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**N O T I F I C A T I O N**  
**SRINAGAR, the 8<sup>th</sup> July, 2009**

**SRO 186** In exercise of the powers conferred by the proviso to Section 124 of the Constitution of Jammu and Kashmir, the Governor hereby makes the following rules namely:-

1. **Short title and commencement**

(1) These rules may be called the Jammu and Kashmir, Secretariat (Subordinate) Service Recruitment Rules, 2009.

(2) They shall come into force from the date of their publication in the Government Gazette.

2. **Definitions**:- In these rules, unless the context otherwise requires:-

- a) 'Administrative Department' means the General Administration Department;
- b) "Board" means the Jammu and Kashmir State "Service Selection Board";
- c) 'Cadre' means the cadre of the service as indicated in Schedule-I;
- d) "Government" means the Government of Jammu and Kashmir;
- e) 'Member of the service' means a person appointed to a post in the service under the provisions of these rules;
- f) "Post" means a permanent post carrying a definite time scale sanctioned by the competent authority;
- g) "Rules" means the Jammu and Kashmir Secretariat (Subordinate) Service Recruitment Rules;
- h) 'Schedule' means the schedule annexed to these rules;
- i) "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post;
- j) 'Service' means the Jammu and Kashmir, Secretariat (Subordinate) Service, and;
- k) "State" means the Jammu and Kashmir State;
- l) Words and expression used in these rules but not defined, shall have the same meaning as are assigned to them in the Jammu and Kashmir, Civil Services (Classification, Control and Appeal) Rules, 1956/Jammu and Kashmir Civil Services Regulations.

(2)

3. **Constitution of Service**

(1) From the date of commencement of these rules there shall be constituted the Jammu and Kashmir Secretariat (Subordinate) Service.

(2) The Government may, at the commencement of these rules, appoint to the service any person who at the commencement of these rules is holding substantively any post included in the cadre of the service;

Provided that for the purposes of initial constitution of service, a person holding any post in substantive capacity, to which he was appointed by the competent authority under rules, included in the cadre of the service in its sanctioned scale of pay shall be deemed to have been appointed to the service under these rules if he/she is fully qualified to hold the post under these rules.

***Explanation:-*** The words holding means a person holding a post included in the cadre of the Jammu and Kashmir Secretariat (Sub-ordinate) Service in its sanctioned scale of pay on regular basis under orders of the competent authority and will not cover the persons holding a post on ex-cadre / deputation basis or on adhoc basis or in a stop gap arrangement.

4. **Strength and composition of the service.—**

(1) The authorized permanent and temporary strength of the cadre and the nature of the posts included therein shall be determined by the Government, from time to time and shall, at the initial constitution of the service under these rules, be such as specified in Schedule-I Annexed to these rules:

Provided that the Government may create temporary posts in the cadre or the service for specified period or purpose as may be considered necessary from time to time.

(2) The Government shall, at the interval of every five years or at such other intervals as may be necessary, re-examine the strength and composition of the cadre of the service and make such alterations therein as it deems fit.

5. **Qualifications and Method of Recruitment** – First appointment to the service may be made:-

- a) by direct recruitment or
- b) by promotion

Provided that:-

- (i) all posts to be filled by direct recruitment/promotion shall be filled through J & K SSB/ Departmental Promotion Committee
- (ii) the department shall refer vacancies in the direct / promotion quota to SSB and Departmental Promotion Committees as the case may be in terms of SRO – 166 dated 14-06-2005.

6. **Probation :-**

(1) Persons appointed to the service by direct recruitment shall be on probation for two years and their confirmation shall be made under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

(2) The pay of a person appointed to the service under these rules shall be regulated as per the provisions of Jammu and Kashmir Civil Services Regulations or general rules as issued from time to time.

7. **Reservation in appointments.** – While making appointments either by direct recruitment or by promotion, reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Caste / Scheduled Tribes/Backward Classes or any other category or class of permanent residents of State under the provisions of Jammu and Kashmir Reservation Act and the Reservation Rules in force.

