INFORMATION BROCHURE, 2020

ADMISSION TO B.ED. PROGRAMME

IN

GOVT. COLLEGE OF EDUCATION, CANAL ROAD, JAMMU-180006
UNDER CLUSTER UNIVERSITY OF JAMMU

THE JAMMU AND KASHMIR
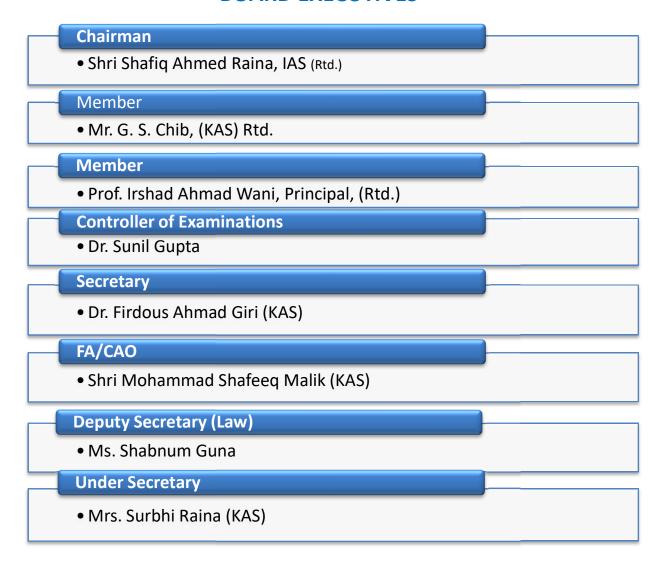## BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

e-mail: helpdeskjakbopee@gmail.com   website: http://www.jkbopee.gov.in
e-mail :coejakbopee@gmail.com   website:http://www.jakbopee.org

THE JAMMU AND KASHMIR

BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

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MESSAGE

The Jammu and Kashmir Board of Professional Entrance Examinations (BOPEE), a creation under Jammu and Kashmir Board of Professional Entrance Examinations Act, 2002 has been mandated with the conduct of various entrance examinations for admission in different professional courses in the UT of J&K. Board being an autonomous body, is required to discharge its duties in a transparent manner by promoting the cause of meritocracy in the conduct of examinations.

While as, it shall be our endeavor to maintain the highest standards and transparency in functioning of the Board, it would be advisable for candidates to upgrade their knowledge so that best amongst them get selected for the Professional courses. The Board has already introduced technological changes in the system and latest being inviting of applications on-line and endeavours to modernize and upgrading its functioning would continue. Subject to the logistical support, the Board aims at conducting on-line examinations at some point of time in future

The Board keeps its website www.jkbopee.gov.in updated to transmit information to the stake holders at a faster speed. Since the changes, innovations, improvements and up-gradation are a continuous and an ongoing process, therefore, it has been decided to open a suggestion box in the on-line website of the Board so that any suggestions for improvement in the system by the stake holders, are considered and examined by the Board. The things cannot remain stagnant as these have to change or else perish, therefore, the suggestions given by the stake holders for bringing innovations and improvements in the system would be of paramount importance and valuable for us.

Conducting tests for selection for B.Ed. programme Jammu for the year 2020 is part of the series scheduled for the year. The test aims at assessing ability of the candidates to get admission for the B.Ed. Courses which in turn enhances the prospects of their employment in the education sector, for selection as teachers. Objective of imparting quality education in the schools can only be achieved if the teachers/aspiring teachers are provided with better training facilities and are equipped with all modern techniques of teaching. This Course, therefore, is of greater significance as it, towards the end, facilitates selection of good teachers, thereby imparting quality education. The teaching skills acquired during the training course apart from improving the standards of education would also be beneficial to class of students who need more focused attention to improve the skills of communication and understanding in the fields they may be lagging behind as it is found that there is a class of students who need better attention to explore and exploit their skills. A thorough study and devoting considerable time towards preparation for the test would make it more competitive, thereby enhancing the quality of the selection/end product.

I wish all the best of luck.

Shafiq Ahmed Raina, IAS (Rtd.)
Chairman

The J&K BOPEE isentrusted with the responsibility of conducting the Entrance Test for various Professional Courses for the year 2020. The date of Entrance Test for B. Ed. Jammu 2020 will be notified separately and the process of filling up online application forms will commence from 07-01-2021.

The Board has been striving constantly to enhance transparency and objectivity in conducting entrance tests and has introduced many measures to facilitate candidates from filling up the Application Forms to the stage of actual selection by switching over to the online mode which includes filling up of Application Forms, deposition of fee, declaration of result etc. In order to bring transparency and efficiency in the system of selection of candidates, BOPEE has undergone technological revolution for the speedy justice to the candidates on merit and has taken steps in this direction like, Online submission of application forms, Online counseling, SMS facility for application/counseling status, Speedy Result, Video Counselling, Regular Uploading of Website www.jkbopee.gov.in for latest information, etc. The candidates are advised to go through Information Brochure of B. Ed. Jammu-2020 for all details related to online filling of application forms, counselling process, reservation policy, no. of seats available, etc., which is uploaded on the BOPEE website.

The greatest resource and strength in Indian schools are our teachers. They have the greatest impact on student learning, far outweighing the impact of any other education programme or policy. They stand in the interface of the transmission of knowledge, skills and values. Teacher quality is, therefore, crucial and has been globally accepted to be significantly associated with the quality of education in general and students' learning outcomes in particular. The Education Commission (1964-66) of India accepted this influence of teachers in powerful words, "**No system can rise above the status of its teacher**". I offer my good wishes to the students for choosing Teaching (B.Ed.) as careerin their life, which is considered as the noblest of all Professions and I wish you success in your Educational Professional Career.

Dr.Sunil Gupta
Controller of Examinations (COE)

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IMPORTANT NOTES:

(i) The candidates, in their own interest, are advised to go through the Information Brochure before filling up of Online Application Forms. Board shall not be responsible for any act of omission or commission in filling up of the Online Application Form by the candidate. It shall be presumed that the candidate has gone through the information contained in the Information Brochure and has agreed to follow the conditions contained therein. No candidate can claim any alteration in conditions which have been incorporated in the Information Brochure and notified in advance.

