



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

Subject: Appointment of Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service.

Reference: O.M. No. GAD/MTG0RBIV/267/2022-09-GAD dated 27.10.2022 & No. GAD/MTG0RBIV/01/2023 (E-7098912) dated 09.06.2023 from Monitoring Section, General Administration Department.

**Government Order No:711-JK(GAD) of 2024**  
**Dated:20.02.2024**

In continuation of Government Order No. 1292-JK(GAD) of 2022 dated 29.10.2022, No. 1360-JK(GAD) of 2022 dated 15.11.2022, No. 1375-JK(GAD) of 2022 dated 17.11.2022, No. 1420-JK(GAD) of 2022 dated 24.11.2022, No. 502-JK(GAD) of 2023 dated 25.04.2023, No. 1033-JK(GAD) of 2023 dated 25.08.2023, No. 1208-JK(GAD) of 2023 dated 06.10.2023 & No. 154-JK(GAD) of 2024 dated 11.01.2024 and on the recommendations of the J&K Services Selection Board, sanction is hereby accorded to the appointment of Shri Gurdeep Lalotra S/o Babu Ram R/o Village Jallo Chak Ward No 68 Jammu as Multitasking Staff (Orderly) under SC category in the J&K Secretariat (Subordinate) Service in the Pay Level SL-1 (Rs 14800-47100) notionally w.e.f 29.10.2022.

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 he shall forego his 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:

- i. Academic/Qualification Certificates.
- ii. Matriculation/Date of Birth Certificate.
- iii. Health Certificate from the concerned Chief Medical Officer of the District.
- iv. Domicile Certificate issued by the Competent Authority.
- v. Valid relevant Category Certificate, if any applicable.

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

- a. The appointee shall furnish an Undertaking in the shape of an Affidavit as per Annexure-A to this Order.
- b. That if the candidate has taken loan for self employment from DIC/Employment Department, to be ascertained from the

*Handwritten signature and date 20.02*

District Industries Centre (DIC) and District Employment & Counselling Centre of the domicile District, he shall relinquish the proprietorship of unit/enterprise and also stakes, if any, in such self-employment unit/enterprise before joining the Government service. He shall be required to repay the entire loan liability in suitable EMIs to be worked out by the DDO concerned from his 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 him unless the satisfactory reports in respect of genuineness of Qualification/Date of Birth/Relevant Category Certificate is 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 inter-se-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 cancelled ab-initio, if it is found that he possess higher qualification than the prescribed one at any stage and he shall also be liable for criminal prosecution under law.
- h. 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/351/2022-09-GAD

Dated:20.02.2024

Copy to:

1. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
2. Director, Archives, Archaeology and Museums, J&K.
3. Director, Information, J&K, with the request to kindly get this order published in two leading News Papers both at Srinagar and Jammu for information of the concerned.
4. Director Finance, General Administration Department.
5. Director, Estates Department, Jammu/Kashmir.
6. Secretary, J&K Services Selection Board.
7. Superintendent of Police (Security), J&K Civil Secretariat.
8. Private Secretary to Chief Secretary, J&K.
9. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
10. In-charge Website, GAD.
11. Concerned candidate for information and compliance.
12. Government Order file (w.2.s.c.).
13. Stock/Personal files.

(Shakeeb Arsallan) JKAS

**Under Secretary to the Government**

**Annexure-A to Government Order No.711-JK(GAD) of 2024**  
**dated:20.02.2024**

**Affidavit**

I \_\_\_\_\_ S/o, D/o, Shri \_\_\_\_\_  
R/o \_\_\_\_\_ Aadhaar No. \_\_\_\_\_ do hereby  
undertake as under:

1. That, if on verification, my qualification/Date of Birth/Reserved Category Certificates from the concerned issuing authorities is found fake/forged, my appointment as Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service shall be deemed to have been cancelled *ab-initio*.
2. That, I have no criminal records and do not face any criminal proceedings in any Court of Law. If this is found to be incorrect, I shall be liable for removal from the provisional appointment as Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service;
3. That, if at any later stage, it is found that I am in possession of lower/higher than the prescribed qualification, my appointment as Multitasking Staff (Orderly) shall be liable for cancellation;
4. That, in case any statement as at (1) to (3) above is proved to be false, I shall be liable for disciplinary proceedings under law.

Deponent

Verification:

The averments mentioned herein above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

  
20.02

Deponent