JKSSB Junior Assistant & Stenographer Recruitment 2025: Complete Guide to 361 Vacancies

The Jammu & Kashmir Services Selection Board (JKSSB) has officially released **Advertisement Notification No. 08 of 2025**, announcing **361 vacancies** for various posts, including **Junior Assistant**, **Junior Scale Stenographer**, and **Junior Stenographer** across multiple departments.

This is a premier opportunity for graduates in J&K who possess strong typing and shorthand skills to enter government service.

1. Key Recruitment Dates

- **Notification Date:** September 27, 2025.
- **Online Application Start:** October 20, 2025.
- **Last Date to Apply:** November 18, 2025 (Extended to **November 25, 2025** for some categories).

2. Eligibility Criteria

- **Domicile:** Must be a **domicile of Jammu & Kashmir**.
- **Age Limit (as of Jan 1, 2025):**
  - **Open Merit:** 18 to 40 years.
  - **SC/ST/RBA/EWS/OBC:** 18 to 43 years.
- **Educational & Technical Skills:**
  - **Junior Assistant:** Graduation from a recognized university + Typing speed of at least **35 words per minute**.
  - **Junior (Scale) Stenographer:** Graduation + Shorthand speed of **65 wpm** and typing speed of **35 wpm**.

3. Salary & Pay Scale

- **Junior Assistant:** Pay Level-4 (₹25,500 – ₹81,100).
- **Junior Stenographer:** Pay Level-6B (₹35,600 – ₹1,12,800).

4. Selection Process & Exam Pattern

Selection is based on a three-stage process: **Written Exam**, **Skill Test (Typing/Shorthand)**, and **Document Verification**.

Written Exam Structure (60 Marks Total | 60 Minutes):

"Knowledge is of no value unless you put it into practice"

Subject	Marks
General Awareness (Special focus on J&K UT)	20
General English & Comprehension	20
General Intelligence & Reasoning	10
Computer Applications	10

*Note: A negative marking of **0.25 marks** applies for incorrect answers.*

5. Best Coaching: Jobs Adda Jammu

For specialized preparation, **Jobs Adda Jammu** offers dedicated batches and materials for JKSSB technical posts.

- **Official Website:** jobsaddainstitute.com
- **Android App:** Jobs Adda — The Learning Hub
- **Web Course Store:** Jobs Adda Store
- **Location:** 268 Krishna Nagar, Opposite GGM Science College, Canal Road, Jammu.
- **Contact:** +91-7006845597 | +91-7006056901.

6. How to Apply

1. Visit the JKSSB Official Website.
2. Click on **"Apply for Various Posts"** and complete your registration.
3. Fill in personal and academic details as per Advertisement No. 08 of 2025.
4. Upload your photo, signature, and required certificates.
5. **Application Fee:** ₹700 for General; ₹600 for SC/ST/EWS/PwBD.
6. Submit and print your confirmation for future reference.

Written Exam Syllabus Breakdown

1. General Awareness (Special Focus on J&K UT)

- **National & International:** Current events, Indian culture, heritage, and freedom struggle.
- **Geography & Environment:** Political and physical divisions of India; climate, crops, transport, rivers, and lakes.
- **Demography:** Census features and functions.
- **Jammu & Kashmir UT:** History, economy, geography (flora/fauna), and major tourist destinations.

2. General English & Comprehension

Canal Road , Oppostie Commerce College Jammu,
180006 (we are open from 8:00 am to 9:00 pm)
9469049032

https://jobsaddainstitute.com/
jobsaddainstitute@gmail.com

"Knowledge is of no value unless you put it into practice"

• **Grammar:** Tenses, narration, modals, articles, clauses, and punctuation.
• **Vocabulary:** Synonyms, antonyms, idioms, phrases, and homonyms/homophones.
• **Composition:** Reading comprehension, editing/proofreading, and rearranging jumbled sentences.
• **Usage:** Active/passive voice, error spotting, and sentence correction.

3. Numerical and Reasoning Ability

• **Arithmetic:** Number system, percentage, average, profit & loss, ratio & proportion, and time & work.
• **Reasoning:** Number/letter series, coding-decoding, direction sense, blood relations, and mathematical reasoning.
• **Logical:** Statements and conclusions, Venn diagrams, and spatial visualization.

4. Basic Concepts of Computers

• **Fundamentals:** Hardware, software, input/output devices, and operating systems.
• **MS Office:** Knowledge of MS Word, Excel, Access, and PowerPoint.
• **Digital Skills:** Email, internet usage, search engines, and computer viruses/security.

Preparation Strategy with Jobs Adda Jammu

To master this syllabus, Jobs Adda Jammu provides targeted resources:

• **Topic-wise Classes:** Deep dives into J&K GK and computer fundamentals.
• **Mock Tests:** OMR-based practice to manage the 0.25 negative marking.
• **Study Material:** Detailed PDF notes and daily updates via the Jobs Adda Learning Hub App.

"Knowledge is of no value unless you put it into practice"