



**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K.**

Subject: Policy for deputation of Wardens/Assistant Wardens/Tutors in various Hostels for Target Groups.

**Government Order No.:557-JK(GAD) of 2023
Dated:09.05.2023**

In supersession of all orders and instructions issued on the subject from time to time, it is hereby ordered that the deputation of Wardens/Assistant Wardens/Tutors in **(i) Gujjar & Bakerwal Hostels, (ii) Hostels run under the Advisory Board for the Welfare and Development of Other Backward Classes; and (iii) Hostels run under the Advisory Board for Pahari Speaking People** of the Union territory of Jammu & Kashmir shall be governed as per the Policy, forming **Annexure-A** to this Government Order.

By order of the Government of Jammu and Kashmir.

**Sd/-
(Sanjeev Verma)IAS
Commissioner/Secretary to the Government**

No. GAD-ADM/24/2021-02-GAD

Dated:09.05.2023

Copy to:-

1. Dr. Arun Kumar Mehta, IAS, Chief Secretary, J&K.
2. Shri Rajeev Rai Bhatnagar, Advisor to Hon'ble Lieutenant Governor.

Copy also to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. All Principal Secretaries to the Government.
3. Principal Secretary to the Lieutenant Governor, J&K.
4. All Commissioners/Secretaries to Government.
5. Joint Secretary (J&K), Ministry of Home Affairs, Government of India
6. Divisional Commissioner, Kashmir/Jammu.
7. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
8. All Deputy Commissioners.
9. Director Information, J&K.
10. Director, Archives, Archaeology & Museums.
11. General Manager, Government Press, Jammu/Srinagar.
12. Private Secretary to the Chief Secretary, J&K.
13. Private Secretary to Commissioner/Secretary to Government, GAD.
14. Government Order/Stock file/Website, GAD. "Hindi and Urdu version shall follow".


(Rohit Sharma)JKAS
Additional Secretary to the Government


Annexure-A to Government Order No. 557-JK(GAD) of 2023
dated:09.05.2023

A. Seeking of Applications:-

After accrual of vacancy and on the recommendations of the concerned Department administering the Hostel, the Deputy Commissioner shall invite applications through Chief Education Officer of the district from Masters/Teachers working within the district in the School Education Department for posting as Wardens/Assistant Wardens/Tutors in these hostels.

B. Scrutiny of the applications:-

The Chief Education Officer shall scrutinize the application forms received from desirous candidates for placing before the "District Level Screening Committee", comprising the following, for examination and furnishing of specific recommendations in respect of each candidate;



01	Additional Deputy Commissioner	Chairman/ Convener
02	Chief Education Officer	Member Secretary
03	Representative of the concerned Department.	Member
04	Representative of Criminal Investigation Department (CID).	Member

C. Mandate of the District Level Screening Committee:-

The District Level Screening Committee, keeping in view the following parameters, shall furnish recommendations in respect of most suitable candidates to the Deputy Commissioner for issuing orders for posting as Wardens/Assistant Wardens/Tutors as per the requirement of the Department:

- (a) Vigilance clearance.
- (b) Favourable character antecedents from CID.
- (c) Seniority/length of service.
- (d) Administrative Skills.
- (e) Suitability for the post.
- (f) Career record.
- (g) Willingness to serve.
- (h) Proximity to the Hostel.

D. Issuance of Deputation Orders:-

The Deputy Commissioner shall issue deputation orders in respect of the recommended candidates for posting as Wardens/Assistant Wardens/Tutors strictly in terms of standard conditions of deputation envisaged under J&K CSR.

The terms of deputation shall be for a maximum period of three years only, on the expiry of which the official(s) shall be deemed to have been relieved to their parent department.


(Rohit Sharma)JKAS

Additional Secretary to the Government