



**Government of Jammu & Kashmir  
Directorate of Agriculture Kashmir**

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**Advertisement Notice No.01 of 2017 Dated 29.12.2017**

Whereas, the Agriculture Production Department invited applications on prescribed format from eligible candidates for Engagement of 62 number of Data Entry Operators purely on temporary basis for the financial year 2015-16 in the J&K State under the centrally sponsored scheme, “National e-Governance Plan in Agriculture (NeGP-A)”; and

Whereas, the last date for receipt of applications was initially fixed as December 22, 2015 and was extended till January 10, 2016; and

Whereas, in response to the above said advertisement the department received 2599 applications; and

Whereas, in view of large number of applicants, the process of short-listing based on the academic merit, was followed to restrict the number of candidates to be called for interview/practical test to the ratio of 1:5; and

Whereas, accordingly a list of shortlisted candidates was issued separately for Jammu/Kashmir Divisions for inviting objections, if any; and

Whereas, the interview/practical test of shortlisted candidates was held on 18<sup>th</sup> to 20<sup>th</sup> April, 2016 for Kashmir Division and on 28<sup>th</sup> and 29<sup>th</sup> April, 2017 for Jammu Division by the committee constituted for the purpose; and

Whereas, a process for framing of final selection list was initiated in this office, however, due to some deficiencies, the same could not be finalized and accordingly the matter was referred to Administrative Department; and

Whereas, the Administrative Department, vide their letter No.Agri/PC-93/2014-15 dated 28-08-2017 and 27.12.2017, authorised this office to issue a fresh advertisement notice with a condition that those candidates who have already applied need not to apply again;

Now, therefore, in supersession of previous notification, fresh applications on prescribed format are invited from the permanent residents of Jammu & Kashmir State possessing the prescribed qualification and age for engagement of Data Entry Operators (Computer Operator) under centrally sponsored scheme, “National e-Governance Plan in Agriculture (NeGP-A)”. The engagement shall be purely contractual on temporary basis for financial year 2017-18, which can be extended further as per availability of funds/approval of Administrative Department. This engagement, however, shall not confer any right for claiming permanent absorption or continuation in the department.

**Essential Educational Qualification:-**

1. Graduate with one year Diploma in Computer Application or an equivalent qualification from a recognized institution.
2. Good knowledge of computers (Data Processing, office automation, e-mail).
3. Operation of large and small scale electronic data processing system.
4. Quick and accurate data entry operations in English and language of the state: full command over office automation packages such as MS Office/Open Office; should be able to handle basic hardware issues (including operating system, antivirus, PDF etc.) relating to PC's, printers and switches.
5. At least one year of experience is necessary.

**Age:** The candidates should be between 18 – 40 years of age.

**Consolidated Salary:** The Selected candidates shall be paid a consolidated monthly salary of Rs. 10,000/- Ten Thousand Only. They will have no claim for regularization whatsoever.

**Method of Selection:** The candidates shall be selected on the basis of weightage accorded to academic merit, experience and performance in viva-voce/practical test. The following criteria will be followed for final selection:

S.No.	Qualification/Experience	Points
1	<b>Weightage to Basic qualification:</b> Graduation with one Year Diploma in Computer Application or an equivalent qualification	60 Points (Pro-rata)
2	<b>Weightage to Higher/Additional qualification:</b> Post Graduation in Information Technology/ Computer Applications/Computer Science	20 Points (Pro-rata)
3	<b>Experience in the relevant field will carry a total of 05 points in following manner:</b> i) Experience of more than 02 years but less than 03 years ii) Experience of more than 03 years but less than 04 years iii) Experience of more than 04 years	03 points 04 points 05 points
4	Practical test	10 points
5	Viva-Voce	05 Points
	Total	100 points

**Short-listing of candidates to be called for interview/practical test:**

If the number of applicants is large and it is not possible/convenient to call all the candidates for interview/practical test, the process of short-listing of candidates shall be followed. The criterion to be adopted for short-listing of candidates in such a case shall be as given under:

1. Ratio to be followed=1:5
2. Weightage to basic qualification= 90% pro-rata basis.
3. Weightage for higher qualification viz. PG =10 points

