



**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION (BUSINESS AND
PROCEDURE) RULES 2021.**

05.04.2021

Jammu and Kashmir Public Service Commission (Business and Procedure) Rules 2021.

In pursuance of the provisions contained in sub section (1) of section 93 of Jammu and Kashmir Reorganization Act, 2019, read with Article 320(1) of the Constitution of India, the Jammu and Kashmir Public Service Commission, hereby make the following Business and Procedure Rules.

1. Short title

These Rules shall be called the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 2021.

2. Definitions

In these Rules

- (a) "Commission" means the Public Service Commission for the Union Territory of J&K, constituted under sub section (1) of section 93 of Jammu and Kashmir Reorganization Act, 2019 read with Article 315(1) of the Constitution of India
- (b) "Committee means and includes a Committee as may be constituted under the provisions of these rules."
- (c) "Controller of Examinations means an officer of the Commission designated as such by the Commission."
- (d) "Form" means a form as notified by the Commission for the purpose of recruitment.
- (e) "Member" means a member of the Commission and includes the Chairman/Acting Chairman.
- (f) "Secretary" means the Secretary of the Commission or any other officer specifically authorised by the Commission.
- (g) "Service" means any service of the Union Territory of J&K for appointment to which the Commission is required to conduct examination or in which it is required to be consulted in terms of Article 320 of the Constitution of India.
- (h) "Deputy Controller of Examinations" means an officer designated as such by the Commission.
- (i) "Assistant Controller of Examinations" means an officer designated as such by the Commission.
- (j) "e-call letter" means the letter, summon or admit card issued electronically to a candidate by the Commission for appearing in an examination, interview or verification, and is downloaded by the candidate from the website of the Commission or is communicated to the candidate through email.

Note:- Words and expressions not defined herein shall have the meaning earlier assigned to them under the J&K Public Service Commission (Limitation and Functions) Regulations, 1957 and the J&K Civil Service (Classification, Control and Appeal) Rules, 1956.

3. Procedure for transaction of business

- (i) The Commission shall meet as often as may be necessary for the transaction of its business as may be brought formally or informally before it. The agenda for every meeting shall be prepared by the Secretary and circulated among the Members at least three days in advance of the meeting.
- (ii) The Commission may also meet and consider such matters as may be brought up before it even in the absence of a formal agenda. However, action on decisions taken in the absence of a formal agenda not circulated in advance shall not be taken until the minutes thereon are confirmed by the Commission.

4. Matters to be decided upon by the Chairman

All confidential and procedural matters relating to the business of the Commission, including the work of fixation of schedules for interviews and examinations, shall be decided upon by the Chairman. As soon as dates for any such examination/schedules are finalized all members of the Commission shall be apprised of the same.

5. Duties of Chairman in absence of Chairman

If the Chairman is unable to be present at a meeting of the Commission on account of his being on leave or for any other reason, the period of absence being not more than 10 days, a Member nominated by the Chairman shall, until the Chairman resumes his duties, perform the duty of the Chairman:

Provided that in case the Chairman does not take part in any selection or meeting of the Commission for reasons of close kinship with a candidate, a Member nominated by the Chairman shall perform the duties of the Chairman in such selection/meeting.

6. Quorum

Where the number of members is even, one half of the number with the addition of one shall constitute quorum for meeting. Where the number is odd the quorum shall be such number as may exceed half the total number of Members.

7. Decisions of the Commission

Decision(s) of the Commission shall be taken as per the views of the majority of members thereof. The Chairman shall have the casting vote in case of a tie. Where a case is circulated and a difference of opinion exists, the case shall be again referred to the dissenting Member(s). In case the Member(s) hold(s) to the views already expressed by them, the case shall be put up at a meeting of the Commission for a final decision.

8. Member may record his dissent

It shall be open to any member(s) who dissents from the decision of the majority, to place on record his/ their dissent and the reasons for dissenting.

9. Record of decisions

All decisions of the Commission taken at its meeting shall be recorded by the Secretary at the end of the meeting. The draft of the minutes shall be put up by the Secretary to the Chairman for approval; thereafter the minutes shall be circulated to Members and subsequently brought up for formal confirmation at the next meeting of the Commission.

10. Committee to examine and report

The Commission may refer any matter to any individual Member or to a Committee of Members for examination and report. It may also take advice assistance from any other person, as it may deem fit and necessary.

11. Communication of the decisions of the Commission to the Government

The decision/advice of the Commission shall, wherever necessary, be communicated to the concerned Department in the form of a letter signed by an officer of the Commission.

12. Examination and Tests

Subject to the provisions of Rules 37 & 38, the Controller of Examinations shall make arrangements for the holding of examinations and Secretary shall make arrangements for the conduct of viva-voce tests on such dates as may be decided upon under Rule 4.

13. Conduct of Examinations

- (i) Besides the examinations under the provisions of Article 320 (1) of the Constitution of India, the Commission may also conduct Departmental and other examinations on behalf of non-government or semi-government bodies provided the provisions of Article 321 of the Constitution are complied with and proper syllabi and Rules are sanctioned by the Competent Authority.
- (ii) Departmental examinations shall be held at regular intervals as per provisions in the relevant Rules.
- (iii) The Commission may also conduct examination(s) for and on behalf of the Union Public Service Commission for recruitment to the Central Government Services. In all such cases the Commission shall act in accordance with the rules and instructions issued by the Union Public Service Commission from time to time.

Venue for the conduct of Examination and Viva Voce Tests

- 14.** Written examinations and viva-voce tests shall, as a rule, be held only at the Headquarters of the Commission at Jammu/Srinagar, unless the Commission, for sufficient reasons, decides to hold the same at other places also.

Number of vacancies

- 15.** Requests made to the Commission to make selection for different posts or to hold competitive examination shall indicate clearly the number of vacancies, including the number of vacancies, if any, reserved for applicants under different reserved categories. If the information is not made available along with the requisition made by the Department, the Secretary shall obtain the necessary information from the concerned Department.

16. Issue of Notifications

Applications for permission to appear in an examination or for appointment to a post intended to be filled up by direct recruitment shall be invited by the Secretary by publishing a Notification in the Government Gazette and at least in two leading daily newspapers, i.e. one each published from Srinagar and Jammu. The substance of every such Notification shall also be got broadcast/telecast through electronic media. The notification, along with a set of instructions, shall also be displayed on the website of the Commission.

- 17.** Applications for appointment or for sitting in an examination shall be submitted online on the website of the Commission by filling up the online form as may be made available on the website of the Commission:

Provided, if circumstances so require, the Commission may also allow filling up of forms in an offline mode in such a format as may be notified by the Commission. In such cases, a set of instructions for submission of offline applications will also be published,

- 18.** Every such notification under Rule 16 shall, among other things, specify:
- (a) the cut-off date;

- (b) the qualifications required for sitting in the examination or for appearing for in an interview for appointment to the posts;
- (c) the minimum and maximum age;
- (d) whether the maximum age is relaxable;
- (e) the office/ officer through whom applications shall be submitted, by those already in Government service;
- (f) the last date for receipt of applications;
- (g) whether any vacancies are reserved for candidates belonging to different reserved categories and if so how many;
- (h) the subject, scheme and syllabus of the examination (in case of examinations /screening test);
- (i) whether, the post/examination is confined/restricted to applicants who are domiciled in the Union Territory of J&K only;
- (j) whether those who have submitted applications in response to any earlier notification issued by the Commission need or need not apply again;
- (k) the documents required to be uploaded along with the online application;
- (l) whether a hard copy of the application is required to be submitted and if so, the last date of submission of such hard copy;
- (m) the certificates, testimonials and/or self-certified/attested copies thereof and other documents which are to be attached to the hard copy of the application, if such hard copy is required to be submitted;
- (n) other conditions of eligibility for appearing in the examination/appointment to the post; and
- (o) number of vacancies.

