

GOVERNMENT OF JAMMU AND KASHMIR
SERVICES SELECTION BOARD, J&K

Hema Complex, Sector-3, Channi Himmat, Jammu/Zamzam Complex Rambagh, Srinagar
(www.jkssb.nic.in)

Commissioner/Secretary to the Government,
General Administration Department,
Civil Secretariat, J&K.

No. JKSSB-PLAN/18/2022-03/4-5

Dated: 14-02-2023

Subject: Uniform Indent.

Sir,

In reference to the subject captioned above, it is to say that the Indents/requisition forms for filling up vacancies under direct recruitment as are received in the J&K Service Selection Board from time to time are often devoid of vital details which hinder the timely advertisement of such posts.

It has been observed in the Board that the Requisition Forms/Indents do not include important details such as posts earmarked for the Persons with Disabilities and Ex-Servicemen under Horizontal Reservation. The Indenting departments merely convey the reservation in percentage, in case of PwD and ESM candidates, rather than in actual numbers, due to which the Board often faces difficulties in applying this reservation. In addition, several other shortcomings are noticed in the requisition forms.

Hence, the existing format for Indents, as devised by the General Administration Department, even-while being elaborate, does not cater the actual requirements and, as a result, various indents have recently been returned to the Indenting Departments in view of the above deficiencies.

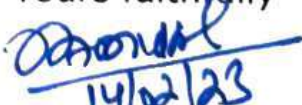
As such, an exercise has been made in the Board to draft a Uniform Indent so as to remove the shortcomings in the existing format. A uniform indent, capturing all the details of the posts being referred, would overcome the delay in advertising such posts.

Pertinently, Chapter VIII, Regulation 21 of the Jammu and Kashmir Services Selection Board (Business and Procedure) Regulations, 2022 provides as under:

"Indent/Requisition: *Requisition of posts shall be made by the requisitioning authority/Indenting Department in a format prescribed by the Board/General Administration Department from time to time and shall clearly indicate the eligibility criteria, number of vacancies/roster points and vacancies, if any, reserved for various categories, including under Horizontal Reservation. In case the requisite information as per the format prescribed for placing the Indent is not made available, the Secretary shall return the Indent to the concerned requisitioning authority. In case the Indent has some minor deficiencies, the Secretary/concerned Board officer shall liaison with the concerned departmental authority and obtain the necessary information. The concerned department shall fulfill the deficiency within a period of 15 days, failing which the Indent shall be deemed to have been returned."*

Accordingly, the undersigned is directed to enclose herewith a copy of the draft Uniform Indent with the request to consider to circulate it among the Administrative Departments for adopting the same while placing the requisitions for direct recruitment vacancies with the J&K Services Selection Board in future.

Yours faithfully


14/02/23
(Sachin Jamwal) JKAS,
Secretary,
J&K Services Selection Board,
Jammu.

Encl. As Above.

Copy to:

1. Private Secretary to Chairman, JKSSB for information of the Chairman.

**REQUISITION FORM FOR DIRECT RECRUITMENT VACANCIES TO THE
J&K SERVICE SELECTION BOARD (JKSSB)**

PART-I

1.	Name of the Department.	
2.	Name of Requisitioning Authority	
3.	Name of Appointing Authority (if different from Requisitioning Authority)	
4.	Name of the Post	
5.	No. of vacancies for which requisition is made	
6.	Pay Level/Scale of the Post	
7.	Minimum Qualification required for the Post	
8.	Maximum Qualification, if any, required for the Post	
9.	Experience, if any, required for the post	
10.	Cadre of the Post: (UT/Divisional/District)-with name of the Division/District for which the vacancy is available.	
11.	Break-up of posts reserved for various categories (under Vertical Reservation)	
	Name of the Category	No. of posts Roaster Point Utilized
	a.) Open Merit (OM)	
	b.) Scheduled caste (SC)	
	c.) Scheduled Tribe (ST)	
	d.) Other Social Caste (OSC)	
	e.) Resident of Backward area (RBA)	
	f.) Actual Line of Control/International Border (ALC/IB)	
	g.) Pahari Speaking People (PSP)	
	h.) Economically Weaker Section (EWS)	
	Total:	
12.	Category/ies of Persons with Disability (PwD) suitable for the Post.	
13.	No. of posts reserved for PwDs under Horizontal Reservation	
	(Break-up of vacancies for various Sub-Categories of PwD)	
	a.) Blind or Low Vision	
	b.) Deaf and Hard of Hearing	
	c.) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy	
	d.) Autism, intellectual disability, specific learning disability and mental illness	

e.) Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disabilities.		
14.	No. of posts reserved for Ex-Servicemen (under Horizontal Reservation).	

<u>PART-II</u>		
15.	Whether a copy of the Recruitment Rules for these posts is enclosed	
16.	UO No. & Date of concurrence by Finance Department for referral of these posts	
17.	Any directions from the Hon'ble CAT/Court(s) for the posts being referred.	
18.	Details of the Last referral made (for these posts).	
19.	Any other information/remarks.	

It is certified that the above vacancies are under direct recruitment and the particulars given above are correct to the best of my knowledge and the category-wise break up of vacancies as mentioned above is strictly in accordance with the roster points/register(s) maintained in this department as per the extant rules/regulations.

(Seal/Signature of the Requisitioning Authority)

(To be signed by an officer not below the level of Additional/Deputy Secretary to the Government)