(ii) The candidates are further advised to remain in touch with the BOPEE website(s) www.jkbopee.gov.in / www.jakbopee.org. The Board does not undertake any responsibility for any delay caused in publication of Notices/Notifications in the Print Media (newspapers) as delay, if any, in such publication(s) is not within the control of the Board, notwithstanding that the Board notifies the same on the official website(s) and for publication simultaneously on the date of issue of the said notifications/notices etc.

(iii) Subject to availability of logistics, the Board may conduct online examination if so decided bythe Board otherwise the examination shall be conducted in the offline mode.

1. INTRODUCTION:

The Jammu and Kashmir Board of Professional Entrance Examinations (BOPEE) was established by an Act of State Legislature (Act No.XXV of 2002). It is the responsibility of the Board to recommend selection of candidates for admission to various programmes at undergraduate and postgraduate levels in Government run and privately managed institutions in the UT of J&K. These programmes, inter-alia, include B. Ed. Course.

The recommendations for admission to various programmes are made purely on the basis of merit obtained in the Entrance Test conducted by the Board.

The e-Brochure gives a fair idea about the procedural details of the Entrance Test to the aspiring candidates. The most crucial step is the filling up of the Application Form. The selection is made according to the information furnished by the applicants in their Application Form and merit secured in the Entrance Test.

The candidates must, therefore, carefully go through the e-Brochure before filling up their Application Forms. Any mistake/error at the initial stage shall not be rectifiable later on. This may prove too costly to the aspiring candidates.

2. TERMS AND EXPRESSIONS:

Certain terms and expressions, used in the e-Brochure have specific importance unless, of course, the context otherwise denotes. For the benefit of the candidates, these terms and expressions are briefly defined hereinunder:-

- ❖ **Advertisement Notice:** means the notification issued by the J&K Board of Professional Entrance Examinations(BOPEE) inviting applications from eligible candidates for appearing in the Entrance test;
- ❖ **Common Application Form:**means the form prescribed by the BOPEE to be submitted online by the eligible candidates for appearing in the Entrance test;
- ❖ **Available Seats:** means the seats against which admissions to B. Ed (Bachelor of Education) course are ordered by the Government/notified by other Govt. Departments/Agencies;
- ❖ **Eligible Candidate:** means the candidate who fulfills the requirements of eligibility as prescribed by the BOPEE and the UT of J&K from time to time;
- ❖ **Entrance Test:** means the test held by the BOPEE for making selection of eligible applicants for admission to B. Ed. (Bachelor of Education) Course in Government College of Education, Canal Road, Jammuin accordance with the UT of J&Kguidelines;
- ❖ **Incomplete Form:**meansthe online Application Form which is wrongly filled in or contains false information of any kind or not having required and /or valid certificates or has any other deficiency and discrepancy whatsoever;
- ❖ **Merit List:**means list of candidates who appear in the Entrance Test drawn up in the descending order of merit;
- ❖ **QualifyingExamination:**means the result of examination on the basis of which candidates become eligible to appear in the Entrance Test;
- ❖ **Regulations:**means the Jammu and KashmirBoard of Professional Entrance Examination Regulations , 2016,
- ❖ **Rules:**means the Jammu and Kashmir Board of Professional Entrance Examination Rules-2014.

3. GENERAL INFORMATION & INSTRUCTIONS:

It is expected that the candidates shall be sincere, honest and behave responsibly while appearing in the entrance examination and shall not resort to anyunfair/fraudulent means or impersonationintheexamination. In case, a candidate is found resorting to such acts, criminal proceedings shall be initiated against him/her including his/her abettors/facilitators, besides debarring him/her for such a period as may be decided by the Board in accordance with rules and regulations of the Board, from appearing in the Entrance Test in future.

❖ The candidates interested in appearing in the B.Ed. Entrance Test are required to:
  ➢ Go through e-Information Brochure carefully and acquaint themselves with all the requirements;
  ➢ Satisfy the prescribed eligibility conditions; and
  ➢ Submit online Application Form within the prescribed date.
❖ The candidates applying for admission, will be required to appear in the Entrance Test at their own expenses;
❖ The recommendation for selection of the candidates under all the categories shall be subject to production of all the relevant certificates in original by them and the verification of the same by BOPEE/College/University as the case may be;
❖ No intimation, whatsoever, about non-selection will be sent individually and no correspondence in this regard shall be entertained. The result will, however, made available in both the offices of the BOPEE at Jammu and Srinagar for information and perusal of the candidates. The result will also be available on BOPEE's website: **www.jakbopee.org / www.jkbopee.gov.in;**
❖ The selections made by the BOPEE to the professional courses shall be provisional till final determination of eligibility of the candidates be decided by UT of J&K or UT/by the concerned University/ College;
❖ The BOPEE shall have powers to review the provisional selection list at any time, notwithstanding the fact that the selected candidate has completed his/her admission formalities, where any bonafide error, lapse, mistake, fraud, cheating, misrepresentation, misinterpretation, impersonation or glaring injustice comes to its knowledge or is brought to its notice which has resulted in the inclusion of the candidate in the selection list. Mere selection in the list does not confer any right to admission of the candidate, if he/she is otherwise found ineligible;
❖ Complaints against certificates, including those of reserved categories, will not be entertained as BOPEE is neither an appellate authority nor an investigating agency;
❖ Permission of candidates to appear in Entrance Test shall be provisional on the basis of the entries in the Application Form, subject to their being eligible for admission to the courses applied for with reference to certificate being valid on the date of e-filing of Application Form or as per the conditions of eligibility of candidates modified by UT of J&K Govt. from time to time;
❖ The Answer Key will be displayed on the BOPEE'S website in the evening at about 6 P.M. on conclusion of the test or up to 12 noon next day and will remain there for three days and thereafter will be removed. The candidates, who have any complaint against an answer of a question in the Question Paper are free to make written representation with fee of Rs. **1000/=** paid at POS Machine Srinagar/Jammusupported by documentary proof of standard text Books on the prescribed format available on the official website of BOPEE and in the BOPEE office at Srinagar/Jammu, which should reach in the office (Srinagar/ Jammu) within three working days after the Key is made available and thereafter no representation will be entertained/accepted;
❖ The Answer Key will be got re-examined by the BOPEE on the basis of the representations so received and the revised key, if any, will be final and no complaint will then be entertained regarding

the revised key. After satisfying the revised Key will be uploaded on the website of the BOPEE. The revised Answer Key, if any, will be applied to Answer Sheets of all the candidates, no matter whether they have made such representations or not;

❖ OMR Answer Sheets of candidates are machine graded and scanned / scrutinized and double checked with extreme care. As such, there shall be no re-evaluation/ rechecking of OMR Answer Sheets. No correspondence in this regard shall be entertained,

❖ Re-totaling of marks will be allowed on written request along with payment receipt of Rs. 1000/- paid at the POS terminal at BOPEE office Srinagar/Jammu. The application will be received within 5 days after the declaration of result. Any application received after the stipulated time will not be entertained.

