



# JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

SOLINA, RAMBAGH, SRINAGAR - 190001

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Jammu: 0191-2566528 (f) 2566530  
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**NOTIFICATION NO. PSC/EXAM/2025/04**

**DATED: 20.05.2025**

**Online** Applications are invited from the eligible candidates desirous of appearing in the Departmental Examination, the details of which is given here under:-

| Item No. | Name of Departmental Examination                                                                                                                                                                                                                                                   |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04       | Accounts Clerk Course Departmental Examination (ACC) ( <u>Old Course</u> ) in accordance with the provisions laid down in Government Order No. 249 of 1960 Dated 24-10-1960 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time. |
| 05       | SAC Part-I Departmental Examination ( <u>Old Course</u> ) in accordance with the provisions laid down in Government Order No. 249 of 1960 Dated 24-10-1960 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time.                  |
| 06       | SAC Part-II Departmental Examination ( <u>Old Course</u> ) in accordance with the provisions laid down in Government Order No. 249 of 1960 Dated 24-10-1960 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time..                |
| 07       | Accounts Clerk Course Departmental Examination (ACC) ( <u>New Course</u> ) in accordance with the provisions laid down in S.O. 297 dated 24.08.2021 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time.                         |
| 08       | SAC Part-I Departmental Examination ( <u>New Course</u> ) in accordance with the provisions laid down in S.O.297 dated 24.08.2021 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time.                                           |
| 09       | SAC Part-II Departmental Examination ( <u>New Course</u> ) in accordance with the provisions laid down in S.O. 297 dated 24.08.2021 and J&K Public Service Commission (Conduct of Examinations) Rules, 2022, as amended from time to time.                                         |

**NOTE:**

No request for Item Change once opted by the applicants in the application form shall not be entertained by the Commission.

## **I M P O R T A N T**

- The Application Form together with instructions for filling up the Application Forms will be available at the website of the Commission [www.jkpsc.nic.in](http://www.jkpsc.nic.in) from **26.05.2025**.
- Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the examination before filing the online Application Form.
- Last date for filing of **online Application** complete in all respects **along with the requisite fee (online mode only)** is **25.06.2025**.
- Candidates will also be required to submit in person or by the registered/speed post a hard copy of the downloaded online application form alongwith **Fee Receipt and the Eligibility Certificate duly recorded by the Competent Authority viz. Director General/Director, Accounts & Treasuries, J&K within five days after depositing fee**, in the Office of the Public Service Commission at Reshamgarh Colony, Bakshi Nagar, Jammu or Solina, Srinagar as the case may be.
- The Commission will not be responsible for any postal/courier delays and applications received after the above prescribed last date shall not be entertained.

- |    |                                                                                                              |                     |
|----|--------------------------------------------------------------------------------------------------------------|---------------------|
| a) | Date of commencement for submission of online applications                                                   | = <u>26.05.2025</u> |
| b) | Last date for submission of online application along with requisite fee                                      | = <u>25.06.2025</u> |
| c) | Last date for submission of hard copies of Application form along with Fee Receipt & Eligibility Certificate | = <u>30.06.2025</u> |

**1. Examination Fee:**

After successful submission of the online application form, candidates have to pay the fee through online mode only in the "**Submitted Applications**" Menu @ Rs. 400/- per paper.

**2. Centre of Examination:**

- i. The Examination will be held at J&K PSC Examination Hall, Srinagar and J&K PSC Examination Hall, Jammu.
- ii. The allotment of centres shall be at the sole discretion of the Commission and once a centre is allotted to a candidate, request for change of centre will neither be entertained nor will the Commission respond to request for change of centre.

**Note:**

- i. The Candidate should carefully mention about **his/her choice for the centre** viz. Jammu/Srinagar and the **Papers** he wants to appear in the examination while filing up the Online Application Form.

**3. The necessary instructions regarding filling up of online applications are given herein below:-**

- a) Candidates are required to apply online through the website of the Commission i.e <http://www.jkpsc.nic.in>. No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JKPSA website [www.jkpsc.nic.in](http://www.jkpsc.nic.in) and click on the link "One Time Registration" or click on Login menu if you have already created your profile with the JK PSC.
- c) After logging into your account, candidates are required to fill all the requisite fields of One Time Registration (OTR) i.e. personal information, contact information & educational qualification, service details etc.
- d) The candidate shall also be required to upload the image of date stamped recent passport size color photograph and signature. The photograph should not be taken earlier than 01.01.2021.
- e) Size of the photograph (passport size) and signature must be between 10kB to 20kB in \*.jpeg or \*.jpg only.
- f) After successful submission of all the details in your OTR account, check the eligibility conditions as mentioned in the advertisement notification before applying for the post.
- g) Click on the "show examination" as shown against the respective post/examination you want to apply.
- h) On Clicking on the "show examination" a window will appear on your computer screen. Select the month of the advertisement notification for which

you want to apply, a link(s) for the post(s) will appear on the computer screen.

