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separate compilation.

PART III

Laws, Regulations and Rules passed thereunder.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—INFORMATION TECHNOLOGY
DEPARTMENT

Notification

Srinagar, the 24th October, 2016.

SRO-344.—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 Information Technology (Subordinate) Service Recruitment Rules, 2016.

(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. “State” means the Jammu and Kashmir State ;
- b. “Government” means the Government of Jammu and Kashmir ;
- c. “Rules” means the Jammu and Kashmir Information Technology (Subordinate) Service Recruitment Rules ;
- d. “Post” means a permanent post carrying a definite time scale sanctioned by the competent authority ;
- e. “Administrative Department” means the Department of the Government in Civil Secretariat holding the Administrative charge of the service ;
- f. “Head of the Department” means the Major Head of the Department holding the administrative control of the organization ;
- g. “cadre” means cadre of the service ;
- h. “Board” means the Jammu and Kashmir State Services Selection Board ;
- i. “Selection Agency” means the agency constituted by the Government for making recruitment to a particular class of post ;
- j. “Member of the service” means a person appointed to a post in the service under the provisions of these rules ;
- k. “Schedule” means the schedule(s) annexed to these rules ;
- l. “Service” means the Jammu and Kashmir Information Technology (Subordinate) Service.

Words and expressions 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.

3. *Constitution of service.*—(1) From the date of commencement of these rules there shall be constituted the “Jammu and Kashmir Information Technology (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 in a substantive capacity any post included in the cadre of the service :

Provided that for the purpose of initial constitution of service, the person holding any post in a 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 unless he/she opts otherwise within 15 days from the commencement of these rules.

“*Explanation* :—The word holding means a person holding a post included in the cadre of the Jammu and Kashmir Information Technology (Subordinate) Service in its sanctioned scale of pay on regular basis under the orders of the competent authority and will not cover the persons holding a post on ex-cadre/deputation basis or on *ad hoc* basis or in a stop-gap arrangement.

4. *Selection Committee.*—The Government shall constitute a Selection Committee in General Administration Department for appointing persons who have previously been appointed to various departments/ services against the IT related posts in the initial constitution of the service.

5. *Strength and composition of the service* :—

- a. 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 the Schedule-I annexed to these rules.
- b. 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.
- c. 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 service and make such alterations therein as it deems fit.

6. *Qualification and method of recruitment.*—(1) No person shall be eligible for appointment or promotion to any post in any class, category or grade in the service unless he/she possesses the qualifications as laid down in the Schedule-II and fulfils other requirement of recruitment as provided in the rules and orders for the time being in force.

(2) First appointments to a service or class may be made—

- (i) By promotion or by transfer from another service or class ; or
- (ii) By direct recruitment ; or
- (iii) Partly by (i) and partly by (ii) in the ratio and in manner as mentioned against each post in Schedule-II ; provided that the posts under direct recruitment shall be filled through the

Jammu and Kashmir Services Selection Board as per the rules/orders—

- i. Provided further the departments shall refer vacancies in the direct/promotion quota to the Jammu and Kashmir Services Selection Board and Departmental Promotion Committees, as the case may be in terms of SRO-166 dated 14-06-2005.

7. *Probation.*—(1) Persons appointed to the service, either by direct recruitment or by promotion shall be “on probation for two years and their confirmation in the class or category 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.

8. *Reservation in appointments.*—While making appointments either promotion or by direct recruitment 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, 2004 and rules made thereunder.

9. *Training and departmental examinations.*—Persons appointed to the service by competitive examination may be required to undergo such training from time to time during the course of probation or to pass during the period of probation or trial such departmental examination as the Government may prescribe :

Provided that the Government may exempt persons from such training or departmental examination either wholly or partly, who have passed a

departmental examination or have undergone training declared by Government to be equivalent to a departmental examination or training prescribed under these rules.

10. *Eligibility of Government services 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 post. The upper age limit of such Government servants shall be as provided in the general rules :

Provided that in the case of a post which requires a higher degree of specialization and/or experience the Government may prescribe higher age limit.

11. *Maintenance of seniority lists.*—Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956. The Administrative Department shall maintain an up-to-date and final seniority list of members of the service.

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

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

14. *Repeal and savings.*—(1) All rules corresponding to these rules and in force immediately before the commencements 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.) MOHAMMED SALEEM SHISHGAR,

Secretary to the Government,
Information Technology Department.

Schedule-I

Jammu and Kashmir Information Technology (Non-Gazetted) Service Recruitment Rules.

Class	Category	Designation	Sanctioned strength	Pay Scale/ Pay Band
I	A	Assistant Programmer	36	9300-34800 + GP 4600
	B	Network Engineer	04	9300-34800 + GP 4600
II	A	Junior Systems Engineer	08	9300-34800 + GP 4200
	B	EDP Supervisor	65	9300-34800 + GP 4300
III		Assistant EDP Supervisor	60	5200-20200 + GP 2800
IV		Sr. Data Entry Operator	80	5200-20200 + GP 2400
V		Data Entry Operator	120	5200-20200 + GP 1900
	(i)	Total duty posts	373	

No. of posts

Leave Reserve @ 10% of (i) above : 37

Deputation Reserve @ 5% of (i) above	:	19	
Training Reserve @ 5% of (i) above	:	19	(For direct quota)

(ii) Total	:	75	

G. Total (i)+(ii)	:	448	

Schedule-II

Jammu and Kashmir Information Technology (Non-Gazetted) Service Recruitment Rules.

Class	Category	Designation	Pay Scale/ Pay Band	Qualification for direct recruitment	Method of recruitment
1	2	3	4	5	6
I	A	Assistant Programmer	9300-34800 GP 4600	...	100% by promotion from Class 'II', Category 'B' having service not less than three years in that category.
	B	Network Engineer	9300-34800 GP 4600	...	100% by promotion from the Class 'II', Category 'A' having service not less than five years in that category.
II	A	Junior Systems Engineer	9300-34800 GP 4200	Bachelor of Engineering/B.Tech., (Information Technology or Electronics and	100% by direct recruitment.

				<p>Communication or Computer Engineering or Computer Science Engineering or MCA from recognized University) (OR) Diploma in Engineering (Information Technology or Electronics and Communication Engineering) with two years experience from an AICTE recognized institution.</p>	
	B	EDP Supervisor	9300-34800 GP 4300	100% by promotion from the Class 'III' having service not less than three years in that class.
III		Assistant EDP Supervisor	5200-20200 GP 2800	100% by promotion from the Class 'IV' having service not less than three years in that class.

1	2	3	4	5	6
IV		Sr. Data Entry Operator	5200-20200 GP 2400	100% by promotion from the Class 'V' having service not less than three years in that class.
V		Data Entry Operator	5200-20200 GP 1900	Graduation with one year diploma in Computer Software Applications or B. Sc. IT/BCA or three years diploma in Computer Application/Software Application from an AICTE recognised institution.	100% by direct recruitment

(Sd.) SANJAY KUMAR TICKOO,
Under Secretary to Government,
Information Technology Department.