Instruction for Photographs

Candidates must also follow the following instructions:

➤ Please ensure that the photograph is taken in a light colored background;
➤ The photograph/signature/thumb-impression images to be uploaded in JPG/JPEG format;
➤ The maximum size of the photograph should be within the range of 10-50 KB and for signature/thumb-impression within the rank of 10-50 KB;
➤ Photographs, with name of the candidate must be snapped on or after 01-01-2020;
➤ Thephotographmustbesnappedwithaplacardindicatingnameofcandidateanddateoftakingphotograph.Incasenameanddatearewrittenonthephotographafter taking it, theapplicationis liable toberejected;
➤ Thenameanddateonthephotographmustbeclearandlegible,

Sample Photograph:

Surinder Sharma
01-01-2020

➤ Photograph should be without a cap and goggles. However, spectacles are allowed.

Warning:

a) The Candidates are warned not to resort to any unfair/fraudulent means or act of impersonation at the time of Entrance Test or upload any objectionable material including a photo of any object, other than his/her own photograph while submitting the online form. In case, a candidate is found taking recourse to such acts, criminal prosecution shall be launched against him/her and his/her abettors. He /she shall be permanently debarred from appearing in the Entrance Test in future.

b) Any candidate uploading image of an object other than his/her own photograph shall be disqualified from appearing in the Examination(s). Besides action as warranted under law shall also be taken against such candidate.

4. DURATION OF COURSE:

The duration of the Bachelor of Education (B.Ed.) Programme shall be two academic years or as per norms of the affiliating university.

5. ELIGIBILITY:

❖ Acandidateapplying for the Entrance Test for admission to the B. Ed. Course must:

➢ have Domicile Certificate of UT of J&K /UT of Ladakh(**if the candidate(s) applying for this course do not have domicile certificate at the time of filling up application form, he/she is advised to upload an undertaking certifying that he/she shall produce the domicile certificate at the time of counselling).For Candidates belonging to UT of Ladakh, ST certificate issued by Competent authority of Ladakh shall be treated as Domicile certificate;**

➢ Havepassed B.A./B.Sc./B.Com./B.C.A./B.B.A. equivalent examinationfroma recognizedUniversity/Institution according to 10+2+3 pattern, or any other qualification considered equivalent under the statutes of the University of Jammu governing the award of B.Ed. Degree.

➢ have obtained not less than 50% of marks in aggregate in the qualifying examination in open merit and not less than 45% of marks in aggregate in any reserved category;

❖ The candidates appearing/ appeared in the qualifying examinations are also eligible to appear in the Entrance Test but they must have passed the qualifying examination and secured the percentage of marks required as at above at the time of admission to the B.Ed. Course.

6. RESERVATION POLICY:

❖ A candidate seeking admission under a reserved category as **specified under SRO 294 of 2005 read with S.O. 127 of 2020 dated 20-04-2020**, as amended from time to time by UT Govt. of J&K, is required to upload self-attested copy of the relevant certificate issued by the designated authority along with the online Application Form **(Annexures-I).**

S. No.	Categories	Reservation in %age
2	Reserved Categories:-	
2.i	Scheduled Caste (SC)	08
2.ii	Scheduled Tribes (ST)	10
2.iii	Socially and Educationally Backward Classes:-	
2.iii.a	Weak and Under Privileged Classes, (Social Castes)	04
2.iii.b	Residents of Area Adjoining Actual Line of Control(ALC) / International Boarder (IB)	04
2.iii.c	Residents of Backward Area (RBA)	10
2.iii.d	Pahari Speaking People (PSP)	04
2.iv.a	Children of Defense Personnel Ex-servicemen. (CDP)(Navy, Army and Air force only)	03
2.iv.b	Candidates possessing outstanding proficiency in Sports (SP)	02
2.iv.c	Children of Permanent Residents of Paramilitary Forces and State Police Personnel serving in the State (JKPM)	01
2.vi	Physically Challenged Persons	04 (Horizontal)

Note:

1. The seats under EWS categoryin Government Colleges, if any,approved by the Competent Authority shall be filled accordingly.

2. The category Certificates should be on the prescribed format and duly renewed whenever required under rules.

3. **4 % seats are reserved for candidates of UT of Ladakh.**

❖ Rules 5 and 6 of the JK BOPEE Rules, 2014 deal with reservation of candidates for admission to various professional Courses. These two rules have been reproduced verbatim hereinafter for the benefit of the candidates. They are advised to go through these Rules before they attempt to fill up their online Application Form.

❖ **Reservation for candidates for admission to various Professional Courses:**
   ➢ The reservation of admissions shall be applicable only in Government-run colleges as notified by the Government from time to time;
   ➢ The percentage of seats to be allotted to each category shall be such as notified by the Government from time to time;
   ➢ The benefit of reservation shall be available to the concerned candidate only if the attested photo copy of the valid category certificate is uploaded with the Application Form and Category Code is also mentioned in the online Application Form at the time of its submission before the expiry of the last date;
   ➢ Where a category certificate has not been issued by the designated authority, the candidate shall not be given an opportunity to validate it after the expiry of the last date for submission of the Application Form;
   ➢ No notice shall be given to a candidate whose category certificate has been found invalid by the BOPEE and such a candidate shall be considered in open merit, if found otherwise eligible;
   ➢ The category certificate issued after the expiry of the last date shall in no case be accepted;
   ➢ No "**under process**" certificate shall be accepted/ entertained at any cost. It includes "under process" certificate for the renewal of category certificate;
   ➢ The category certificate must be valid at the time of submission of online Application Form;
   ➢ Where a candidate fails to submit reserved category certificate along with the Application Form his/her application will be considered under Open Merit category, if otherwise found eligible;
   ➢ A candidate can apply/opt for one reserved category only and choice regarding reserved category once exercised shall be final and at no stage, shall be allowed to be changed;
   ➢ A candidate will be considered only for one reserved category for selection against the seats reserved for that category for which code has been recorded at relevant Serial No. of the Application Form even if he/she is eligible to be considered for seats available in more than one category,
   ➢ The BOPEE shall as far as possible, incorporate the seat matrix in the Brochure for each course in the year in which admission is made.