8. **Training and Departmental Examinations:-** Persons appointed to the service by direct recruitment shall be required to undergo such training during the course of probation and to pass during the period of probation such departmental examination as the Government may prescribe;

9. **Eligibility of Government servants for direct recruitment** – A person already in the Government service may apply through proper channel for direct recruitment to a vacant post in any particular class or category in the service if he/she possesses the educational and other qualifications prescribed for recruitment to such class or category of posts. The upper age limit of such Government servants shall be as provided in the general rules.

10. **Maintenance of seniority lists.** – Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules 1956.

(4)

11. **Residuary matters.** — In regard to matters not specifically covered by these rules, the member of the service shall be governed by the rules / regulations and orders applicable to the State Civil Service in general.

12. **Interpretation.** — If any question arises relating to the interpretation of these rules, the matter shall be referred to the General Administration Department whose decision thereon shall be final and binding.

13. **Repeal and Savings.** —

(1) All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.

(2) Notwithstanding such repeal, any appointment order made or action taken under the provisions of the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

By order of the Governor.

Sd/-  
(Basharat Ahmad Dhar) IAS  
Commissioner / Secretary to Government,  
General Administration Department.

No. GAD(Estt)M-19/2008-I

Dated: 08 – 07 -2009

Copy to the: -

- 1) Principal Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
- 2) All Financial Commissioners
- 3) Chairman, J&K Special Tribunal
- 4) All Principal Secretaries to Government
- 5) Director General, J&K Institute of Management, Public Administration and Rural Development.
- 6) Financial Commissioner (Revenue)
- 7) Principal Secretary to the Hon'ble Chief Minister
- 8) Principal Secretary to His Excellency the Governor
- 9) All Commissioners / Secretaries to Government
- 10) Secretary, J&K Public Service Commission
- 11) Secretary, J&K Legislative Assembly/Council
- 12) Director, Archives, Archaeology & Museums, Srinagar
- 13) Special Secretary to Government, GAD (Services)
- 14) Secretary, Service Selection Board
- 15) General Manager, Govt. Press, J&K, Srinagar
- 16) Principal Private Secretary to Chief Secretary
- 17) Private Secretary to Commissioner/Secretary, GAD
- 18) All Section Officers of GAD

**Jammu and Kashmir, Secretariat (Subordinate) Service Recruitment Rules, 2009**

**S C H E D U L E - I**

<b>S.No.</b>	<b>Designation of the post</b>	<b>Pay Band / Scale</b>	<b>Grade Pay</b>	<b>No. of posts</b>
1	Section Officer	PB-2 (9300-34800)	4600	77
2	Senior Stenographer	PB-2 (9300-34800)	4600	57
3	Librarian	PB-2 (9300-34800)	4200	01
4	Dispatch Rider (Grade-I)	PB-2 (9300-34800)	4200	01
5	Head Assistant	PB-2 (9300-34800)	4200	151
6	Junior Stenographer	PB-2 (9300-34800)	4200	102
7	Senior Assistant	PB-1 (5200-20200)	2400	261
8	Mechanic	PB-1 (5200-20200)	2400	01
9	Library Assistant	PB-1 (5200-20200)	2400	01
10	Dispatch Rider (Grade-II)	PB-1 (5200-20200)	2400	01
11	Junior Assistant / Website Operator/Key Punch Operator	PB-1 (5200-20200)	1900	225
12	Gestetner Assistant	PB-1 (5200-20200)	1900	03
13	Dispatch Rider (Grade-III)	PB-1 (5200-20200)	1900	02
14	Daftaries	PB-1 (5200-20200)	1900	30

15	Jamadar (Grade-I)	PB-1 (5200-20200)	1800	68
16	Jamadar (Grade-II)	1S (4440-7440)	1400	102
17	Cleaner	1S (4440-7440)	1400	01
18	Orderlies	1S (4440-7440)	1300	169

**NOTE: -**

There will be:-

- a) Deputation reserve @ of 15% of the Duty posts each for Section Officers, Senior Stenographers, Head Assistants, Junior Stenographers, Senior Assistants and Junior Assistants.
- b) Training reserve @ of 10% of Duty posts for Junior Assistant.

