

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

ORDER

No. 1286

Dated 10-01-2019

The Hon'ble Selection Committee constituted vide Order No. 1112 dated 04.12.2018 has been pleased to formulate the following criteria of selection to various posts in Subordinate Courts advertised vide Notification No. 01 of 2019 dated 10.01.2019.

(1) Divisional cadre posts of Urdu Stenographers:-

Selection of candidates to the divisional cadre posts of Urdu Stenographers shall be made on the basis of the performance of the candidates in Urdu type test on a computer keyboard. The test paper for Urdu dictation and transcribing the same on computer shall comprise of a paragraph of 400 words of 400 marks. The candidates would be randomly dictated an Urdu paragraph of 400 words in 5 minutes which they shall transcribe on a computer keyboard in 10 minutes i.e. 80 wpm in taking dictation and 40 wpm in transcribing on computer keyboard). For qualifying the test a candidate must secure a minimum 70% Marks.

(2) Divisional cadre posts of Assistant Protocol Officer:-

Criteria for selection to the divisional cadre posts of Assistant Protocol Officer is formulated as under:

(i) Written test of 80 marks of 80 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 80 questions, each carrying one mark, on the following subject:-

- (a) Travel, Tourism and Hospitality Management related 40 questions
- (b) General Knowledge related 15 questions
- (c) English Language related 15 questions
- (d) General Aptitude related 10 questions

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

(ii) Interview/Viva Voce = 20 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

(3) District cadre posts of Accounts Clerk:-

Criteria for selection to the district cadre posts of Accounts Clerk is formulated as under:

(i) Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-

- (a) Accountancy related 20 questions
- (b) General Knowledge related 10 questions
- (c) English Language related 10 questions

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

(ii) Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

(4) District cadre posts of Library Assistants:-

Criteria for selection to the district cadre posts of Library Assistants is formulated as under:

(i) Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-

- (a) Library management related 15 questions
- (b) General English related 15 questions
- (c) General Knowledge related 10 questions

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

(ii) Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

(5) District cadre posts of Data Entry Operators/Computer Operators:-

Criteria for selection to the district cadre posts of Data Entry Operators/Computer Operators is formulated as under:-

(i) Written test of 40 marks of 40 minutes duration. The candidates shall have to appear in the written test comprising of one objective type question paper of 40 questions, each carrying one mark, on the following subject:-

- (a) Computer related = 15 Marks
 (b) English Language = 10 Marks
 (c) General Awareness = 10 Marks
 (d) General Aptitude = 05 Marks

(Note: There shall be negative marking of 0.25 Marks for one wrong answer).

- (ii) Interview/Viva Voce = 10 Marks

On the basis of the performance in the written test, candidates shall be called for interview/viva-voce in order of merit in the ratio of 1:5.

(6) District cadre posts of Drivers:-

For selection to the district cadre posts of Drivers, following selection criteria is formulated:-

- (a) Interview/Viva Voce = 20 Points
 (b) Experience = 30 Points

(Norms for awarding 30 points of experience to the candidates, who would appear in the interview, shall be as under:-

S. No.	Nature of experience	Points reserved for
1.	Experience simply based on duration of the driving licence upto the date of issuance of the advertisement notification.	15 points (one for each year duration subject to a maximum of 15 years duration)
2.	Experience gained by actually working as a Driver in an Government/semi Government/Public Undertaking upto the date of issuance of the advertisement notification supported by a certificate from concerned Department.	10 points (one point for each year of experience subject to a maximum of 10 years experience)
3.	For having PSV endorsed driving licence.	05 points

(7) District cadre posts of Process Servers:-

Following criteria is formulated for selection to the district cadre posts of Process Servers:-

(a) 10 Points for the marks obtained in the basic qualifying examination i.e. in 10+2.

(These 10 Points shall be awarded to the candidates who would appear in the interview/viva voce on prorata basis).

(b) Interview/viva voce = 20 points

(8) District cadre posts of Class IV-Orderly/Chowkidar/Sweeper:-

Following criteria is adopted for selection to the district cadre posts of Class IV-Orderly/Chowkidar/Sweeper:-

(a) 10 Points for the marks obtained in the basic qualifying examination i.e. in Matric.

(These 10 Points shall be awarded to the candidates who would appear in the interview/viva voce on pro rata basis).

(b) Interview/viva voce = 20 points

By Order.

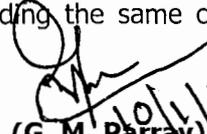
Sd/
(Jawad Ahmed)
Principal Secretary to
Hon'ble the Chief Justice

No. 794-98/PSy

Dated 10-01-2019

Copy to the:

1. Registrar General, High Court of J&K, Jammu.
2. Registrar Vigilance, High Court of J&K, Jammu.
....for information.
3. Secretary to Hon'ble Mr. Justice Tashi Rabstan.
4. Secretary to Hon'ble Mr. Justice Rashid Ali Dar.
....for information of their Lordships.
5. Central Project Coordinator, e-Courts, for uploading the same on the official website.


(G. M. Parray)
Joint Registrar
10/1/19 10/1/2019