



THE JAMMU & KASHMIR PUBLIC SERVICE COMMISSION
SRINAGAR, SOLINA, 190009.

Subject: Filling up of post of Medical Record Officer, Government Medical College, Jammu, in Health & Medical Education Department.

Reference: Health & Medical Education Department's Letter No. ME-Gztd-53/2020 dated 28.09.2020.

Notification No: 33-PSC (DR-P) of 2023
Dated: 03-07-2023

Applications, through online mode, are invited from the applicants who are domiciled in the Union Territory of Jammu & Kashmir, and are possessing the prescribed Academic/Professional qualification and age, for two (02) posts, one each, under OM and RBA category of Medical Record Officer (Pay Level 9, 52700-166700), in Government Medical College, Jammu, in terms of the Jammu and Kashmir Medical Education (Gazetted) Service Recruitment Rules, 1979 issued under SRO 517 dated 19.09.1979 and the "Jammu & Kashmir Public Service Commission (Business and Procedure) Rules, 2021", amended up-to date.

IMPORTANT

- ✓ Candidates are advised to update their one time registration before filling the application form.
- ✓ The application form together with instructions for filling up the application forms will be available at the website of the commission from **06.07.2023**
- ✓ Candidates are advised to go through the instructions and all the eligibility conditions prescribed for the post before filling up the online application form.
- ✓ Last date for filling up of online application complete in all respects along with the requisite fee (online mode only) is **07.08.2023**
- ✓ The last date for receipt of online applications provided in the notification shall be the cut-off date for determining the eligibility including acquisition of requisite educational and professional qualifications.
- ✓ The minimum and maximum age will however be reckoned with reference to 1st January, 2023.
- ✓ Candidates can edit some of the fields in their online application form w.e.f **08.08.2023 to 10.08.2023 (up to 11.59 pm)**. Instructions in this regard will be separately made available on the website.
- ✓ Candidates are required to upload all the mandatory prescribed/requisite documents alongwith the online application form.
- ✓ In case the mandatory prescribed/requisite documents are not uploaded with the online application form, the application form/candidature of the applicant is liable to be rejected without any further notice.
- ✓ Candidates will not be required to submit a hard copy of the online application form or any other documents to the commission at the time of filling up online application form
- ✓ The candidate will however be required to present/produce a downloaded copy of the online application form alongwith the original certificates at the time of interview.
- ✓ Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability to pay fee or failure to login to the online application portal on account of heavy load on the website during the closing days.

1. Prescribed Qualification

Discipline	Qualification	Experience
Medical Record Officer	A graduate with certificate/diploma in maintenance of medical record from an institution recognized by the government for the purpose.	Two years experience as medical record officer.

2. Age as on 1st January 2023

The requirement of age for candidates belonging to Open Merit (OM) & various Reserved Categories is as follows:-

S. No	Category	Age limit	Not born after	Not born before
1	OM	40	01.01.2005	01.01.1983
2	RBA	43	01.01.2005	01.01.1980
3	PHC	42	01.01.2005	01.01.1981
4	IN SERVICE CANDIDATE	45	01.01.2005	01.01.1978

☑ NOTE

- The candidates who are already in government service and intend to apply as in-service candidates shall, besides applying online, route their application form through administrative department.
- The candidates who have earlier applied against the Notification No. 12-PSC (DR-P) of 2021 dated 14-12-2021 need not apply again. All such candidates can submit the hard copies of updated Experience/Publications upto cut of date for the fresh notification, if they so intend, at JKPSA office Srinagar/ Jammu.

3. Reservation

- A candidate seeking his/her consideration under any Reserved Category must ensure that he/she possesses a valid requisite Category certificate as on the cut-off date.
- The category certificate should remain valid during and upto the completion of selection process.
- The candidature of the candidates will be provisional till the genuineness of the reserved category certificate is verified by the Appointing Authority.
- Candidates may note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the J&K Public Service Commission, in addition to any other penal action as may be deemed appropriate.

4. Domicile

The candidate should be a Domicile of the Union Territory of Jammu & Kashmir. The candidate must possess a valid Domicile Certificate issued by the Competent Authority in the prescribed format as on the last date prescribed for submission of online application form.

