

POLICE HEADQUARTERS



JAMMU & KASHMIR

S R I N A G A R

ADVERTISEMENT NOTICE

Applications, as per the enclosed proforma, are invited from the in-service desirous lower subordinates (Constables and above) of Police Department (excluding Auxiliary Police) for their absorption/ induction in Ministerial Executive Cadre as Assistant Sub-Inspector (Stenography) in the Pay Band-1 Rs.5200-20200 + 2800 Grade Pay.

2- The candidates applying for induction should possess following qualifications:-

a) Academic Qualification:

The candidate should have a minimum qualification of Graduation from any recognized University.

b) Technical Qualification:

i) The candidate should have a minimum speed of 65 and 35 words per minute in shorthand and typewriting respectively.

ii) One year's diploma course in computer applications from a Govt recognized institute to be further certified by the concerned controlling officer under whom the candidate is working that he (candidate) is having sufficient proficiency in computer work.

c) Training

The candidate should have qualified basic recruit training course.

3- The aspiring candidates should submit their applications alongwith attested copies of all necessary academic/ technical qualification certificates through concerned Head of Unit. The concerned Head of Unit/ Office after scrutinizing the applications should forward same in a consolidated form to PHQ by or before **15.10.2009**. While forwarding the applications, the concerned unit Heads should ensure that only those applications conforming to the minimum eligibility standards are submitted to PHQ and applications found incomplete, in any manner, shall not be entertained at all.

4- The candidates shall be subjected to following tests:-

a) Shorthand Test

b) Typewriting Test

c) Computer Aptitude Test

d) Written Test (Objective/Essay) 25 marks each

5. The lien of the candidates, so inducted as ASI(S) shall get terminated from their respective Zones and their prospective service matters would be

regularized in the Ministerial Executive Cadre in accordance with the J&K Civil Service Rules.

6- The applications must be accompanied by the attested copies of following certificates:-

- i) Academic Qualification certificate (i.e. Graduation)
- ii) Technical Qualification Certificates
- iii) Experience Certificate, if any,

7. This notice is issued without prejudice to the outcome of writ petitions, if any, pertaining to the subject pending judicial determination before the Hon'ble Courts of Law.

(Kuldeep Khoda)
Director General of Police,
J&K-Srinagar.

NO:Estt/R-10/2009-

Dated: .08.2009