



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

**Subject: Operating of waiting list of Junior Stenographer in the J&K Secretariat (Subordinate) Service-Appointment thereof.**

Reference: i) Letter No. SSB/Sel/Secy/S/18/2021/6394-99 dated 28.09.2021 from the J&K Services Selection Board.  
ii) Administrative Council Decision No. 49/5/2023 dated 21.06.2023.

**Government Order No. 807-JK(GAD) of 2023**  
**Dated: 03.07.2023**

On the recommendations of the J&K Services Selection Board, sanction is hereby accorded to the appointment of Ms. Rufida Bashir D/o Bashir Ahmad Sofi R/o PO Karan Nagar, Srinagar as Junior Stenographer under OM Category in the J&K Secretariat (Subordinate) Service in the Pay Level-6B (35600-112800), with immediate effect.

The appointee shall report to the Additional Secretary to the Government, General Administration Department (Establishment), within a period of twenty one (21) days from the date of issuance of this order failing which she shall forego her right to appointment, and the same shall be deemed to have been cancelled *ab-initio* without any further Notice.

The appointee shall be allowed to join only on the production of the following certificates (in original) to be verified subsequently:

- Y mb*  
*mb*
- Academic/Technical Qualification Certificates.
  - Matriculation/Date of Birth Certificate.
  - Health Certificate from the concerned Chief Medical Officer of the District.
  - Domicile Certificate issued by the Competent Authority.

The appointment of the above candidate shall further be subject to the following conditions:

- The appointee shall give an undertaking in the shape of an Affidavit to the effect that if on verification, her Qualification/Date of Birth Certificates from the concerned issuing authorities is found fake/forged, her appointment as Junior Stenographer in the J&K Secretariat (Subordinate) Service shall be deemed to have been cancelled *ab-initio* and legal action, as warranted under rules, shall be initiated against her.
- That if the candidate has taken loan for self employment from DIC/Employment Department, to be ascertained from the District

Industries Centre (DIC) and District Employment & Counseling Centre of the domicile District, she shall relinquish the proprietorship of unit/enterprise and also stakes, if any, in such self employment unit/enterprise before joining the Government service. She shall be required to repay the entire loan liability in suitable EMIs to be worked out by the DDO concerned from her salary. DDO concerned shall obtain an affidavit from the concerned appointee regarding both relinquishment of proprietorship and stakes, if any, in such a self-employment unit/enterprise and recovery to be made and also personally monitor its recovery.

- c. The salary of the appointee shall not be drawn and disbursed to her unless satisfactory reports in respect of genuineness of Qualification/Date of Birth Certificate are received from the concerned Authorities/Agency.
- d. The appointee shall be on probation for a period of two years.
- e. The appointment of the candidate shall be governed by the "New Pension Scheme" as notified vide SRO-400 of 2009 dated 24.12.2009.
- f. The seniority of the appointee in the J&K Secretariat (Subordinate) Service shall be determined as per the J&K Civil Services (Classification, Control and Appeal) Rules, 1956.
- g. The appointment of the above appointee shall be subject to outcome of writ petition(s), if any, pending before Competent Court of law.

**By order of the Government of Jammu and Kashmir.**

Sd/-  
(Sanjeev Verma) IAS

**Commissioner/Secretary to the Government**

No. GAD-ESTB/224/2021-02-GAD-Part(1)

Dated:03.07.2023

Copy to:

1. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
3. Director, Information, J&K, with the request to kindly get this order published in two leading dailies both at Srinagar and Jammu for information of the concerned.
4. Director, Archives, Archaeology and Museums, J&K.
5. Director Finance, General Administration Department.
6. Director, Estates Department, Jammu/Kashmir.
7. Senior Superintendent of Police (Security), J&K Civil Secretariat.
8. Secretary, J&K Services Selection Board.
9. Private Secretary to Chief Secretary, J&K.
10. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
11. In-charge Website, GAD.
12. Concerned candidate for information and compliance.
13. Government Order/Stock/Personal files. *"Hindi and Urdu Versions shall follow."*

  
(Shakeeb Arsallan) JKAS  
**Under Secretary to the Government**