- i) An "APPLY" button is shown against the respective post and the candidates will click on the APPLY button against the post he/she is eligible.
- j) On clicking "APPLY" button, an instruction window will appear. Candidates should read instructions carefully before clicking on "APPLY" button at the bottom of the webpage.
- k) On clicking "APPLY" button, the system will display all facts/particulars that a candidate may have mentioned while filling up the necessary fields of his/her OTR account. Candidate shall fill up the remaining required fields in the application form and accept the declaration thereof.
- l) Once the candidate is satisfied about the correctness of the filled in details, then, he or she may click on "SUBMIT" button to finally push the data into server with successful submission report. It must be noted that details once submitted cannot be edited.
- m) On successful submission of the basic details, the candidates will be required to pay the online fee and uploading of the documents, for final submission of the online application form.
- n) Candidates can pay the requisite fee through online mode in the "SUBMITTED APPLICATIONS" menu in your account.
- o) After successful payment of the fee, the fee status will get reflected on the Online Application form. Candidates can check the fee status by clicking on the Print Application Button in the submitted Applications menu in your JKPS account. In case the payment status shows either "not submitted or under processing or status has not been reflected on your submitted application form", candidates(s) are advised to contact the JKPS office at Solina Srinagar/Resham Ghar Colony Jammu immediately for clarification. Further where the online fee is paid through other service providers the candidate must ensure that not only the amount of fee is debited from his/service provider's Account but also credited into the official account of JKPS.
- p) The candidate would be able get the printout of his/her submitted application only after the payment of the requisite fee.
- q) Hard copy of the Online Application form (having fee payment details) along with other requisite documents are to be submitted in the office of the Commission at Resham Ghar Colony, Bakshi Nagar Jammu/ Solina Srinagar or through portal service in registered cover provided the said service is invoked 04 days before the cut-off dates fixed for the purpose (personal delivery)
- r) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

#### 4. Action against candidates found guilty of misconduct:-

Candidates are advised that they should not furnish any particulars that are false or suppress any material information. While submitting hard copy of the application in the Commission, candidates are warned that they should, in no case, alter or otherwise temper with any entry in a document or its attested/certified copy submitted by them, nor should

they submit a tampered/fabricated document. If there is any inaccuracy or discrepancy between two or more such documents or their attested /certified copies, an explanation regarding this discrepancy should be furnished.

A candidate who is, or has been, declared by the Commission, to be guilty of:

- i. obtaining by wrongful support of his/her candidature by any means, or
- ii. impersonating, or
- iii. procuring impersonation by any person, or
- iv. submitting fabricated documents or documents which have been tampered with or
- v. making statements which are incorrect, or false or suppressing material information, or
- vi. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- vii. using unfair means during the test, or
- viii. writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- ix. misbehaving in any other manner in the examination hall, or
- x. harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- xi. attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, shall be liable;  
(a) to be debarred by the Commission for appearing in the examination, and/or  
(b) to be debarred either permanently or for a specified period:-
  - (i) By the Commission from any examination or selection held by them, and
  - (ii) By the State Government from any employment under them.

  
(Dr. Majad Jhangir) JKAS  
Deputy Controller of Examinations  
J&K Public Service Commission.

No: PSC/Exam/ACC/SAC-I & II/2025/11

Dated: 20 .05.2025

Copy to the:-

1. Commissioner/Secretary to Govt., Finance Department, Jammu/Srinagar.
2. Director General, Accounts & Treasuries, Jammu/Srinagar.
3. Deputy Director, Accounts & Treasuries, Jammu/Srinagar.
4. Director, Information and Public Relation, Department of Information and Public Relations, Government of Union Territory of J&K for publication of the notice in all leading newspapers published from Jammu/Srinagar.
5. P.S. to Hon'ble Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
6. P.S. to Member, \_\_\_\_\_ for information of the Hon'ble Member.
7. P.A. to Secretary, J&K Public Service Commission.
8. In charge Computerization, J&K Public Service Commission.
9. Notice Board, J&K Public Service Commission, Jammu/Srinagar.
10. Stock file/Main file.