Note: All copies of documents submitted by an applicant shall be affixed with the words "Self certified" along with name, signature and date of self-attestation.

19. Cut-off Date

The cut-off date specified under Rule 18 shall be determined as under:

- (a) Last date of receipt of application as indicated in the notification shall for all purposes be the cut-off date for determining eligibility, acquiring of minimum qualifications, experience, improvement in the qualification, distinction in sports/NCC, Special attributes if any, or any other attribute claimed by the candidate.
- (b) Experience, improvement in qualification, distinction in sports or any other special attribute/s acquired by the candidates after the cut-off date (i.e the last date for receipt of applications) shall neither be taken into account nor given any weightage.
- (c) The age of the candidate, however, shall be reckoned with reference to 1st January of the year in which posts have been advertised.

20. An application submitted in online mode under Rule 17 shall be deemed to have been successfully submitted only after payment of fee has been acknowledged by the payment gateway and the fee is credited to the account of the Commission.

21. Every application submitted in offline mode under Rule 17 shall be submitted by hand or by registered post and shall be acknowledged at the very time of its presentation, by a designated receipt clerk of the Commission. A list of all such applications received on a day shall be maintained and signed by the Under Secretary and in his absence, by an officer of the Public Service Commission, not below the rank of Section Officer.

22. The acknowledgement of receipt of offline application / hard copy of online application submitted by hand shall be in form 2.

23. Every postal envelope in which an offline application is received by post shall be preserved and kept with the application.
24. Every offline application/ hard copy of online application as has been received in the Commission's Office shall be properly stamped on the very day of its receipt. The stamp shall contain the following particulars:
- (a) General Receipt No.;
 - (b) Date of receipt;
 - (c) Number of enclosures;
 - (d) Station: Jammu/Srinagar; and
 - (e) Initials in token of authentication by the receipt clerk with date stamped.
25. Every offline application or hard copy of application for appointment to a post or for sitting in an examination submitted to the Commission shall be accompanied by:
- (a) crossed Bank Draft of specified amount drawn on the Jammu and Kashmir Bank Ltd. or payment through any other mode prescribed in the notification if the application has been submitted in online mode under Rule 17;
 - (b) two self-attested passport size colour photographs;
 - (c) self-attested copies of degree(s) and marks certificate of the minimum qualification prescribed for the post;
 - (d) self-attested copy of date of birth certificate in the form of Matriculation/ Secondary School Examination certificate issued by the Board of School Education;
 - (e) self-attested copy of domicile certificate issued by the competent authority.
 - (f) in case of reserved category, self-attested copy of reserve category certificate issued by the Competent Authority; and
 - (g) any other testimonial/document, as indicated in the notification.

26. Receipt of Applications

The concerned section shall maintain a day to day record of the application forms received. On the day following the last date prescribed for receipt of applications, an abstract under the headings indicated below shall be prepared by the designated officer not below the rank of Under Secretary and submitted to the Secretary for information:-

- (a) Date on which departmental requisition was received;
- (b) Date of issue of Notification;
- (c) Last date for receipt of applications;
- (d) Total number of applications received;
- (e) Signatures of the Under Secretary.
- (f) Applications, when allowed to be submitted in offline mode, if received late shall be entered in a register maintained for the purpose; and
- (g) In case of a Departmental Examination, the application forms received within 21 days of the last date shall be entertained on payment of such late fee per paper as may be prescribed by the Commission.

27. Scrutiny of applications

- (a) The scrutiny of the applications to determine the eligibility or otherwise of the applicant to participate in the selection process shall be undertaken by the Secretary through a committee to be constituted by him for the purpose.
- (b) The Controller of Examinations shall initiate such scrutiny in respect of applications submitted for examination based recruitments through a Committee to be constituted by him.
- (c) The Composition of the Committee(s) shall be as under:

- (i) Deputy Secretary/Under Secretary or equivalent (DR/Examination Section)
- (ii) Section Officer (DR/Examination Section)
- (iii) Head Assistant/Senior Assistant/Junior Assistant (DR/Examination Section)

28. Determination of Eligibility

- (a) The eligibility of a candidate shall be ascertained with reference to domicile, age, qualification and special stipulations, if any, attached with the post in accordance with the recruitment rules of the service to which the post belongs and **further as per terms and conditions of notification made in this regard in accordance with rules.**
- (b) The eligibility of a candidate for participation in an examination/screening test or interview, as the case may be, shall be referable to the cut-off date fixed in the notification inviting the applications. The age of the candidate, however, shall be reckoned with reference to 1st of January of the year in which the posts have been advertised.
- (c) The educational qualification including higher qualification or any other attribute possessed by the candidate(s) up to the cut off date fixed in the relevant notification only shall be taken into account for awarding any weightage admissible under any rule.
- (d) In case the prescribed qualification or any other degree/ diploma, acquired after the acquisition of the prescribed qualification, has been obtained in any mode other than regular mode, the **same shall not be** considered either for determining the eligibility or for award of additional weightage points/ marks unless the candidate has produced a certificate from the competent authority viz. AICTE/ UGC etc that the degree/ diploma, obtained in the mode other than the regular mode, has been treated at par/ equivalent with a degree/ diploma obtained in a regular mode for the purpose of obtaining employment.
- (e) The Commission shall not entertain any claim of equivalence in the minimum required/ prescribed academic qualification unless such equivalence is provided for in the recruitment rules and is further certified by the Government in the requisitioning department.
- (f) Each application shall be scrutinized with reference to a check list covering inter-alia the following areas to determine if:
 - (i) the application has been filled up in the prescribed format ;
 - (ii) the application is accompanied by a crossed bank draft or proof of payment of the amount specified in the notification or in any other manner specified in such notification;
 - (iii) the application has been received on or before the last date prescribed for receipt of such applications;
 - (iv) the applicant fulfils the requirement of age prescribed for the posts with reference to 1st of January of the year in which the advertisement has been issued;
 - (v) the applicant in Govt. service has recorded the evidence of being an in-service candidate in the hard copy of the application form and fulfils the stipulation of age prescribed for the category;
 - (vi) the application form has been filled up completely in all respects as stipulated by the Commission; the applicant possesses the minimum required qualification prescribed for the post and has obtained such qualification by or before the cut-off date;