5. Requisite Fee

After successful submission of the online application form, candidate will be required to deposit requisite fee through online mode. The amount of fee to be paid is given below:

General Category	=	Rs.1000.00
Reserved Category	=	Rs 500.00
PHC Candidates	=	Nil.

☑ NOTE

- The application Form submitted without deposition of the fee, which gets substantiated through reflection of the same on the application form, such application form shall be treated as incomplete and candidature shall be deemed to have been rejected without any notice. No representation against such rejection shall be entertained.

- ii. Submission of multiple applications by way of prefixing Mr./Ms. or through generation of multiple User ID's or any other mode, followed by either non-payment of fee particulars or fee particulars (TID) of one application (RID) being mentioned against another application with a different RID would lead to rejection of the online application. The applicants who are submitting multiple applications should note that only the applications with higher Registration ID (RID) number shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID number. Besides a strict disciplinary action shall be taken including the cancellation of candidature and debarment for future examinations of J&K PSC will be taken against such applicants.

6. Documents to be uploaded

While filing the online application form the applicants are required to upload the documents as per details given below:

Documents (Mandatory):-

- i. Date of Birth certificate (Secondary School/Matric Certificate - 01 leaf.
- ii. Domicile certificate - 01 leaf.
- iii. Degree certificate.
- iv. Diploma certificate in maintenance of medical record from an institution recognized by the government for the purpose.
- v. Two years experience certificate as Medical Record Officer.

Documents (mandatory) if claiming benefit under that category)-

- vi. Valid category certificate – 01 leaf
- vii. For Physically Challenged Candidates Disability certificate on the prescribed format, if required – 01 leaf.
- viii. In-Service Certificate Signed by HOD.

It may be noted that no further opportunity to upload any document shall be provided hereafter and action under rules including rejection of application form/candidature etc. will be taken.

7. Scheme of Selection

The selection shall be made in accordance with Rule 44 of the Jammu and Kashmir Public Service Commission (Business & Procedure) Rules, 2021 amended up-to date. The candidates are advised to acquaint themselves with the said rule.

- 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 incorrect/ wrong answers. The detailed scheme of examination will be published in the notification/ advertisement calling for applications.

8. Important 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.jkpssc.nic.in>. No other means/ mode of application shall be accepted.
- b) Candidates are first required to go to the JKPSC website <http://www.jkpssc.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 01.01.2023.
- 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) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) Candidates can pay the requisite fee through online mode in the "SUBMITTED APPLICATIONS" menu in your account.
- n) 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 JKPSC 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 JKPSC 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 JKPSC.
- o) After successful submission of fee, the candidates will be required to upload requisite documents as specified in the advertisement/application form.
- p) The candidate would be able get the printout of his/her submitted application only after the payment of the requisite fee and uploading of requisite documents.
- q) 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.

9. 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.

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. 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 disqualified by the Commission from selection for which he/she is a candidate , and/or
- b) to be debarred either permanently or for a specified period:-
 - i. By the Commission from any selection held by them.
 - ii. By the Union Territory Government from any employment under them, and
- c) if he/she is already in service under Government, disciplinary action can be taken against him/her under the appropriate rules.


03/07/23
(Bashir Ahmad Dar) JKAS
Secretary,
J&K, Public Service Commission.

No: PSC/DR/H&ME/35/21

Dated: 03 .07.2023

Copy to the: -

1. Secretary to Government, Health & Medical Education Department, Civil Secretariat, J&K
2. Director, Information Department J&K. He is requested to publish the Notification in all the leading local dailies of the Union Territory of J&K, for at least three consecutive days.
3. General Manager, Govt. Press, Jammu for publication of Notification in the next issue of Govt. Gazette.
4. Assistant Director, J&K Public Service Commission.
5. P.S. to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
6. P.S. to Member _____, J&K PSC for information of Hon'ble Member.
7. P.A. to Controller of Examinations, J&K Public Service Commission
8. In charge website, J&K Public Service Commission for uploading of the Notification on the website.
9. Notice Board, J&K Public Service Commission, Srinagar/Jammu.
10. Stock file/Main file.