**Mode of submission of Applications:**

1. The applications complete in all respects and accompanied with all documents should be submitted in the office of the Chief Agriculture Officer of the concerned district **by or before 15-01-2018**.
2. Self attested photocopies of Date of Birth, Educational Qualification, Computer Qualification & Experience Certificates should be enclosed/appended with the application form.
3. Application form can be downloaded from [www.diragrikmr.nic.in](http://www.diragrikmr.nic.in)

**The District-wise break-up of tentative posts of Data Entry Operators (Computer Operator) and the address of submitting applications is given hereunder:**

S.NO.	Districts/Institute	No. of Posts	Application to submitted in below given addresses
1.	DHQ/CAO Jammu	3	Chief Agriculture Office Jammu
2.	Kathua	3	Chief Agriculture Office Kathua
3.	Samba	1	Chief Agriculture Office Samba
4.	Udhampur	4	Chief Agriculture Office Udhampur
5.	Poonch	3	Chief Agriculture Office Poonch
6.	Rajouri	2	Chief Agriculture Office Rajouri
7.	Doda	1	Chief Agriculture Office Dooda
8.	Kishtwar	1	Chief Agriculture Office Kishtwar
9.	Ramban	1	Chief Agriculture Office Ramban
10.	Reasi	2	Chief Agriculture Office Reasi
11.	DHQ/CAO Srinagar	5	Chief Agriculture Office Srinagar
12.	Budgam	5	Chief Agriculture Office Budgam
13.	Kupwara	4	Chief Agriculture Office Kupwara
14.	Baramulla	8	Chief Agriculture Office Baramulla
15.	Pulwama	3	Chief Agriculture Office Pulwama
16.	Anantnag	6	Chief Agriculture Office Anantnag
17.	Shopian	3	Chief Agriculture Office Shopian
18.	Kulgam	1	Chief Agriculture Office Kulgam
19.	Bandipora	4	Chief Agriculture Office Bandipora
20.	Ganderbal	2	Chief Agriculture Office Ganderbal
<b>Total</b>		<b>62</b>	

It is further clarified that:

- Note1:** The previous Advertisement/Interviews held for the above mentioned temporary posts of Data Entry Operators stands cancelled.
- Note2:** The candidates who have already applied in response to earlier notice for the above mentioned post(s) need not to apply again subject to the condition that he/she fulfils eligibility requirement as laid down in the Advertisement Notice. However, they shall submit the additional qualification(s)/experience, if improved during the intervening period.
- Note3:** The number of positions and the engagements shall be subject to the availability of funds under the scheme.
- Note4:** The qualifications/degrees acquired from government recognised institutions shall only be considered.

**Sd/-**

(Altaf Aijaz Andrabi)

Director of Agriculture, Kashmir

State Nodal Office, NeGP-A J&K State

Dated: 29.12.2017

No: Agri/IT/2017-18/137-160

Copy to the:

1. Commissioner/Secretary to Govt, Agri. Prod. Deptt. for favour of information. This is with reference to letter No.Agri/PC-93/2014-15 dated 28.08.2017 and 27.12.2017.
2. Director Information for favour of getting the notice published in at least two local leading English dailies of Srinagar/Jammu.
3. Director Agriculture Jammu for information & n/a.
4. All Chief Agriculture Officers of Jammu/Kashmir divisions for information & n/a.
5. Information Officer, Directorate of Agriculture Kashmir for follow up action.

## FORMAT

**Application for temporary post of Data Entry Operator (Computer Operator)  
under centrally sponsored scheme, "National e-Governance Plan in Agriculture".**

Space for  
photograph

The Chief Agriculture Officer/  
District \_\_\_\_\_

1	Name (in CAPITAL LETTERS)	
2	Father's /Guardian's Name	
3	Gender	
4	Date of Birth	
5	Academic Qualification	
6	Technical Qualification	
7	<b>Details of Work Experience</b>	
	Experience Period	Name of the Institution/Firm where worked
	From	To
8	Residential Address with Pin Code	
9	Mobile No.	
10	e-mail Address	

**Qualification Details:**

Degree/Diploma	Year of Passing	Institution	Duration of Course	Max. Marks	Marks Obtained	Percentage

I do hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

**Date:** \_\_\_\_\_

**Signature of Candidate in full**