**Sd/-**  
**(G. R. Mir)**  
Deputy Secretary to Government  
General Administration Department

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## J&K Secretariat (Subordinate) Service Recruitment Rules, 2009

### SCHEDULE (II)

Class	Category	Designation of Post	Pay Band / Scale	Grade Pay	Qualification for direct recruitment	Method of Recruitment
1	2	3	4	5	5	6
<b>I</b>	A	Section Officer	PB-2 (9300-34800)	4600	-	100% by promotion from Class I, Category- E having not less than three years service in that category.
	B	Senior Stenographer	PB-2 (9300-34800)	4600	-	100% by promotion from class I, category -F having not less than five years service in that category.
	C	Librarian	PB-2 (9300-34800)	4200	.-	100% by promotion from Class II, Category – C having at least five years service in that category.
	D	Dispatch Rider (Grade-I)	PB-2 (9300-34800)	4200	-	100% by promotion from Class II, Category “D” having at least five years service in that category.
	E	Head Assistant	PB-2 (9300-34800)	4200	-	100% by promotion from Class-II, Category -A having at least three years service in that Category and having passed Secretariat Assistants Examination. Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistants who have not qualified the Secretariat Assistants Examination but have crossed the age

						<p>of 50 years as on 1st January of the year in which such promotions are being considered:</p> <p>Provided further that a Senior Assistant who has qualified the Secretariat Assistants Examination during his period of probation as Junior Assistant shall not be required to qualify the said examination again</p>
	F	Junior Stenographer	PB-2 (9300-34800)	4200	<p>i) Graduation from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively.</p> <p>ii) Six months certificate course in Computer Application from a recognized Institute.</p>	100% by direct recruitment
II	A	Senior Assistant	PB-1 (5200-20200)	2400	-	100 % by promotion from Class- II Category -E having at least three years service in that category.
	B	Mechanic	PB-1 (5200-20200)	2400	-	100% by promotion from Class- II Category - F having at least five years service in that category.

C	Library Assistant	PB-1 (5200-20200)	2400	Bachelor's degree in Library Sciences from a recognized University.	100% by direct recruitment
D	Dispatch Rider (Grade-II)	PB-1 (5200-20200)	2400	-	100% by promotion from Class- II Category- G having at least five years service in that category.
E	Junior Assistant / Website Operator /Key Punch Operator	PB-1 (5200-20200)	1900	i) Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute. ii) Six months certificate course in Computer Application from a Recognized Institute.	i) 75% by direct recruitment ii) 25% by promotion from Matriculate Orderlies/Jamadars having at least three years service as such, on the recommendation of DPC, who qualify type test requiring a minimum speed of 25 words per minute in order of seniority. Provided that a person appointed by direct recruitment or by promotion shall undergo and qualify the Secretariat Assistants Examination / Training during the period of probation.
F	Gestetner Assistant	PB-1 (5200-20200)	1900	-	100% by promotion from Class III, Category – B having at least five years service in that category.
G	Dispatch Rider (Grade-III)	PB-1 (5200-20200)	1900	-	100% by promotion from Orderlies/Jamadars having at least three years service as such and possessing a valid LMV driving license and who qualify the driving test to be conducted through Director, State Motor Garages.

	H	Daftaries	PB-1 (5200-20200)	1900	-	100% by promotion from Class II Category-I
	I	Jamadar (Grade-I)	PB-1 (5200-20200)	1800	-	100% by promotion from Class III, Category – “A” having at least five years service in that Category.
<b>III</b>	A	Jamadar (Grade-II)	1S (4440-7440)	1400	-	100% by promotion from Class-III Category-C having at least five years service in that Category.
	B	Cleaner	1S (4440-7440)	1400	-	By promotion from Class-III Category-C having passed Matriculation and having at least five years service in that class.
	C	Orderlies	1S (4440-7440)	1300	Minimum Matric and Maximum 10+2	100% by direct recruitment.

**Sd/-**  
**(G. R. Mir)**  
Deputy Secretary to Government  
General Administration Department