❖ **Competent authority:**
   ➢ The category candidates should ensure that their reserved category certificate is issued by the designated competent authority and is uploaded with the online Application Form strictly in accordance with the Guidelines given in the e-Brochure. All the category certificates issued/dated after October, 2005 must be issued under SRO 294 of 2005 read with S.O 127 dated 20-04-2020, where ever is applicable. The certificates issued under earlier SRO will be accepted only if their issuance date is prior to October, 2005. However, this shall not apply to SC/ST candidates in whose case certificatehas been issued prior to the issuances of SRO 294 by the Competent Authority. The candidates should insist on the certificate issuing authority to make mention of SRO 294 in their certificates if they are issued after October, 2005;
   ➢ Where a category certificate has not been issued by the designated competent authority, the candidate will not be given an opportunity to validate it after the expiry of the last date for submission of the online Application Form. No notice will be given to a candidate whose

category certificate has been found invalid by the BOPEE and such a candidate will be considered in open merit, if otherwise found eligible,

➢ The certificate issued after the "last date for submission of Application Form is over" will not be entertained.

7. FEE Structure (tentative):

The fee to be paid by the candidate to the concerned college is not fixed by the BOPEE. Hence, no complaint in this regard will be entertained by the BOPEE. The tentative fee, as communicated by the college, is as under:

➢ Govt. College of Education, Canal Road, Jammu: Annual Fee: Rs. 16460/- per year

(i.e. 21060) (*Subject to change*) to be paid in the concerned College

8. COMMON APPLICATION FORM (CAF):

❖ The Application Forms have to be **submitted onlineonly** through the BOPEE websites www.jkbopee.gov.in (through URL's/ links provided for this purpose) within the prescribed date to be notified separately. The payment of rupees 1200 (Rupees one thousand and two hundred only) as fee is to be made online through "Integrated Payment Gateway" with the help of any national Credit Card/Debit Card facility. The procedure for filling in the Application Form and eligibility etc of the candidates has been given in detail in this e-Brochure. The candidates must necessarily, in their own interest, go through this Brochure before attempting to fill up the online Application Form;

❖ The applicants are advised to fill the online Application Forms on their own or through a responsible person. The applicants can also contact the "**Help Desk"**of I.T. Section of the BOPEE on 9419288006/ 9622366360/9419403272/9419434133/9469012295/0194-2437647, 0194-2433590, 0191-2479371, 0191-2470102, for any assistance/guidance/filling of online application form in this regardon any working day, during office hours only, within the prescribed last date.The reserved category candidates have to upload their category certificate alongwith the online Application Form;

❖ The candidates can change/ modify their online Application Form at any time before its submission as prescribed in the Notification. It is in the interest of the candidate to recheck before submitting the online Application Form. They are advised, in their own interest, not to share their login details with anybody, lest he/she may get an opportunity to change important details in the Application Form. They can check the status of their Application Form on the official website of the BOPEE. If any form is not confirmed for want of required information, the candidate concerned must report in the BOPEE office by or before the stipulated date fixed for this purpose in the admission notification, failing which his/her Application Form shall be rejected;

❖ The candidates applying for the course can avail facility of Internet for filling up of Application form at BOPEE office Jammu/Srinagar on any working day, during office hours only, within the prescribed last date by paying a nominal fee of Rs. 100/ per form.

❖ The Common Application Form has to be submitted as follows:-

NAME OF THE CANDIDATE (sample)

| SHOWKET AHMED BHAT |

Father's Name

| ABDUL RASHID BHAT |

❖ Enter the date, month and year of birth as per English Calendar as recorded in the Matriculation Certificate. Use numerals 01 to 12 for the month, 01 to 31 for the date, and last four digits for the year.

3rd of November, 1994

| 0 | 3 | | 1 | 1 | | 1 | 9 | 9 | 4 |

10th of February, 1991

| 1 | 0 | | 0 | 2 | | 1 | 9 | 9 | 1 |

❖ A candidate will be considered for only one reserved category for selection even if he/she has more than one reserved category and the category that will be considered will be the one selected by the candidate in Common Application Form. For example, if an applicant is a ward of a Police personnel, and also hails from a Backward Area and belongs to Scheduled Caste too and he/she selected Scheduled Caste Code. at the relevant Serial No. of the Application Form, the candidate shall be considered for selection against the available seat for Scheduled Caste category only and his/her no other category will be considered;

❖ At no stage, the category option once exercised in the Application Form will be changed.

Note:

The candidates can download admission Notification, Brochure, Instructions, Admit Card and all other relevant information from the official websites of the BOPEE at Common Service Centres of UT of J&K at nominal charges. They can also avail the services at any National Informatics Centre located at the office of the Deputy Commissioner of the concerned District.

Certificates to be produced / attached:

The candidates have to keep ready the following original documents at the time of issuance of merit list/counselling:

❖ Domicile certificate issued by concerned Tehsildar as per S.O 166 of J&K dated 18-05-2020 for candidates belonging to UT of J&K while ST certificate issued by Competent Authority of Ladakh shall serve the purpose of Domicile certificate for candidates belonging to UT of Ladakh;

❖ Marks certificate of the qualifying examination issued by the concerned University;

❖ Matriculation or equivalent examination certificate indicating Date of Birth;

❖ Category Certificate, if any.

Instructions and Procedure for filling Up Online Application Form:

The applicants are advised to:

1. Fill the Online Common Application Form on their own or through a responsible person in their presence. In case of any difficulty, they may approach the BOPEE offices Jammu / Srinagar along

with the original documents with prior telephonic (**Help Line**) appointment and payment of a nominal service fee of Rs. 100/= (Rupees one hundred only) through POS machines available at the BOPEE office Jammu/Srinagar for filling the online Common Application Form.

2. Visit the BOPEE website www.jakbopee.org / www.jkbopee.gov.in and click on the link/button "**Click to Apply**" under the heading **Online Applications** and section **B.Ed. (Jammu)**on the home page displayed to you.