- (vii) the applicant has not been debarred/disqualified by the Commission or any other competent authority from participating in the selection process or sitting in the examination; and
- (viii) the application form or the hard copy of the online application form is accompanied with the self-attested copies of testimonials, certificates and documents required to be enclosed therewith in accordance with the terms and conditions of the notification inviting the applications. This shall include certificates relating to date of birth, domicile, academic qualification (minimum, higher and additional) reserved category, as also distinction in sports, National Cadet Corps and possession of Gold Medal in academics and any other documents/certificates as may be specified in the notification;
- (g) The result with reference to each area of scrutiny enumerated in the preceding provisions along with any other information revealed in such examination of the application shall be tabulated by the Committee in the template devised for the purpose by the Secretary or the Controller of Examination, as the case may be;
- (h) The result of the scrutiny in the tabulated format shall be prepared for each application individually and signed by all the members of the committee, whose names and designation shall be stamped on the scrutiny sheet;
- (i) The application forms along with the scrutiny sheet shall be put up to the Secretary or the Controller of Examination, as the case may be, for perusal and determination of eligibility;
- (j) The Secretary/Controller of Examination shall examine each application with reference to the report of the Committee and determine the eligibility or otherwise of the applicants in accordance with the rules applicable and the terms and conditions of the notice inviting the application;
- (k) The cases warranting summary rejection for non-fulfilment of stipulations of eligibility contained in the recruitment rules and the terms and conditions of the advertisement shall be segregated for communication of non-acceptance of candidature;
- (l) The cases, where the Secretary/ Controller of Examination is of the view, that these require in-depth scrutiny, shall be segregated for further examination. Such cases shall be examined in the light of rules governing the eligibility and further enquiry as the Secretary/Controller of Examination may deem expedient before arriving at the conclusion. The orders of rejection in such cases shall also be in writing and shall convey the reason(s) for rejection in an explicit and unambiguous manner;
- (m) The Secretary/Controller of Examination may seek orders of the Commission in the determination of eligibility in the cases, where he feels it appropriate to do so in the context of peculiar facts of the case. The decision of the Commission in such cases shall be final and not subject to scrutiny by the Appellate Authority designated for the purpose;
- (n) A list of all candidates declared to be eligible as well as ineligible shall be notified in the print media and also uploaded on the Commission website for information of candidates;
- (o) No separate correspondence shall as a rule be made with any candidate.

29. Appeal to the Appellate Authority.

- (i) A Committee comprising two or more members of the Commission constituted by the Chairman for a period determined by the Chairman shall be the Appellate authority to consider an appeal made by a candidate aggrieved of the order of rejection of application passed by the Secretary or the Controller of Examination as the case may be. Such application shall be made to the Chairman of the Appellate

Authority in his office against an acknowledgement evidencing the proof of receipt and date of submission.

- (ii) The appeal shall be preferred by the candidate within ten days of the publication of list of candidates whose candidature has been rejected.
- (iii) The Appellate Authority may, if it so desires, grant a hearing to the aggrieved candidate or decide the petition on merits.
- (iv) The Appellate Authority shall decide the application within fifteen days of its receipt and its decision shall be final.

30. Selection of candidates shall be in accordance with the procedure laid down

- (i) Selection of candidates for appointment to the requisitioned posts shall be made in accordance with the procedure laid down in the recruitment rules governing the requisitioned posts;
- (ii) Where the selection procedure/ scheme of selection has not been provided in the recruitment rules governing the recruitment of the requisitioned posts or elsewhere in these rules the procedure for making selections as laid down in Rule 31 shall be adopted by the Commission.

31. Selection procedure

- (i) In every Notification inviting applications for a post, it shall be mentioned that the prescribed qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The summoning of candidates for interview shall convey no assurance, whatsoever, that they will be selected. Appointment order of the selected candidates will be issued by the Govt., in accordance with the availability of vacancies.
- (ii) For recruitment against every post, unless the selection procedure/ scheme of selection is provided in the rules governing recruitment to that post or in any other manner in these rules, a written test shall be conducted and the marks/points obtained by the participating candidates shall be apportioned proportionately against the marks earmarked for written test in the selection criteria. On the basis of merit obtained by the candidates in the written Examination, an oral/viva voce test will be conducted and the number of candidates called for the oral test may be restricted as under:

i.	For 1-5 post	Five times the number of posts
ii.	For 6-10 posts	Four times the number of posts subject to a minimum of 25.
iii.	For exceeding 10 posts	Three times subject to a minimum of 40.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further, that in a situation, when a reserved category candidate secures merit equal to or above the cut off merit in the open category, such reserved category candidate(s) shall be called for oral test in their respective category.

- (iii) Thereafter, merit list will be prepared on the basis of merit obtained in the written and oral test in conformity with the instructions issued by the competent authority and the criteria laid down under these rules.

- 32. (i) The applicants who on scrutiny are found to be eligible for being called for interview shall be informed by publication of a notice about the date, time and place at which the interview is proposed to be conducted. Such intimation shall generally be published 15

days before the date of interview. The schedule of the interview shall be notified through print/electronic media and shall also be uploaded on the official website of the Commission.

(ii) Similar measures shall be undertaken in respect of written examination for wide publicity and it shall be endeavoured that the intimation is put in public domain at least one month before the commencement of the examination.

- 33.** While the Commission will make every effort to ensure wide publicity for interview/written test/examination well in advance, it shall not entertain any claim for non-receipt/failure to download of e-call letters by the candidates for whatsoever reasons after such test/examination/interview is over.
- 34.** Notwithstanding anything contained in any other provisions, the authorization for participation in any examination/screening test or interview intimated through downloaded e-call letters, notification or otherwise shall and shall always be provisional and subject to change at any stage in consequence of discovery of ineligibility for any reason whatsoever, and all actions taken in absence of such knowledge of ineligibility shall be non-est for all purposes.
- 35.** (i) Every viva-voce shall be conducted by an interview Board(s)/Selection Committee(s) with composition of one or more Members assisted by one or more subject matter expert/s who shall be nominated by the Chairman. In order to ensure uniformity in the principles and methods for assessment, the Chairman or his nominee shall brief the experts about the system in vogue in the Commission for adherence during the interview.
(ii) The Chairman may nominate more than one interview board for the same posts, if the number of candidates is such that it will not be possible to interview all of them on the same day.
(iii) At the interview, the candidates will be assessed primarily on the basis of their performance in the relevant discipline. However, for overall assessment of the candidate by the Interview Board, the general demeanour, power of expression and basic awareness in relation to the Union Territory of Jammu & Kashmir, the country in general and current national as well as international affairs will also be taken into account.
- 36.** A panel of experts shall be drawn up by the Secretary for approval of the Chairman before every Vivo-Voce/ Interview. The experts shall be paid such honorarium as may, from time to time, be fixed by the Commission.
- 37.** Within one week from the date of publication of the notice fixing the day of interview or examinations, the Secretary shall place before the Chairman the file for deciding about the appointment of Experts for assisting the Commission for holding viva-voce and in case of examinations, the Controller of Examination shall put the file to the Chairman for deciding about the paper setters/examiners for setting up question papers.
- 38.** The appointment of Supervisors, Invigilators etc. for examinations shall be made by the Controller of Examinations with the prior approval of Chairman and subject to such guidelines and instructions as may be made by Commission from time to time.
- 39.** The Controller of Examinations shall exclusively deal with correspondence with Examiners and Paper Setters etc. relating to Examination matters under the overall directions of the Chairman. In matters, other than examinations, the Secretary shall exclusively deal with said correspondence with Experts under the overall directions of the Chairman.

