



UNION TERRITORY OF JAMMU & KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
OFFICE OF THE PRINCIPAL GOVERNMENT MEDICAL COLLEGE KATHUA

Email: -kathuagmc1@gmail.com

Sub : Engagement of Storekeeper cum clerk cum computer Operator/Storekeeper-cum-Record clerk/Record keeper-cum computer operator/Storekeeper/Record Clerk/Storekeeper-cum-clerk/Storekeeper-cum-clerk/Coding Clerk-cum-Computer Operator under S.O. 364 dated 27/11/2020 in Govt. Medical College, Kathua.

ADVERTISEMENT NOTICE No: 13 of GMCK of 2021

Dated: 13 - 10 - 2021

Applications are invited in prescribed format annexed at Annexure 'A' from the Jammu Division, UT of J&K for engagement on "Academic Arrangements Basis" in terms of S.O. 364 dated 27.11.2020, initially for a period of one year extendable upto six years (subject to good performance and conduct) or till the selection/promotion is made on regular basis in accordance with the relevant Recruitment Rules, governing the respective posts, by the JKSSB/competent authority whichever is earlier:-

S. No	Category of Post	Number of Posts	Eligibility	Selection Criteria	Maximum age upto					
1.	Storekeeper cum clerk cum computer Operator/Storekeeper-cum-Record clerk/Record keeper-cum computer operator/Storekeeper/Record Clerk/Storekeeper cum clerk/Storekeeper-cum-clerk/Coding Clerk cum Computer Operator	11	Graduation from any recognized Institute and six months certificate course in computer.	Selection will be done on the marks of the Written test (In case of tie in merit the preference will be given to candidate older in age).	63 years					
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Note:-

The candidates who are interested in applying for the above said posts at GMC Kathua can fill the application attached with advertisement and must submit the application form in the office of the Principal, GMC Kathua by hand only before 25/10/2021. If the last date is a holiday the next working day will be counted as a last date for receipt of application. No application form through mail or by post shall be entertained. Application forms by hand shall be received by Mr Aditya Bhanotra, Storekeeper cum clerk cum computer operator (7006702004), Library, GMC Kathua. The receiving of application form by hand only is done to ensure complete scrutiny of documents at initial level itself (However, later scrutiny from time to time shall also be done).

The documents that need to be attached with the application form are as under:-

- a) Date of Birth Certificate.
- b) Marksheet of 10th, 10+2 & Graduation (Marksheets of all semesters).
- c) CGPA to percentage calculation document must be attached, if the final marks are in grades.
- d) Six months certificate course in computer from any recognized Institute.
- e) Any additional higher qualification certificate.
- f) Experience certificate wherever required or if any.
- g) Domicile Certificate.
- h) Category Certificate (If any). No category certificate shall be entertained after the last date of submission of form. The candidate seeking his/her consideration under reserved categories must ensure that he/she possess the requisite category certificate issued before the last cut off date for receiving application form.
- i) Any other relevant certificate. Also, no certificate shall be entertained after last date of submission of form. The candidate must possess all qualifications at the time of applying for the post before the cut off date. (i.e 25/10/2021).

Also, in case the number of application forms received are more than 200, the selection committee may decide to first calculate the basic merit of the candidate as per the criteria mentioned below:-

1. Graduation/Masters Degree = 80 points
 2. Six months certificate course in Computer = 20 points
- (the prorata on point (i) shall be done on the degree of candidate with higher marks).

Once the basic merit is calculated, the candidates shall be called for screening test in the ratio of 1:10 as per the basic merit criteria mentioned above.

Moreover, the candidate must furnish the affidavit duly attested by the Ist class magistrate clearly mentioning the following points:-

1. That i have understood all the terms and conditions of the advertisement.



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2. That I have no objection in case the screening test is conducted based upon my merit on pro-rata basis.
3. That all the documents attached by me are correct and authentic.

Any application form found deficient in any respect shall be rejected without any intimation.

In case of any dispute, the decision of Chairperson of the selection committee shall be final.

The candidate appearing for written test shall not be entitled to any TA/DA.

- Syllabus for the written test is uploaded on website of Govt. Medical College, Kathua.

[Handwritten signature]
13/10/21

(Dr Anjali Nadir Bhat)
Principal
Govt. Medical College
Kathua

No.GMCK/Estt/2021-22/ 1937-42

Dated: 13/10/2021

Copy to the:-

1. Additional Chief Secretary, Health & Medical Education Department, Civil Secretariat, Jammu/Srinagar, UT of J&K for kind information please.
2. Director (Coordination) New GMCs, Jammu, UT of J&K for favour of information.
3. Chief Accounts Officer, Govt. Medical College, Kathua for information.
4. Assistant Director (Planning), GMC Kathua for information.
5. Incharge website, Govt. Medical College Kathua for information and necessary action.
6. Telephone Supervisor (M), GMC Kathua, She shall ensure that the above order must reach to all the concerned authorities through electronic media viz email, whatsapp & also telephonically and is also uploaded on the website.
7. Office Copy.

[Handwritten signatures]



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Annexure 'A'

APPLICATION FORM

Post Applied for: _____

Advt. No : _____ Dated : _____

Name of the Candidate : _____

Parentage: _____

Date of Birth : _____

Permanent Address: _____

Contact No: _____

Email Id : _____



Space for
Photograph

Academic Qualification

Examination	Subject	Year of Passing	Maximum Marks	Obtained Marks	Percentage of Marks	Board / Institute / University
10 th						
12 th						
Graduation						

Technical / Professional Qualification

Degree/Diploma	Subjects	Year of Passing	Maximum Marks	Obtained Marks	Percentage of Marks	Board / Institute / University

Experience

S.No	Designation	Name of the institution	From	To	Total Experience



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Documents Attached :

- | | |
|-----------|-----------|
| (a) _____ | (b) _____ |
| (c) _____ | (d) _____ |
| (e) _____ | (f) _____ |
| (g) _____ | |

DECLARATION

I _____ S/o, D/o, W/o _____
R/o _____ Tehsil _____ Distt _____
do hereby affirm and declare that the entries made here in above are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I have never been debarred from appearing in any examination/interview. I have never been arrested / prosecuted or involved in any criminal case registered by the police or convicted by the criminal court. I also undertake that if any of the information noted above at any stage is found fake or false, I shall be liable for the action as warranted under rules, including disqualification/termination and criminal procedures.

Signature of candidate

RECEIPT

Received application from Mr/Ms/Mrs _____ S/o, D/o,
W/o _____ R/o _____ for
the post of _____ today on _____.

Document pending _____

Signature of the receiving clerk