3. A page with following B.Ed. (Jammu) specific information will be displayed:
   (1) Year and Month of Applying;
   (2) Registration Schedule;
   (3) Important Instructions;
   (4) instructions for uploading images; (link/URL)
   (5) instructions for uploading documents; (link/URL)
   (6) steps to fill application form
        i. Click here to fill application;(link/button)
        ii. Make Payment;(link/button)
        iii. Upload Documents;(link/button)
        iv. Print Application Form; (link/button)
   (7) if already applied
        i. Check Application Status (link/button)
        ii. Forgot Application No. (link/button)
        iii. Edit application form(Link/button)

4. Go through the **Registration Schedule** for this examination where start and last date for filling up the online application is given besides payment last date and documents uploading last date.

5. Read the instructions carefully given in the **Important Instructions** section.

6. Click on the link **instructions for uploading images** andfollow the guidelines for scanning and Uploading of Photograph, Signature and Thumb. It also provides links to compress the images to the desired size for uploading.Desired size of the JPEG images is as under:
   (1) **Photograph** with **nameplate** and **date of taking the photo** with size upto 10-50 kb
   (2) **Signature** with size upto 10-50 kb
   (3) **Thumb Impression** with size upto 10-50 kb

7. Click on the link **instructions for uploading documents**andfollow the guidelines for Scanning your documents(**Domicile Certificate of J&K**, Date of Birth Certificate, Marks Sheet, Category Certificate and/or any other certificate, if applicable) to PDF files for uploading. It also provided links to compress the pdf document files to the desired size for uploading. Desired size of the below mentioned PDF documents isupto100-200 KB
   a. Domicile Certificate of J&K/Ladakh (if the candidate(s) applying for this course do not have domicile certificate at the time of filling up application form, he/she is advised to upload an undertaking certifying that he/she shall produce the domicile certificate at the time of counselling). For Candidates belonging to UT of Ladakh, ST certificate issued by Competent authority of Ladakh shall be treated as Domicile certificate;
   b. Date of Birth Certificate (mandatory for all)
   c. Marks Sheet of the Qualifying Examination (mandatory for all except in whose case result is awaited)
   d. Reserved Category Certificate (where ever applicable)

8. Before actually filling up the online form please make sure that you have soft copies of the following ready:
   (1) Photograph, Signature and Thumb Impression In JPEG format of Specific size;

(2) All scanned documents in PDF format of Specific size and

(3) A valid Credit/Debit Card / Net bankingcredentials for making online payment.

9. Now you are ready to fill the online application form in the following steps:

(1) Click the link/button **Click here to fill application**, a window will pop up with the important instruction and after reading these instructions click on the box **I have read the instructions** check box and then click on the **Apply** button.

    i. A page with all form details will be shown. After filling in the details of the form and uploading your PST Enter Verification Code in the text box given at the bottom as in the captcha image and then click on the Submit Button.

    ii. If information provided by you is incomplete and invalid then the page will display the relevant messages. Otherwise a page with your submitted details will show with options either to verify that your details for correctness or edit and correct the given details.

    iii. Please note that your registration details are non-editable in normal circumstances once submitted.

    iv. If you want to edit/correct your registration details then click on **Click Hereto edit your registration details**link**.**You can do the same as many times as you require.

    v. If your registration details are correct then click the**ClickHere**link

    vi. An Application No. like (Your Application No:**52001800031**) will be generated and page showingApplication submitted Successfully, thank you for registering message and information "A confirmation email has been sent to your e-mail id." will be displayed.

    vii. If you want to make payment at this time then click on **Step 2-Click here to Make Payment**otherwise close this popup window.

(2) Click on the link/button **Make Payment** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

    i. If you details submitted are correct then a **Pay**button along with the title Make Payment Online will be displayed at the bottom.

    ii. Clicking on this link/button will display a page with payment procedures and refunds etc. and click on **I have read the Instructions**check box and then click on proceed for payment button.

    iii. Make payment by any desired mode:

        1. Debit Card

        2. Credit Card

        3. Net Banking

    iv. After successful payment a Transaction Acknowledgement page with transactiondetails will be displayed which you can either note down or take a print out of.

    v. If you want to upload you documents at this time then click on **Step 3-Click here to Upload Document**otherwise close this window.

(3) Click on the link/button **Upload Documents,** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

    i. If your details submitted are correct, then a page with different types of documents and choose file buttons will be displayed.

    ii. Click on each of the **choose file** buttons and choose the correct relevant pdf document for each, where ever and if applicable.

    iii. After choosing these documents click on the check box given at the bottom and

provide the verification code in the text box as given in captcha image and then click on the upload button.

    iv. If the documents are of the correct/specific size and type then the documents will be uploaded and links to view and delete these documents, if required, will be displayed.

    v. Now you can close this window after ascertaining that the correct documents have been uploaded by viewing them.

(4) Click on the link/button **Print Application Form,** a page with the preview of the application form will be displayed with all the submitted details including payment details.

    i. Click at the print button at the bottom to take a print out of the Application Form.

    ii. Keep the Printed Application form safely for record and reference.

10. For those who have already applied use the section

    (1) if already applied

        i. To check the status of your application by clicking on the link/button **Check Application Status** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

            1. If your details submitted are correct then following sections will be displayed

                a. **Application Status** which shows whether the form has been checked by BOPEE, current status of the application and payment status along with the link to print the E-Receipt is shown.

                b. **Documents Uploaded** which show the documents uploaded, their status and buttons to view or upload the respective documents.

            2. After doing so, it is strongly recommended you close the browser window(s).

        ii. If at any point of time you forget your application number, click on the link/button **Forgot Application No**. a page with some details will be shown. Select your Examination Type, and enter your Name, Father's Name and Date of Birth and Verification code and then click the Submit button.

            1. If your details submitted are correct then you will be shown your application no. e.g.**Your Application is : 52001800031**

            2. After doing so, it is strongly recommended you close the browser window(s).

Note: For updated instruction (if any), please visit the website jkbopee.gov.in or jakbopee.org and read the updated (if any) Instructions/e-Brochure carefully.

