

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
DIRECTORATE GENERAL OF ACCOUNTS & TREASURIES, J&K, JAMMU

Subject: Conduct of Type Test of type knowing orderlies.

NOTIFICATION

In order to promote the Orderlies, borne on Inter-Organization establishment of Accounts and Treasuries, Finance Department and J&K Funds Organization, under prescribed quota of Junior Assistants, applications are invited from all Matriculate Orderlies/ Jamadars concerned to participate in the Type Test being conducted by the Directorate General of Accounts & Treasuries, after the fulfillment of following conditions:-

- (i) Candidate must possess atleast three years regular and satisfactory service in the department;
- (ii) The qualification of the applicant must be Matric or above;
- (iii) Candidates must have knowledge of type on computer keyboard with speed of atleast 25 words per minute;
- (iv) The selection of the candidates for promotion as Junior Assistant shall be made on the basis of merit-cum-seniority and the seniority as Orderly in respect of each candidate shall be determined on the basis of the date of entry into the service corresponding to the date of appointment as Orderly;
- (v) The venue and date for conduct of type test shall be notified separately;
- (vi) Orderlies appointed under Prime Minister's Special Package for Return and Rehabilitation for Kashmiri Migrants to Kashmir Valley if qualify the requisite type-test, shall be adjusted in the Valley in pursuance of laid down terms and conditions of Prime Minister's Special Package subject to the availability of posts.

- (vii) The applicants shall enclose with their application the following testimonials/documents (attested xerox copies), duly endorsed by the concerned Head of Office:-
- a) Academic qualification certificate;
 - b) A certificate from Head of the office for good and satisfactory service and conduct.

The application should reach the office of respective Directors of Accounts & Treasuries, Kashmir/Jammu up to **06.12.2019**, who shall forward the same to the office of the Director General, Accounts & Treasuries, J&K, Jammu by or before **08.12.2019**.


Sd/-
(M.Y.Pandith),
Director General,
Accounts & Treasuries,
Finance Department.

No. DGAT/HQ/EM/85

Dated: 19.11.2019

Copy for information to the:-

1. Director General, Funds Organization, J&K/Audit & Inspections, J&K/ Local Fund Audit & Pensions, J&K
2. Director, Accounts & Treasuries, Kashmir/Jammu.
3. Director Information, J&K, Jammu.
4. Principal, Northern Zonal Accountancy Institute Jammu/ Accountancy Training Institute, Srinagar.
5. Joint Director, J&K Funds Organization, Kashmir/Jammu.
6. Deputy Director, Audit & Inspections Jammu/Srinagar
7. Deputy Director, Local Fund Audit & Pensions.
8. Joint Director, Information J&K, Jammu. He is requested to publish the Notification in two leading English dailies of Jammu and Srinagar for consecutive two days.
9. Examiner, Local Fund Audit & Pensions, Kashmir/Jammu.
10. I/C website of DGAT for uploading the notification.
11. Relevant file/Master file.


(Dr.Zafar Iqbal),
Deputy Director (Central),
Accounts & Treasuries,
Finance Department