40. The records pertaining to the appointment of Examiners relating to examinations etc. shall be maintained by the Controller of Examinations. The names of new examiners etc. shall be brought on record from time to time. All this record shall be treated as confidential and secret and shall remain with the Controller of Examinations in his personal custody and in respect of other matters including viva voce with Secretary.

41. Providing of assistance of an amanuensis (scribe)

- (i) On the request of a visually impaired (Blind) or any other candidate with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance or function (minimum of 40% impairment), the candidate shall be provided assistance of an amanuensis (Scribe) on production of a Disability Certificate issued by the Standing Medical Board or Medical Board constituted by the Government. After verifying the genuineness of the certificate/satisfying itself, the Commission may provide services of a scribe to the candidate on the day of examination. The scribe should have at least one qualification below than the requirement for the post applied for by the candidate(s) and further should be from an academic stream different from that stipulated for the post. The scribe shall be paid remuneration charges by the Commission equivalent to the honorarium paid to the Invigilator.

Provided the concerned Supervisor shall ensure that the scribe provided to the candidate shall not extend any type of help to the candidate in solving the questions.

- (ii) Compensatory time of 20 minutes per hour shall be permitted for the visually impaired (Blind) candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance or function (minimum of 40% impairment) as certified by a Standing Medical Board.

Note: For the purpose of this rule, the candidate shall be deemed to be a blind candidate, if the percentage of visual impairment is forty (40%) percent or more.

42. Selections made on the basis of a written examination only.

Whenever selections are made on the basis of a written examination only, the assessment shall be based on the following principles:

A	Written Examination	70 points
B	Weightage of academic merit as mentioned below	
	(i) On pro-rata basis with reference to percentage of marks in the minimum prescribed qualification	20 points
	(ii) Masters/ Post Graduate Degree in the relevant subject (on pro-rata basis)	05 points
	(iii) Ph.D/ D.M/ M.Ch/D.N.B in the relevant subject	05 points
	Total (A to B)	100 points

Note: The written examination under Rule 42 will comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers. The detailed scheme of examination will be published in the notification/ advertisement calling for applications.

***43. Selections made on the basis of a written examination followed by an oral test/ interview/ personality test/ viva-voce:-**

(i) Whenever selection for teaching posts (other than those under Rule 44 and 45) is made on the basis of a written examination followed by an oral test/interview/personality test, the assessment shall be based on the following principles:

A	Written Examination		78 points	
B	Interview/ Viva Voce test. The candidate shall be asked to deliver a 5 minute demonstration/lecture on a given topic from the relevant subject to demonstrate his/ her domain knowledge/ skills/ teaching skills and will be assessed and evaluated by the subject expert(s) and the Member (s) of the Commission in the Selection Committee/ Interview Board.		12 points (Demonstration = 05 Interview/viva-voce= 07)	
C	Weightage for Higher Qualification in the relevant subject.		(Maximum 09 points)	
	a.	Where Bachelor's degree is prescribed as the minimum qualification		
		(i) One year Post-Graduate Diploma in the subject relevant to the job/post.	01 point	Maximum 02 (two) points
		(ii) Master's/ Post Graduate Degree in the subject relevant to the job/post.	02 points	
		(iii) M. Phil in the relevant subject	02 points	
		(iv) Ph. D in the relevant subject	05 points	
	b.	Where Master's degree is prescribed as the minimum qualification		
		(i) M. Phil in the relevant subject	03 points	
		(ii) Ph. D in the relevant subject	06 points	
D	Special Attributes.			
	NCC ("C" certificate) / NSS (National level two camps)		1 point	
	Total (A to D)		100 points	

(ii) Whenever selection for non-teaching posts (other than those under Rule 44 and 45) is made on the basis of a written examination followed by an oral test/interview/personality test, the assessment shall be based on the following principles:

A	Written Examination		86 points	
B	Interview/ Viva Voce test.		10 points	
C	Weightage for Higher Qualification in the relevant subject.		(Maximum 03 points)	
	a.	Where Bachelor's degree is prescribed as the minimum qualification		
		(i) One year Post Graduate Diploma in the relevant subject.	01 point	
		(ii) Masters/ Post Graduate degree in the relevant subject.	02 points	
	b.	Where Master's degree is prescribed as the minimum qualification		
		(i) M. Phil in the relevant subject	01 point	
		(ii) Ph. D in the relevant subject	02 points	

* substituted vide Notification No.05-PSC (DR-P) of 2023 dated 09.02.2023

D	Special Attributes.	
	NCC ("C" certificate)/NSS (National level two camps)	1 point
	Total (A to D)	100 points

2. Written examination, shortlisting and interview.

- i. The written examination specified under Rule 43 shall comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers. The detailed scheme of examination will be published in the notification/ advertisement calling for applications
- ii. The short-listing of the candidates for interview under Rule 43 shall be done on the basis of performance in the written examination in the ratio of 1:3 (posts: candidates).
- iii. Where the number of candidates is equal to or less than the number of posts, the suitability shall be assessed on the basis of parameters listed hereinabove excluding the written examination which shall not be conducted.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further that, in a situation, when a reserved category candidate secures merit equal to or above the cut-off merit in open category, such reserved category candidates shall be called for oral test in their respective category.

- iv. In the interview/ viva voce, the candidates will be asked, in addition to the demonstration of domain knowledge/ skills/ teaching skills, questions on matters of general interest and matters related to the post for which the candidate is being interviewed. The object of the interview is to assess the personal suitability of the candidate for a career in public service. The interview test is intended to judge the mental calibre of a candidate. In broad terms, this is really an assessment of not only the intellectual qualities but also social traits and interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

3. Constitution of Screening Committee

- i. Screening Committee, headed by an officer of the Commission to be nominated by the Chairman, shall be constituted at least seven working days before the conduct of interview/ viva-voce to verify and scrutinize the academic record and special attributes to prepare the award roll which shall include all points relating to the criteria except those for written examination and interview/viva-voce/special attributes.
- ii. The Committee shall thereafter hand over the record pertaining to these points duly signed by all members of the said Committee in a sealed envelope under the seal and signatures of the chairperson of the Committee to the Chairman of the Commission. The final result shall be based on the aggregate points obtained in written examination (part-I), academic record, experience etc compiled by the Screening Committee (part-II) and assessment of the Interview Board/Selection Committee (part-III).
- iii. The Secretary shall compile the result and place it before the Commission for approval.

4. Points to be assessed by the Selection Committee/ Interview Board.

- i. The weightage/ credit to be awarded on account of the following points shall be assessed by the Interview Board:-
 (i) Viva-voce;
 (ii) Demonstration; and,
 (iii) Special Attributes.
- ii. The Screening Committee appointed by the Chairman, will however, assist the Selection Committee/ Interview Board in verifying and scrutinising the documents pertaining to Special Attributes such as Research Papers/ Publications/ Books/ Participation and Presentation in Conference etc for their adherence to the guidelines prescribed/ laid down in the relevant rule(s).