9. ADMIT CARD:

❖ No candidate shall be allowed to enter Test Centre/venue without valid Admit Card in original;

❖ Admit card can be downloaded within the prescribed date. However, mere possession of admit card shall, not ipso-facto, confer eligibility on a candidate who is otherwise in-eligible to appear in the Entrance Test;

❖ The Admit Cards will be available online. The candidates are advised to download their Admit Cards from the BOPEE official Websites (www.jkbopee.gov.in/jakbopee.org) on photo paper printed in colour. The candidates will be informed through a separate notification regarding the date for downloading of Admit Cards. The admit card will be having a space for photograph of the candidate

which should be attested by a Gazetted officer Applicants are, therefore, advised to keep themselves updated with the information on the official website;

❖ Applicants, who don't have access to internet facility, may avail this facility at the **Help Desk** of I.T. Section of BOPEE with prior telephonic appointment, on nominal fee of Rs. 100/=, on any working day at the below mentioned BOPEE offices:
  ➢ BOPEE Office, Bhagat-i-Barzullah, opposite J&K Bank, Srinagar-190005 (10 A.M. To 4 P.M.)
  ➢ BOPEE Office, 4th Floor, South Block, Bahu Plaza, Jammu-180012 (10 A.M. to 4 P.M.)

❖ Additionally, candidates can also avail these services at Common Service Centers of J&K Govt.at nominal charges or at any National Informatics Centre located at the office of the Deputy Commissioner of the concerned District.

❖ Candidates shall have to preserve Admit Cards till the allotment of seats/completion of selection/admission process,

❖ Admit Card is an extremely important document. It should not be mutilated, defaced or changed in any manner which makes it doubtful and under such circumstances; a candidate will not be allowed to sit in the examination/test.

10. COLLEGES AND THEIR INTAKE (Tentative):

The following Govt. college of Education UT of J&K run the Courses of Bachelor of Education (B.Ed.)under Cluster University of Jammu:-

GOVERNMENT COLLEGE OF EDUCATION, CANAL ROAD, JAMMU

Phone No./Fax. : 0191-2577401   **Mobile No.: 9419104272**
Website: www.gcoedu.in   **E-mail: gcoe-jammu@gmail.com**
Total intake: 200

Note:
1. *The seats under EWS categoryin Government Colleges, if any,approved by the Competent Authority shall be filled accordingly.
2. In addition to above 4% Horizontal Reservation shall be given to the candidates belonging to PwD category.
3. **4 % seats are reserved for candidates of UT of Ladakh.**

11. SYLLABUS/SCHEME OF ENTRANCE EXAMINATIONS:

❖ The entrance examination shall consist of one paper only. The question paper shall contain **180 Questions**. The subject contents for the entrance examination shall confine to the following:
  1. **General English:**   **45 questions;**
  2. **General Awareness:**   **45 questions;**
  3. **Aptitude for Teaching Profession:**   **45 questions and**
  4. **Reasoning:**   **45 questions**.

❖ All questions will be compulsory and each question shall carry one mark. There will be **0.25 negative marks for every wrong answer**. However, a candidate who secures negative marks shall not be considered for admission even if seats remain vacant.

❖ **Time duration for the Entrance Examination shall be one hundred and Eighty (180) minutes (three hours).**

The indicative Syllabus of B. Ed. Jammu Entrance Test shall broadly cover areas as under:

S. No.	Subject	Topics	No. of Questions
1	**General English**	Direct/Indirect Speech	**45 Questions**
		Question Tags	
		Degree of Comparison	
		One Word Substitution	
		Synonym	
		Adjective	
		Punctuation	
		Singular/Plural	
		Correction of Sentences	
		Conjunction	
		Determiners	
		Idiom	
		RC	
		Transformation of Sentences	
		Spelling	
		Gender	
		Jubled Sentences	
		Verbs	
		Phrases	
		Young Ones	
		True/False	
		Article	
		Active Passive Voice	
2	**General Awareness**	Books and Authors of UT of J&K	**45 Questions**
		Constitution of India	
		Climate & Crops in India	
		First in India (Adventure, Sports, Discoveries)	
		History of UT of J&K	
		Important Rivers and Lakes in India, National Parks of UT of J&K	
		Languages of UT of J&K	
		Everyday Science	
		National Awards- Science/Literature/Sports	
		Political and Physical Divisions of World and India	
		Important Dates, Popular Names of Personalities and their Achievements/Contributions of UT of J&K	
		SARC,ASIAN, UNESCO, BRICS, WHO	
		The Newspaper world (Current Dailies & Weeklies of India)	
		Important Projects and their impact on Economy of UT of J&K	
		Historical Places and their importance of UT of J&K	
		Flora and Fauna of UT of J&K	
		The world of Sports.	
		United National Organization veto powers/No. of Countries as its Members/Principal Organs and their Functions	
		World Famous Awards-Science/Literature/Sports	

3	**Aptitude for Teaching Profession**	Solving Problem of Educational Expert	**45 Questions**
		Learner and learning related issues	
		Goals of Education	
		Role of Various Agencies and Organization in Management of Education	
		Issues Related to Teaching Learning Strategies	
		Handling Educational Contexts	
		Learner and Learning Problem	
4	**Reasoning**	Figure Series Completion	**45 Questions**
		Statement and Conclusion	
		Figural Odd One out	
		Coding and Decoding	
		Puzzles	
		Relationship Concepts	
		Math Operator Replacements	
		Problems on Venn Diagram	
		Geometry	
		Arrangement Problems	
		Statement and Assumption	
		Direction Sense	
		Problem on Ages	
		Letter series completion	
		Analogy	
		Fractions	
		Simplification	
		Number Series Completion	
		Hidden Figure	
		Numeral Odd One out.	

12. CONDUCT OF ENTRANCE EXAMINATIONS:

❖ **Centres of Examination:**

➢ The Entrance Examination shall be held at the centres as may be specified by the BOPEE in Srinagar city/Jammu City;

➢ Centres shall be allotted by the BOPEE and the information for the same shall be provided to the candidates on the Admit Card;

➢ The centre of examination once allotted shall not be changed,

➢ The BOPEE shall not conduct another test in any circumstances what so ever for those candidates who fail to appear in the test on the scheduled date.

