

EXTRAORDINARY

REGD. NO. JK6633



**THE
JAMMU AND KASHMIR OFFICIAL GAZETTE**

Vol. 134] Jammu, Tue., the 29th March, 2022/8th Chai, 1944. [No. 52-x
Separate paging is given to this part in order that it may be filed
as a separate compilation.

PART III

Laws, Regulations and Rules passed thereunder.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT & GENERAL ADMINISTRATION
DEPARTMENT.

Notification

Jammu, the 29th of March, 2022.

S.O.-133. In exercise of the powers conferred by Article 309 of the Constitution of India, the Lieutenant Governor of the Union Territory of Jammu and Kashmir is pleased to direct that :

The nomenclature of all Class-IV posts is re-designated as
“Multitasking Staff” (MTS) with the nature of job/duties as

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per annexure to this notification (except the post of "Sanitation
Workers" and the posts which requires technical qualification),
in all the Departments/Autonomous Bodies/PSUs etc.

These rules shall come into force from the date of the
publication in the Official Gazette.

All the departments shall accordingly amend their Subordinate
Service Recruitment Rules.

By order of the Lieutenant Governor.

(Sd.) MANOJ KUMAR DWIVEDI, IAS,
Principal Secretary to the Government.

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Annexure to S.O. Notification No. 133 of 2022 dated 29-03-2022.

- (a) Physical Maintenance of records of the Section.
- (b) General cleanliness and upkeep of the Sectional Unit.
- (c) Carrying of files and other papers within the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Sectional Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of dak (outside the building).
- (h) Watch and ward duties.
- (i) Opening and closing of rooms.
- (j) Cleaning of rooms.
- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixtures etc.
- (m) Work related to his IT1 qualifications, if it exists.
- (n) Driving of vehicles, if in possession of valid driving license.
- (o) Upkeep of parks, lawns, potted plants etc.
- (p) Any other work assigned by the superior authority.