District Cadre Poonch in Pursuance to Govt order No. 735-GAD of 2008 Dated : 30-05-2008.

(Note:- The permanent resident certificate shall be the conclusive proof of residence of a candidate)

Age as on 1.1.2015 should not be :-

- (a) below 18 years
(b) above 40 years in case of open merit
(c) above 43 years in case SC/ST/RBA/ALC/OSC and in service candidates.
(d) above 42 years in case of physically challenged candidates.
(e) above 45 years in case of Ex-serviceman.

Numbers, pay scale, Qualification and criteria of the post is detailed as under:-

S.No.	Name of the post	Pay scale with grade pay	No. of the Posts	Eligibility qualification	Criteria
1	Orderly- Class-IVth	4440-7440 is Grade Pay 1300	17 Category- wise OM = 08 ST = 02 SC = 02 RBA = 04 ALC= 01 Total= 17	Matriculation	a. Matric = 70 b. 10+2 = 10 c. Viva Voce = 20 Total:- = 100

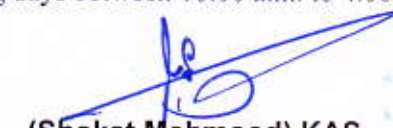
The weightage has to be calculated on pro-rata basis with reference to percentage of marks obtained in each examination. The formula to calculate points of each calculation is given below:-

- i) $(\% \text{ age} \times \text{Total points for a particular qualification} / 100)$
ii) The candidate must possess the minimum basic qualification as matric and maximum as 10+2 from any recognized board/university. However, no additional weightage shall be given to any candidate for higher qualification interms of SRO)-99 of 2008 dated: 07-04-2008.
iii) Application forms duly completed in all respect alongwith attested copies of the following documents should be submitted in person (under proper receipt) or by

registered post in office of the undersigned (at D.C. Office Complex Poonch) upto 20-03-2015 on working day only. No application form shall be accepted after expiry of the due date:-

- a. Date of Birth Certificate (Matriculation)
 - b. Permanent Resident Certificate
 - c. Academic qualification certificate
 - d. Category certificate.
 - e. Mark certificate of each examination passed (Matric/10+2)
 - f. Two copies of recent passport size photograph of the applicant duly attested by the gazetted officer, one pasted on the application form.
 - g. Character certificate issued by any Gazetted Officer.
 - h. Self Addressed Envelope affixed with postal stamps worth Rs. 5.00
 - i. Treasury receipt worth Rs 20/- (twenty rupees only)
(No under process certificate will accepted)
- All the documents attached with the application form shall also be self attested by the applicant himself / herself and duly page numbered.
- iv) Application forms found deficient in any manner or found lacking any document mentioned in the notification shall be rejected as the time of scrutiny.
 - v) The date of interview shall be notified separately through print media.
 - vi) The candidates should be in possession of all certificates/documents in original at the time of interview.
 - vii) The selection of the candidate shall be made as per rules / guidelines issued by the competent authority from time to time.
 - viii) Short listing of the candidates on the basis of academic merit i.e in the ratio 1:10.
 - ix) Reservation rules shall be applicable as per standing directions from the Govt.
 - x) Candidates found guilty of impersonation or submitting fabricated document or documents which have been tempered with or making incorrect or false statement or suppressing material information will render him/her liable for criminal prosecution.
 - xi) In case of any guidance/information /clarification regarding the application, candidature etc. candidates are free to contact office of Assistant Commissioner Development Poonch or on telephone No. 01965-220135 during all working days between 10.00 a.m. to 4.00 P.M.

No:-ACDP/1071-91
Dated : 26/02/2015


(Shokat Mehmood) KAS
Asstt. Commissioner Development
(Chairman, Distt. Level Class-IV RDD Recruitment Committee)
Poonch

Copy to :-

1. Secretary to Govt, Rural Development and Panchayati Raj, J&K, for favour of information.
2. District Development Commissioner Poonch for favour of information.
3. Director Rural Development Jammu for favour of information.
4. Joint Director Information, Jammu, with the request to publish the advertisement notice in at least two daily leading newspaper in English/Urdu in Jammu for wide publication.
5. Additional District Development Commissioner Poonch for favour of information.
6. District Informatic Officer Poonch for information and with the request to upload the advertisement in the official website of Deputy Commissioner Poonch.
7. District Information officer Poonch for information. He is requested to get the advertisement notice published in at least two daily leading newspaper in English/Urdu in Jammu.
- 8-18. Block Development Officer Poonch/ Nangali Sahib -Sain Baba/ Sathra/Mandi/Loran/Lassaana/Surankote/Buffliaz/Mendhar/Mankote/Balakote.
19. Assistant Director All India Radio Poonch with the request to broadcast the advertisement notice for information of all concerned.
20. Notice Board of DDC/ACD Office Poonch.
21. Office file for record.

**FORM OF APPLICATION FOR APPOINTMENT TO THE POSTS OF CLASS-IV IN
RURAL DEVELOPMENT DEPARTMENT DISTRICT CADRE POONCH**

1. Post applied for :- **Orderlies (Class-IV)**
2. Advertisement Notice No. & Date :- _____
3. Name of the Candidate :- _____
4. Parentage :- _____
5. Date of Birth :- _____
6. Age as on 01-01-2015 :- _____
7. Gender :- _____
8. Category:- _____
9. Nationality:- _____
10. Are you Permanent Resident of J&K state:- _____
11. Permanent Address:- _____
12. Address for correspondence :- _____
13. Telephone/Mobile No. _____
14. Details of Qualifications :-

Space for
photograph
attested by
gazetted
Officer

Examination Passed	Name Board/University	Year of Passing	Max. Marks	Marks Obtained	Percentage
Matric					
10+2					

15. Treasury receipt No. _____ Dated _____ Amount _____

Declaration : I hereby declare that the statements in this application form along with the certificates are true to the best of my knowledge and I would not claim any preferential treatment on account of higher qualification and in case any false entry or statement in this application is detected later on I shall have no claim over the post and would readily accept the penalty/ punishment under the law.

Signature of the applicant
Name : _____