

**APPLICATION FORM FOR THE POST OF LOWE DIVISION CLERK (contractual)**

1. (i) Full Name: \_\_\_\_\_  
 (ii) Father's Name : \_\_\_\_\_  
 (iii) Mother's Name: \_\_\_\_\_
2. Date of birth: \_\_\_\_\_ 3. Age (in years): \_\_\_\_\_
4. Gender: Male Female  
 5. Marital Status: Married Unmarried  
 6. Whether Domicile of Jammu and Kashmir. Yes No  
 (Attach State Domicile Certificate)  
 7. Address for communication: \_\_\_\_\_

Affix  
recent passport  
size photograph

8. Mobile No: \_\_\_\_\_ . Email Id \_\_\_\_\_

9. Education Qualification: (Attach Copies of all Qualification Certificates)

Degree	Year	Subjects	% of Marks /CGPA	Division	Board/University
Matriculation					
Graduation					
Post Graduation					
Any Other Degree/Diploma					

10. Details of Proficiency of Computer applications: \_\_\_\_\_  
 \_\_\_\_\_

11. Experience, if any (Attach proof of experience certificates):

Position Held	Organization	From	To	Gross-Pay	Responsibilities

**DECLARATION**

I hereby declare that the particulars given above are true and correct to the best of my knowledge and I do hereby agree with the rules and conditions mentioned in the advertisement.

Date:

(Signature of the applicant)

## TERMS AND CONDITIONS FOR THE POST OF LOWER DIVISION CLERK (CONTRACTUAL)

### Age

The age of candidates as on 01.01.2023 should be:

- a. Not below 18 years; and
- b. Not above:
  - iv. 40 years in case of Open Merit.
  - v. 42 years in case of Physically Challenged candidates.
  - vi. 43 years in case of SC/ST/RBA/EWS/LAC/PSP/Social caste candidates

### General Instructions and Terms and Conditions:

- a) The candidates are advised to download the application form from PRC/University website, fill it up and submit it along with self attested copies of certificates/documents in the office of undersigned either in person or through speed post by or before **15.10.2023**.
- b) Applications not fulfilling the eligibility conditions or not accompanied by necessary valid supporting documents shall be rejected without any further communication with applicants.
- c) **The Post of LDC is purely on contract basis for a short term contract period of 1 year** or till the financial support for the post is available from the MOHFW, whichever is earlier.
- d) The selected candidate will not have any claim for the regular appointment either in PRC or in University of Kashmir, Srinagar. PRC has no liability for either regularizing the services rendered by the Research Fellow or offer regular appointment to the selected candidate.
- e) The selected candidate will give an affidavit that he/she will work with the PRC for full year and will not leave in between. In case he leaves in between, he/she will have to refund the whole salary drawn till date.
- f) The Centre reserves its right to limit the number of candidates to be called for Interview/written test and shortlisted candidates shall be informed about the date of interview through email/phone only and the list of shortlisted candidates will be uploaded on PRC website.
- g) The shortlisted candidates will have to appear in an interview/written/skill test at the University Campus, for which no TA/DA will be paid.
- h) The selected candidate will have to produce a Medical Certificate from the concerned District Health Society with regards to his/her physical/medical fitness.
- r) Application Form found incomplete in any respect or received late or not in proper format or incomplete in any respect shall be rejected without any notice;
- s) Canvassing in any form by or on behalf of the candidate will lead to disqualification;
- t) The University reserves the right not to fill up the post advertised, if circumstances so warrant, without assigning any reason thereof;
- u) All enclosures attached with the Application Form should be self attested and the candidates shall have to produce the original documents relating to their age, qualifications, experience, fitness and other claims whatsoever at the time of interview.
- v) The University shall verify the antecedents of all documents of the candidates submitted at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules.
- w) Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by a candidate, will, render him/her liable for criminal prosecution.
- x) Candidates are advised to regularly check PRC website for **corrigendum/addendum pertaining to this advertisement** and latest updates/important instructions, released by the PRC from time to time. No separate intimation in this regard shall be given.
- y) Further Information can be elicited through: Coordinator, Population Research Centre, University of Kashmir, Hazratbal Srinagar-190 006 (J&K).

Bashir Ahmad Bhat  
Coordinator