❖ **Nature of Question Paper:**

➢ It shall be the sole responsibility of the candidate to check the Question Booklet before attempting to answer any question. Where a Question Booklet has any missing/blank page, missed question or damaged or defaced page, it shall be the sole responsibility of the concerned candidate to bring it into the notice of the concerned invigilator and get it replaced by a new booklet of the same series. The Question Booklet must have 180 questions. No complaint in this regard shall be entertained by the Board after the conclusion of the examination;

➢ The question paper shall be objective type containing Multiple Choice Questions(MCQ's).It

contains several pages stapled together in one cover. The questions are based on knowledge, understanding and application of the relevant subject that a graduate student is expected to know in entrance test meant for admission to B. Ed. Course;

➢ Each Question Booklet is numbered. Before starting to answer the questions, please check the bookletthoroughly.Incaseofdefectslikemissing

➢ questions, thebookletshall be replaced with the same series by the Invigilator, whenever, reported. No complaint shallbeen entertained aftertheexamination;

➢ Do not open the seal containing Question Booklet until you are asked to do so;

➢ Write your Roll Number on the cover page of the Question Booklet at the space provided for the purpose;

➢ Candidates should not make any type of marking on the Question Booklet. Paper for rough work Is included in the Question Booklet,

➢ Each question paper has four series, which are in alphabets i.e.,A, B,C,D printed on the cover page of the Question Booklet. At the end of the examination, candidates can take the Question Booklets with them.

❖ **NatureofOMR Answer Sheet:**

➢ In order to maintain transparency of examination, each candidate is each candidate provided an Answer Sheet (Optical MarkReader Answer Sheet)having original copyand candidate's copy(**Annexure III).** The candidates are directed to fold at perforation at the top of sheet,tear it after the examination is over and separate original copy and candidate's copy. Finally, they have to handover the original copy to the invigilator and take along with them the candidate's copy;

➢ The OMR Sheets (Optical Mark Reader Answer Sheets) are used in order to simplify the procedure of evaluation of the Answer Sheets and also to ensure highest accuracy. Each circle on the OMR Sheet has an alphabetical or numerical values. So a small mistake in shading the round spot on the circle will not be scanned properly by the machine;

➢ TheOMR Sheetswillbesupplied tothe candidates inthe examinationhall;

➢ At the top of the OMR Sheet, there are few blanks which are to be filled in by the candidate very carefully;

➢ Write Question Booklet number,booklet series,paper code and Roll Number in numerals and.In case of any difficulty, seek the assistance of theInvigilating team;

➢ Write the given certification statement in your running handwriting in English and append your signature and left hand thumb impression at the space provided for the purpose on Sheet. This certificate is to be authenticated by the c o n c e r n e d Invigilator and Superintendent of the examination centre;

➢ Completethe formalitiesandwait forthesignaltostart,tearopentheseal,open Booklet,begin are adding andansweringthequestions;

➢ Recording wrong Roll No. or Question paper series or its omission on response by darkening the appropriate circle completely with black or blue ball point pen on the answer in the OMR Answer Sheet shall be done by the candidate at his/her own risk. The Board shall, in no case, entertain any complaint of the candidate regarding this;

➢ Each question is followed by four responses i.e.,1, 2, 3, and 4;of which only one is correct. Indicate the correct response by darkening the appropriate circle completely with black or blue ball point pen on the Answer Sheet,

➢ In case you do not follow the instructions given on the back side of Answer Sheet, your Answer Sheet is likely to be rejected whenever detected.

ForExample

Q.11 Chennai is the capital of the State of:

1. Karnataka   2. TamilNadu
3. Kerala   4. AndhraPradesh

➢ The correct response is (2).Locate the Question Number in the OMR Answer Sheet and darken the circle under column(2)as shown below:

➢ Ensure that the circle is completely darkened. Incomplete or faintly darkened circle will be rejected by the Optical Scanner and consequently either no marks or negative marks will be awarded for the same,

➢ If more than one circle is darkened or if the response is marked in any of the manner as shown at "B" it shall be treated as wrong.

Correct way of answering   Incorrect way of answering

Instructions:

Candidates are required to go through the instructions given below carefully:

➢ No candidate shall be allowed to bring mobile/cell phone in examination hall under any circumstances;

➢ No textual material, printed/handwritten will be allowed in the hall. Candidates are advised not to carry any such material in the examination hall;

➢ Candidates must report,in their own interest, in the Centre 15 minutes before the commencement of the examination. In no case a candidate shall be allowed to enter examination hall after the commencement of the examination;

➢ The candidates shall not be allowed to bring calculators/pocket transistors/electronic watches with facilities of calculator/slide rules,any form of table or any other such aid;

➢ Tea, Coffee, Cold Drinks or Snacks are not allowed in the examination hall during examination;

➢ Smoking in the examination hall is strictly prohibited;

➢ The candidate must sit only on the seat allotted to him/her;

➢ In no case a candidate can change his/her seat;

➢ No candidate will leave the hall before the expiry of full timed duration prescribed for the examination and without handing over Answer Sheet to the Invigilator on duty;

➢ No person/persons other than those authorized by the BOPEE shall be allowed to enter the examination hall,

➢ The candidate's misbehavior in any manner in the examination hall shall entails his/her disqualification. Any disturbance in the examination hall shall be deemed as misbehavior and such candidate(s) shall forfeit the right to continue to sit in the examination hall. The decision of the Centre Superintendent shall be final in the matter.

13. Tentative TIME SCHEDULE FOR THE CANDIDATES IN THE EXAMINATION HALL⊗Likely to be Changed)

TIME	ACTIVITY
10:55 AM	Reporting time in the Examination Hall.
11: 00AM	The Invigilator shall ascertain the identity of each candidate by comparing his/her facial appearance with the photograph given in the admit card and attendance sheet. The centre Supervisor shall also check the identity of the candidates and ensure that only the genuine candidates have been allowed to sit in the examination hall and there is no case of impersonation.
11:15 AM	Candidates will be given OMR Answer Sheet. They will go through instructions printed and fill in the particulars on the Answer Sheet.
11:25 AM	They will be given Question Booklet. The Question Booklet number is to be entered on the Answer Sheet.
11:30 AM	They will break open the seal of the Question Booklet and start attempting the questions.
02:00PM	The candidates will remain in their seats. They will hand over the OMR Answer Sheets to the Invigilator, take the Question Booklet and OMR candidate's copy along with them and leave the examination hall only when they are asked to leave.

Note: After distribution of Answer Sheets, no candidate shall be allowed to go out of the examination hallunderanycircumstances except in cases requiring medical assistance.