***44. Selection of Consultant in Health & Medical Education Department and Lecturer /Assistant Professor in Health & Medical Education Department respectively.**

(i) Assessment for selection against the posts of Consultant in the Health & Medical Education Department shall be based on the following principles:

A.	Where Post Graduate Diploma/ Post Graduation/DNB is prescribed as the Minimum Qualification		
I	Written Examination	83 points	
II	Higher Qualification		
	(i) PG/DNB in the relevant subject	03 points	Maximum 05 points
	(ii) DM/MCH/DNB (Super Specialty) in the relevant subject.	05 points	
(Note: No weightage shall be admissible to PG/DNB as higher qualification where PG Diploma is subsumed in the minimum prescribed qualification of PG/DNB)			
III	Performance in the interview/viva-voce	12 points	
B	Where Master's Degree/DNB is prescribed as the Minimum Qualification		
I	Written Examination	83 points	
	Higher Qualification-		
II	DM/MCH/DNB(Super Specialty) in the relevant subject	05 points	
III	Performance in the interview/viva-voce.	12 points	
C.	Where Super-Speciality/DNB Super-Speciality is prescribed as the Minimum Qualification		
I	Written Examination	88	
II	Performance in the interview/viva-voce/demonstration	12	

* substituted vide Notification No.05-PSC (DR-P) of 2023 dated 09.02.2023.

(ii) Assessment for selection against the posts of Lecturer/ Assistant Professor in the Health and Medical Education Department shall be based on the following principles:

(A) Weightage to written examination and higher qualification.		
A. Where Post Graduate Diploma/ Post Graduation/DNB is prescribed as the Minimum Qualification		
I	Written Examination	80 points
II Higher Qualification		
	DM/MCH/DNB (Super Specialty) in the relevant subject. (Note: No weightage shall be admissible to DNB as higher qualification where the same is subsumed towards the minimum qualification)	02 points
B. For Non-Clinical posts where M.D/ Ph.D is prescribed as Minimum qualification		
I	Written Examination	82 points
(B) Weightage to Special Attributes		
I	Credit for original Research Papers published as 1 st , 2 nd or corresponding author in a relevant journal indexed in Scopus, PubMed, Medline, Embase/Excerpta Medical, Index Medicus and Index Copernicus with positive impact factor (@ 0.50 point per accepted paper).	upto 02 points (maximum four papers)
II	Credit for writing a Book as 1 st or 2 nd author (Foreign Book/National Book published with ISBN/ISSN) and assessed by the subject matter expert to be relevant to the subject and of a level where it can be accepted as a reference material for the post applied for) (@ 0.5 point for each Book).	upto 01 point (maximum two books)
III	Participation with presentation of paper(s) in a National/International seminar/conference/workshop relevant to the discipline with the abstract/full paper published in the proceedings/souvenir of the seminar/conference/workshop (0.25 point for each paper presented).	01 point (Maximum 04 presentations)
(C) Experience		
	Experience against a post in a Govt./Govt. recognised institution including the institutions authorized/ recognized by MCI/DCI/NMC as certified by the Head of Institution and in case of private institutions recognised by the Government on the basis of fulfilment of the criterion laid down by MCI/DCI/NMC by Head of such institution, provided it is authenticated/ countersigned by the District/Divisional/State authority of the concerned Government Department on parameters including attendance and drawal of salary through financial institutions for the period claimed. The weightage shall be calculated @ 0.25 point for every completed three months.	Upto 2 points (maximum eight quarters)
(D) Interview		
	The interview shall assess the suitability of the candidate for the job. Besides, there shall be a demonstration for assessing the domain knowledge/skills/teaching skills. The candidate shall be asked to deliver a 5 minute demonstration/lecture on a given topic from the relevant subject to be assessed and	12 points (Demonstration = 05 Interview/viva-voce= 07)

evaluated by the subject expert(s) and the member(s) of the Commission in the Selection Committee/ Interview Board.	
Total (A) to (D)	100

(ii) Guidelines as per details given below shall be followed while assessing candidates' qualifications and special attributes under this rule:

- i. The weightage for original Research material published in the academic journals indexed by Agencies mentioned hereinabove shall be subject to the following conditions:
 - a) The criteria for journal shall be that it should be a speciality journal/ journal of national/ international society provided it is included in one of the indexes mentioned in the Rule 44 (ii) (B).
 - b) The assessment of the publications shall be made by the Expert(s) dependent upon the quality, impact factor and extent of contribution of the candidate as, first, second or corresponding author.
 - c) The research articles/publications must have been published not later than the cut-off date as determined under Rule 19.
 - d) The publications/research articles should be discipline specific and related to the subject of which the interview is being held.
- ii. Posters, case reports, abstracts and popular articles shall not count for weightage.
- iii. Credit for books published by the candidate shall be only for such books as have been published as 1st or 2nd author and have been assessed by the expert to be relevant to the subject and of a level where the book can be accepted as reference material at least at the level of the minimum qualification for the post.
- iv. Wherever the papers/publications etc are based on thesis/dissertation etc for which any benefit has been availed either at eligibility or at higher qualification level, such papers/publications etc shall not be accepted.
- v. In the interview/ viva voce, the candidates will be asked questions on matters of general interest and matters related to the post for which the candidate is being interviewed. The object of the interview is to assess the personal suitability of the candidate for a career in public service. The interview test is intended to judge the mental calibre of a candidate. In broad terms, this is really an assessment of not only his/her intellectual qualities but also social traits and interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

(iv) Short-listing of candidates for interview for the post(s) of Consultant in Health & Medical Education Department and Lecturer/Assistant Professor in Health & Medical Education Department.

- i. The short-listing of the candidates shall be done on the basis of performance in the written examination in the ratio of 1:3. Where the number of candidates is equal to or less than the number of posts, the suitability shall be assessed on the basis of parameters listed hereinabove excluding written examination which shall not be conducted.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further that, in a situation, when a reserved category candidate secures merit equal to or above the cut off merit in open category, such reserved category candidates shall be called for oral test in their respective category.
- ii. The written examination specified under Rule 44 shall comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers. The detailed scheme of examination will be published in the notification/ advertisement calling for applications.

(v) Constitution of Screening Committee

- i. Screening Committee, headed by an officer of the Commission to be nominated by the Chairman, shall be constituted at least seven working days before the conduct of interview/ viva-voce to verify and scrutinize the academic record and experience to prepare the award roll which shall include all points relating to the criteria except those for written examination and interview/viva-voce/special attributes.
- ii. The Committee shall thereafter hand over the record pertaining to these points duly signed by all members of the said Committee in a sealed envelope under the seal and signatures of the chairperson of the Committee to the Chairman of the Commission. The final result shall be based on the aggregate points obtained in written examination (part-I), academic record, experience etc compiled by the Screening Committee (part-II) and assessment of the Interview Board/Selection Committee (part-III).
- iii. The Secretary shall compile the result and place it before the Commission for approval.

(vi) Points to be assessed by the Selection Committee/ Interview Board.

- (i) The weightage/ credit to be awarded on account of the following points shall be assessed by the Interview Board:-
 - (i) Viva-voce;
 - (ii) Demonstration; and,
 - (iii) Special Attributes.
- (ii) The Screening Committee appointed by the Chairman, will however, assist the Selection Committee/ Interview Board in verifying and scrutinising the documents pertaining to Special Attributes such as Research Papers/ Publications/ Books/ Participation and Presentation in Conference etc for their adherence to the guidelines prescribed/ laid down in the relevant rule(s).