14. DETERMINATION OF MERIT:

❖ The merit lists shall be prepared on the basis of inter-se merit of the candidates in the entrance examination in the descending order for Open Merit Category and for each Reserved Category separately;

❖ The tie of the marks secured in the entrance test will be resolved in order of preference as follows:-
  ➢ marks secured in **"Aptitude for Teaching Profession"**;
  ➢ the candidate(s) older in age;

❖ The Board may fix such qualifying marks for admission to the Course as may be deemed appropriate by the Board;

❖ In case of any subsequent vacancy/vacancies caused by whatsoever reason in any category, the same shall be filled from amongst the candidates of that particular category strictly according to merit. In the event of non-availability of eligible candidates in any Reserved Category, the unfilled vacancies shall go to the Open Merit Category.

15. DECLARATION OF RESULT AND NOTIFICATION OF MERIT LIST:

❖ The evaluation of the Answer Sheets is done mechanically so there is no chance of any mistake. The result declared by the machine shall be final and not open to any manual check. It has been noticed that some students make faint marks or ambiguous impressions or incomplete marks on the OMR Sheets which are scanned by the machine and the decision of the machine will be final and not subject to any manual check. It is, therefore, in the interest of the candidates to fill up OMR Sheet carefully and properly as shown in the brochure as shown in this e-Brochure. The   re-evaluation of the Answer Sheets manually, therefore, or otherwise, is not allowed as that will impinge upon the

rule of equality which calls for uniform treatment given to all the candidates. However, re-totaling of marks will be allowed on written request along with payment receipt of Rs. 1000/- paid at the POS terminal at BOPEE office Srinagar/Jammu. The application will be received within 03 (three) days after the declaration of result. Any application received after this date shall not be entertained.

❖ Rule 13 of the JK,BOPEE Rules 2014 lays down the procedure relating to incorrect questions which is reproduced verbatim herein below for the benefit of the candidates.

> **"13. Deletion of invalid questions and methodology in evaluating such questions:** If during the course of examination / after the completion of examination but before final stage of evaluation, any question is reported to be admittedly wrong or has wrong options/ more than four options or has all options correct or is having a major printing error in questions/options, such of the questions shall not be evaluated for declaration of results. However, where two answers to a question are correct, the candidates attempting any one of the questions will be awarded marks"

16. PROHIBITION/BAN ONRAGGING:

The candidates selected for the course must bear in mind that:

Ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. Selected candidates have to follow strictly Guidelines framed by University Grants Commission (UGC) titled "Regulations in Curbing the Menace of Ragging in Higher Education Institutions, 2009" in pursuance to the Judgement of the Hon'ble Supreme Court of India dated 08-05-2009 in Civil Appeal No. 887/2009. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toincluding the monitoring mechanism.

Students in distress due to ragging related incidents can call the national Anti-ragging Helpline 1800-180-5522 (24×7 toll free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. for any other information regarding ragging, students can visit the UGC website i.e. www.ugc.ac.in& www.antiragging.in and contact UGC monitoring agency i.e. AmanSatyaKachroo Trust on following No. 09871170303 09818400116 (only in case of emergency).

❖ **PUNISHABLE INGREDIENTS OF RAGGING:**
➢ Abetment to ragging;
➢ Criminal conspiracy to rag;
➢ Unlawful assembly and rioting while ragging;
➢ Public nuisance created during ragging;
➢ Violation of decency and morals through ragging;
➢ Injury to body, causing hurt or grievous hurt;
➢ Wrongful restraint;
➢ Wrongful confinement;
➢ Use of criminal force;

- Assault as well as sexual offences or even unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of above mentioned offences against victim(s);
- Physical or psychological humiliation.

The guidelines to curb the menace of ragging in professional Colleges issued by the Hon'ble Supreme Court of India.

- An annual undertaking signed by each student, whether fresher or senior and his/her parent(s) jointly stating that each of them has read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward is found guilty, he/she shall be proceeded against and shall be prosecuted.
- Such an undertaking shall be furnished in English as well as vernacular language (mother tongue of the parent) at the beginning of each academic year by every student.
- An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.
- The compliance to the above effect shall be ensured by each of the affiliating University to which the concerned institution is affiliated and would be verified by them annually.

  In order to ensure "the ragging free environment" in the campus, each institution shall compulsorily in their prospectus and other admission related documents, shall depict the earlier directions of the Hon'ble Apex Court and/or of the Central or UT Governments

LIST OF ANNEXURES:

ANNEXURE–I

COMPETENT AUTHORITIES FOR ISSUANCE OF RESERVED CATEGORY CERTIFICATES

S. No.	Categories`	Competent Authorities to issue certificates
1	Scheduled Caste (SC)	**Revenue Officer not below the rank of Tehsildar**
2	**Scheduled Tribes (ST)**	
3	**Socially and Educationally Backward Classes**	
	Weak and Under Privileged Classes, Social Castes (OSC)	
	Residents of Backward Area (RBA)	
	Residents of Area Adjoining Actual Line of Control (ALC) / International Boarder (IB)	
	Pahari Speaking People (PSP)	
4	Economically Weaker Section (EWS)	
5	Physically Challenged Persons	

SAMPLE OF OMR ANSWER SHEET

ANNEXURE–III

SAMPLE REPRESENTATION REGARDING ANSWER KEY

Name: **T. A. Khan**   Paper: B.Ed. Jammu   Series: **A**

Roll No: **4BOP9999**   Year: **2020**

S.No	Q. No.	Answer Option in the Question Paper	Answer Suggested by the Candidate	Title of the Book	Author of the Book	Edition	Volume	Page No.	Additional Comments (if Required)
1	5	A	C	English Grammar	Wren & Martin	4TH ED.	II	28	QUESTION IS INCORRECTLY FRAMED
2	6	B	D	Do	Do	Do	do	do	QUESTION IS INCORRECTLY FRAMED
3									
4									
5									
6									

Contact No: Alternate Contact No

Name and Signature of the Candidate

THE JAMMU AND KASHMIR

BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

Jammu
- 4th Floor, South Block, Bahu Plaza, Jammu - 180012
- +91 191 - 2470102, +91 191 - 2479371

Srinagar
- Baghat-i-Barzulla, Opposite J&K Bank, Srinagar - 190005
- +91 194 - 2433590, +91 194 2437647

Website
- http://www.jkbopee.gov.in/http://www.jakbopee.org

email
- helpdeskjakbopee@gmail.com

Help Desk
- 9419288006/9419403272/9419434133/9469012295/