*** 45. Selections for posts in the Higher Education Department**

(i) Criteria for the post of Assistant Professor

I.	Written Examination	70 points	
II.	Weightage to academic merit		
	(a)	SET/SLET	01 point
	(b)	NET	02 points
	(c)	JRF	03 points
	(d)	M.Phil	02 points
	(e)	Ph.D	05 points
	(f)	Post-Doctoral (Minimum One year)	01 point
III	Special Attributes: Research and Publications		
	(i) Discipline specific Research papers as 1 st , 2 nd or corresponding author published in peer reviewed and UGC/CARE approved journals with ISSN and positive impact factor, @ 0.50 point for each publication. The research papers must have been published not later than the cut-off date for determination of eligibility.		
	(ii) Publication of a book relevant to the discipline as assessed by the subject matter expert to be relevant to the subject and of a level where it can be accepted as a reference material for the post applied for and as 1 st or 2 nd author of book with ISBN @ 1.00 point per book. The books must have been published with ISBN not later than the cut-off date for determining eligibility.	02 points	02 points

* substituted vide Notification No.05-PSC (DR-P) of 2023 dated 09.02.2023.

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IV	Awards		
	National i) An award given by the Government of India or an autonomous organization working under the GoI at National level, for achievement in the subject in which the selection is sought.	02 points	Maximum 03 points
State /Institute ii) Gold Medal for First Position in prescribed eligibility qualification.	01 point		
V	Experience		
	Experience at the level of post applied for or above in a Government/ Government recognized institution as certified by the Head of Institution and in the case of a private institution recognized by the Government on the basis of fulfilment of criterion, provided it is authenticated/ countersigned by the District/ Divisional/ State authority of the concerned Government Department on the basis of verifiable parameters including attendance and drawal of salary through financial institutions for the period claimed. The weightage shall be calculated @ 0.50 point for every academic session having worked at-least for six months subject to a maximum of 02 points.	02 points (04 complete sessions each not less than 6 months)	02 points
VI	Interview/viva-voce		
	Besides checking the domain knowledge and other attributes (07 points) the teaching/communication skills shall be assessed by the expert(s) and member (s) by asking the candidate to deliver a 5 minute demonstration/lecture on a given topic from the relevant subject (05 points).		12 points
	Total:- I-VI		100 points

(ii) Criteria for the post of Librarian

I	(a)	Written examination	70 points
II	Eligibility tests/ Higher qualification		
	(a)	SET/SLET	01 point
	(b)	NET	02 points
	(c)	JRF	03 points
	(d)	M.Phil	02 points
	(e)	Ph.D	05 points
	(f)	Post-Doctoral (Minimum One year)	01 point
III	Special Attributes: Research and Publications		
	(i)	Discipline specific Research papers as 1 st , 2 nd or corresponding author published in peer reviewed and UGC/CARE approved journals with ISSN and positive impact factor @ 0.50 point for each publication. The research papers must have been published not later than the cut-off date for determination of eligibility.	02 points
	(ii)	Publication of a book relevant to the discipline as assessed by the subject matter expert to be relevant to the subject and of a level where it can be accepted as a reference material for the post applied for and as 1 st or 2 nd author of book with ISBN @ 1.00 point per book. The books must have been published with ISBN not later than the cut-off date for determining eligibility.	
IV	Awards		
		National	02 points
			Maximum

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	i) An award given by the Government of India or an autonomous organization working under the GoI at National level, for achievement in the subject in which the selection is sought.		03 Points
	State /Institute ii) Gold Medal for First Position in prescribed eligibility qualification.	01 point	
V	Experience		
	Experience at the level of post applied for or above in a Government/ Government recognized institution as certified by the Head of Institution and in the case of a private institution recognized by the Government on the basis of fulfilment of criterion, provided it is authenticated/ countersigned by the District/ Divisional/ State authority of the concerned Government Department on the basis of verifiable parameters including attendance and drawal of salary through financial institutions for the period claimed. The weightage shall be calculated @ 0.50 point for every year subject to a maximum of 02 points.	02 points (02 complete years maximum)	02 points
VI	Interview/viva-voce Besides checking the domain knowledge and other attributes, the job skills shall also be assessed by the expert (s) and member (s).		12 points
			100 points

(iii) Criteria for the posts of Physical Training Instructor/Assistant Director Physical Education and Sports.

(A) Physical Fitness Test and norms.

- (i) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (ii) On production of such certificate mentioned at (i) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN		
12 MINUTES RUN/WALK TEST		
Up to 30 years	Up to 40 years	Up to 45 years
1800 metres	1500 metres	1200 metres
NORMS FOR WOMEN		
8 MINUTES RUN/WALK TEST		
Up to 30 years	Up to 40 years	Up to 45 years
1000 metres	800 metres	600 metres

(B) Assessment

I	Written examination		70 points
II	Weightage to academic merit:		
	(a)	SET/SLET	01 point
	(b)	NET	02 points
	(c)	JRF	03 points
			Maximum 03 points

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	(d)	M.Phil	02 points	Maximum 08 points
	(e)	Ph.D	05 points	
	(f)	Post-Doctoral (Minimum One year)	01 point	
III	SPECIAL ATTRIBUTES: Research and Publications			
	(i) Discipline specific Research papers as 1 st , 2 nd or corresponding author published in peer reviewed and UGC/CARE approved journals with ISSN and positive impact factor @ 0.50 point for each publication. The research papers must have been published not later than the cut-off date for determination of eligibility.		02 points	02 points
	(ii) Publication of a book relevant to the discipline as assessed by the subject matter expert to be relevant to the subject and of a level where it can be accepted as a reference material for the post applied for and as 1 st or 2 nd author of book with ISBN @ 1.00 point per book. The book must have been published with ISBN not later than the cut-off date for determining eligibility.			
IV	National /State Awards			
	National i) An award given by the Government of India or an autonomous organization working under the Gol at National level, for achievement in the subject in which the selection is sought.		02 points	Maximum 03 Points
	State/Institution ii) Gold Medal for First Position in prescribed eligibility qualification.		01 point	
V	Experience			
	Experience at the level of post applied for or above in a Government/ Government recognized institution as certified by the Head of Institution and in the case of a private institution recognized by the Government on the basis of fulfilment of criterion, provided it is authenticated/ countersigned by the District/ Divisional/ State authority of the concerned Government Department on the basis of verifiable parameters including attendance and drawal of salary through financial institutions for the period claimed. The weightage shall be calculated @ 0.50 point for every academic session having worked at-least for six months subject to a maximum of 02 points.		02 points (04 complete sessions each not less than 6 months).	02 points
	(ii) Coaching camp (s) conducted at the National level for Indian teams duly sponsored by Sports Authority of India/ recognized National Sports Federation (s) at Sub Junior, Junior and Senior Level in a discipline/subject recognized by Indian Olympic Committee (IOC)/ Government of India based on verifiable records @ 0.50 point for each camp upto a maximum of two.		01 point	01 point
VI	Distinction in Sports.			
	Distinction in Sports Certified by Secretary, J&K Sports Council to be an Outstanding Sports Person in terms of J&K (Appointment of Outstanding Sports Persons) Rules, as applicable.		01 point	01 point
VII	Interview/viva-voce			
	Besides checking the domain knowledge and other attributes (05 points) the teaching/communication/sports skills shall be assessed by the expert (s) and member (s) by asking the candidate to deliver a 5 minute demonstration/lecture on a given topic from the relevant subject (05 points).		10 points	10 points
Total I to VII				100 points

(iv) Guidelines given below shall be followed while assessing candidate's special attributes etc under this rule:

- a) The weightage available for the Gold Medal is for securing the overall first position in the minimum prescribed qualification recognized by the award of Gold Medal.
- b) The weightage for original Research material published in the academic journals mentioned hereinabove shall be subject to the following conditions:
 - i) The criteria for journal shall be that it should be specialty journal recognised in the UGC-CARE list.

- ii) The assessment of the special attributes shall be made by the Expert(s) dependent upon the quality, impact factor and extent of contribution of the candidate as first, second or corresponding author.
 - iii) Posters, case reports, abstracts and popular articles shall not count for weightage.
 - iv) The research articles and books must have been published not later than the cut-off date determined under Rule 19.
 - v) The publications/research articles should be discipline specific and related to the subject of which the interview is being held.
- c) Credit for books published by the candidate shall be only for such books as are assessed by the expert to be relevant to the subject and of a level where the book can be accepted as a reference material at least at the level of the minimum qualification for the post.
 - d) Wherever the papers/publications etc are based on thesis/dissertation etc for which any benefit has been availed either at eligibility or at higher qualification level, such papers/publications etc shall not be accepted.
 - e) Foreign degree shall only be entertained if equivalence certificate issued by Association of Indian Universities (AIU) is submitted by the candidate.
 - f) Post Doc experience at different fellowships/ institutions shall not be clubbed to obtain minimum period of one year i.e a candidate should have spent at least one year in a single Post Doc Fellowship.
 - g) Post Doc certificate shall be accepted only if it is issued by the Institution awarding the fellowship. No certificate issued by any other authority shall be accepted. The Post Doc certificate should be accompanied with a copy of the duly accepted Thesis/Dissertation pertaining to the Post Doc work and assessment of the same shall be the domain of the Subject Expert.
 - h) Post Doc certificate issued by a Foreign Institution shall only be accepted if the Institution recognition certificate issued by AIU also accompanies the Post Doc Certificate. The recognition certificate should have been issued before the date of interview.
 - i) As regards National Awards in the field of Sports (for PTI/Assistant Director Physical Education and Sports) the Commission shall take into consideration Arjuna Award, Dronacharya Award and Dhyan Chand Award.
 - j) As regards State Awards in the field of Sports (for PTI/Assistant Director Physical Education and Sports) the Commission shall take into consideration only the State/UT Awards announced in favour of outstanding sportsperson (s).
 - k) In the interview, the candidates will be asked questions on matters of general interest and matters related to the post for which the candidate is being interviewed. The object of the interview is to assess the personal suitability of the candidate for a career in public service. The interview test is intended to judge the mental calibre of a candidate. In broad terms, this is really an assessment of not only the intellectual qualities but also social traits and interest of the candidate in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

(v) Written Examination and shortlisting of candidates for interview.

- i. The written examination specified under Rule 45 shall comprise objective type Multiple Choice Questions (MCQ) with negative marking for in-correct/ wrong answers. The detailed scheme of examination will be published in the notification/ advertisement calling for applications.
- ii. The candidates shall be shortlisted in the ratio of 1:3 (posts : candidates) in each category of reservation on the basis of their score in the written examination.

Provided that the candidate(s) who have secured marks equal to those secured by the last candidate, shall also be called for the Interview over and above the number of candidates short listed for oral test;

Provided further, that in a situation, when a reserved category candidate secures merit equal to or above the cut off merit in open category, such reserved category candidates shall be called for oral test in their respective category.

- iii. Credit/weightage earned on account of academic merit, higher qualification as well as special attributes/research & publications/experience and other criteria will not be taken into consideration for shortlisting.

(vi) Constitution of Screening Committee

- i. Screening Committee headed by an officer of the Commission to be nominated by the Chairman, shall be constituted at least seven working days before the conduct of interview/ viva-voce to verify and scrutinize the academic record, experience, awards and distinction in sports (where applicable) to prepare the award roll which shall include all points relating to the criteria except those for written examination and interview/viva-voce/special attributes.
- ii. The Committee shall thereafter hand over the record pertaining to these points duly signed by all members of the said Committee in a sealed envelope under the seal and signatures of the chairperson of the Committee to the Chairman of the Commission. The final result shall be based on the aggregate points obtained in written examination (part-I), academic record, experience etc compiled by the Screening Committee (part-II) and assessment of the Interview Board/Selection Committee (part-III).
- iii. The Secretary shall compile the result and place it before the Commission for approval.

(vii) Points to be assessed by the Selection Committee/ Interview Board.

- (i) The weightage/ credit to be awarded on account of the following points shall be assessed by the Interview Board:-
 - (i) Viva-voce;
 - (ii) Demonstration; and,
 - (iii) Special Attributes.
- (ii) The Screening Committee appointed by the Chairman, will however, assist the Selection Committee/ Interview Board in verifying and scrutinising the documents pertaining to Special Attributes such as Research Papers/ Publications/ Books/ Participation and Presentation in Conference etc for their adherence to the guidelines prescribed/ laid down in the relevant rule(s).

Counting of Experience

46. Unless provided in the Recruitment Rules governing the post, or separately under these rules, wherever marks for experience are awarded, only such experience shall be considered for award of marks which has been acquired at the level of the post applied for or immediately above in a Government/ Government recognized institution.
47. Where minimum experience at a post is provided as condition for eligibility of the candidature for a particular post, the experience gained by the candidates in excess of such experience alone shall be counted for the award of any weightage admissible for experience. The experience gained during the pursuit of higher qualifications, if authorized to be treated as experience for the post, shall count against either of the two (viz experience or higher qualification) and not both.

Weightage for Academic Merit/ Higher Qualification

48. The weightage on account of higher qualification in the relevant subject shall be admissible as per principles/ guidelines laid down in Rule 42, 43, 44 and 45.

Provided where one of the higher qualifications possessed by the candidate gets consumed towards the requirement of eligibility, the candidate shall be entitled to the weightage equivalent to the difference between the two viz. highest degree possessed and the degree considered and consumed for attaining eligibility.

Breaking of a tie

49. (1) In the event of a tie the order of merit shall be determined in accordance with the highest marks secured in the viva voce. Should the marks in the viva-voce of the candidate(s) be also equal, the order of merit shall be decided in accordance with the highest weightage obtained in the Written Test/Basic prescribed Qualification as the case may be. However, in case the weightage obtained in the Written Test/Basic prescribed Qualification is also equal, the order of merit shall be determined in accordance with the weightage obtained on account of Higher Qualification. Similarly, if the weightage obtained on account of Higher Qualification is also equal, then the order of merit shall be determined in descending order of the date of birth of the candidates.

(2) Where a candidate with the minimum prescribed qualification and a candidate with preferential qualification prescribed in addition to the minimum prescribed qualification compete for the same selection and obtain equal marks on aggregate assessment, the candidate with preferential qualification shall have an edge over the other candidate in view of the preference attached to such preferential qualification.

Bench Mark

50. For determination of the suitability of candidates for appointment under Rule 42, the candidates from Open Merit Category shall be required to score a minimum of 40% and those belonging to Reserved Categories and Physically Challenged Persons shall have to obtain a minimum of 30% out of the total weightage points earmarked for assessment under Rule 42.

However for determination of suitability for appointment under Rule 43, 44 and 45 or as may be determined by the Commission in any other case, the candidates from Open Merit Category shall be required to secure a minimum of 50% and those belonging to Reserved categories and Physically Challenged Persons/ Candidates shall have to obtain a minimum of 40% out of the total weightage points earmarked for assessment under Rule 43, 44 and 45 or as the case may be.

Fixation of General Standards/Relaxed Standards

51. The Controller of Examinations shall, in respect of Competitive Examination, immediately after the declaration of the examination result and before the viva-voce is held, put up for the orders of the Commission a proposal for fixation of the general standard and the relaxed standard of assessment for those belonging to the general categories and reserved categories respectively.

52. Grace Marks

The award of grace marks to candidates shall be governed by the rules approved by the competent authority in respect of such examination and only under the orders of the Commission.

Adherence to Guidelines.

53. It shall be ensured that credits/ marks/ weightage on account of Special Attributes are awarded, strictly, as per the guidelines laid down for the purpose. In case it is found that guidelines laid down for award of credits/ marks/ weightage on account of Special Attributes have not been adhered to, necessary corrections shall be made and recorded in the proceedings of the Commission while approving the result.

Authenticated record of marks.

54. The Commission shall maintain a detailed, authenticated record of the marks secured by different candidates at the written test and the interview and the finally tabulated marks secured by the candidates in the interview shall be also authenticated by the members of the Commission who were part of the interview board.
55. The Controller of Examinations shall consolidate/tabulate the marks secured by each candidate in written examination whether Departmental or Competitive and the Viva-voce. The tabulation shall be done on a Register, each page of which shall be signed by the Controller of Examinations as well as Secretary. The result shall immediately, before its announcement, be put to the Commission for approval.
56. The decisions of the Commission for making appointment by direct recruitment shall, subject to the provisions of Rule 7 and 8, be signed by all the members.

Publication of select list/Waiting list

57. After the Commission has approved the select list, the Secretary shall, make public the select list and the waiting list by publishing the same in the Government Gazette, the print media and the website of the Commission. A copy of the select list may also be pasted on the Notice Board of the Commission.

Validity of recommendations

58. The recommendations of the Commission shall be communicated to the Government by the Secretary and these shall be valid for a period of one year from the date those are communicated to the Government. The validity period of one year can, however, be extended for a further period of six months on specific request of the Government if the request for such extension is made before the expiry of the validity of the panel.

Provided that waiting list of candidates may be drawn up by the Commission and communicated to the Govt. along with the original recommendations, to the extent to be determined by the Commission in each case.

Communication of marks secured in Examination/Viva Voce

59. After recommendations of the Commission have been communicated to the Government, all the candidates appearing in the Examination shall be informed in a manner as decided by the Commission, of the marks including the viva-voce marks secured by them in the examination.

60. Appointment by promotion:

Departments proposing to make appointments by promotion shall forward their proposals to the Commission strictly as per the checklist of documents and in the format notified by the Commission from time to time.

61. The Departmental Promotion Committee(s) shall consist of the following:-

- a Chairman or any Member of the Commission nominated by the Chairman (Chairman)
- b Chief Secretary or any officer nominated by him to represent the General Administrative Department (Services) (Member)
- c Secretary of the concerned Administrative Department (Member)
- d Heads of the Department concerned. (Member/s)

62. A Member/Chairman shall act as Chairman of the DPC for a Department by rotation for a period of one year each or for a period as may be determined by the Chairman.
63. Meetings of the DPCs shall be convened by the Chairman of the concerned DPC.
64. DPCs shall adopt the following procedure for preparation of promotion panels:-
- a) Decide upon the number of officers eligible according to the rules who should be considered for inclusion in the select list. The eligibility list will not ordinarily exceed 3 times the number of vacancies anticipated during the period of the operation of the list based on the respective records of the service and other relevant parameters. The total select list will not be more than 1½ times the anticipated number of vacancies or 10% of the strength of the cadre whichever be more.
 - b) Promotion panels shall be prepared in accordance with the rules for the time being in force;
 - c) The DPCs shall not interview candidates unless in the special circumstances of a particular selection, the Government desires that interviews should be held or if provided in the Recruitment rules; and
 - d) Select list shall be reviewed once a year. The officers who have already been promoted on the basis of a previous select list shall be removed from the list and the rest of the names along with those of others who may be eligible reconsidered for inclusion in the new list.
65. The provisions of Rule 37 ante shall apply to the appointment of Experts for the interviews in case covered by sub-rule (c) of Rule 64 and apart from the Chairman of the Departmental Promotion Committee, such other Member as may be decided upon by the Chairman, shall also sit in the interviews in such cases.
66. The recommendations of the DPC shall be forwarded by the Chairman to all other members of the Commission. In case no comments are received within one week's time it shall be presumed that the concerned Member (s) has no comments to make.
67. The list finally approved by the Commission shall be forwarded to the concerned Administrative Department under the signatures of the Secretary.
68. **Appointment by transfer:**
- Where an appointment is proposed to be made by transfer of an officer to a post in a service different from the one he is member of, the Commission shall on a proposal of the Administrative Department, make available its advice as to whether the candidate's qualifications and experience are sufficient to render him eligible for the appointment and whether his record of service warrants his appointment to the proposed service by way of transfer.

Conduct of Departmental Examination/ Competitive Examination.

69. The Commission shall lay down detailed procedures for the conduct of Departmental and Competitive Examinations and for matters connected therewith.

Furnishing false/incorrect information.

- 70.** If any candidate obtains admission to an interview/screening test held or to be held by the Commission by furnishing incorrect or false information/documents which he knew or has reason to believe to be false or not correct or by suppressing any material information which he may be required to furnish to the Commission, he may be debarred from appearing in any test interview for a period not exceeding 15 years, at the discretion of the Commission. If he has already appeared in an interview/test, he shall be deemed not to have qualified therein and in his case the test/interview shall stand cancelled. This will be over and above the action that may be taken under the normal penal law in respect of such an act. Government employees guilty of such an act shall also be liable to such disciplinary action as the competent authority may deem proper to take against them under the relevant service rules.
- 71.** Before any final orders are made under the preceding rule, the candidate shall be given an opportunity of being heard in his defence.
- 72. Retention of Record:**
All records and documents shall be maintained/ retained as per the Record Retention Schedule already notified or as may be notified by the Commission from time to time.
- 73. Annual Report:**
The Annual Report of the Commission for a particular year shall be prepared and submitted to the Lieutenant Governor within two months of the close of that year.
- 74.** The Secretary shall ensure that the procedure laid down in these rules is followed invariably. He shall bring to the notice of the Commission any departure made therefrom.
- 75. Repeal and saving:**
The Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 1980 are hereby repealed.

Provided, notwithstanding such repeal anything done, any action taken or any direction issued under the repealed rules shall, unless the same is inconsistent with any provision of these rules, be deemed to have been done, taken or issued under the corresponding provisions of these rules.

Provided further that all examination(s) interview based on notifications which have been issued prior to the notification of the Jammu & Kashmir Public Service Commission (Business and Procedure) Rules, 2021 will be conducted as per the guidelines contained in the Jammu & Kashmir Public Service Commission (Business & Procedure) Rules, 1980 as amended from time to time

By order of the Jammu & Kashmir Public Service Commission