

JAMMU AND KASHMIR OFFICIAL GAZETTE

separate compilation

Laws, Regulation and Rules passed thereunder.

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GOVERNMENT OF JAMMU AND KASHMIR CIVIL SECRETARIATô GENERAL ADMINISTRATION DEPARTMENT

Notification

Srinagar, the 28th of April, 2022.

SO-226.ô In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Lieutenant Governor Union Territory of Jammu and Kashmir hereby makes the following rules, namely:ô

1. **Short title, commencement of application**.ô (1) These rules may be called the õJammu and Kashmir Public Service Commission (Subordinate) Service Recruitment Rules, 2022ö.

(2) These rules shall come into force from the date of their publication in the Government Gazette.

Definitions.ô In these rules, unless the context otherwise requires,ô

- (a) õAdministrative Departmentö means the General Administration Department of the Government in the Civil Secretariat holding the Administrative charge of the service;
- (b) õCadreö means the cadre of the service;
- (c) õCommissionö means the Jammu and Kashmir J&K Public Service Commission;
- (d) õGovernmentö means the Government of Jammu and Kashmir;
- (e) õMember of the serviceö means a person appointed to a post in the service under the provisions of these rules or the rules superseded by these rules or in the manner as prescribed in Rule 3 regarding constitution of service, if any;
- (f) õPostö means a permanent post carrying a definite pay scale sanctioned by the Competent Authority;
- (g) õRulesö means the Jammu and Kashmir Public Service Commission (Subordinate) Service Recruitment Rules, 2022;
- (h) õScheduleö means the schedule(s) annexed to these rules;
- (i) õServiceö means the Jammu and Kashmir Public Service Commission (Subordinate) Service being framed under these rules;
- (j) õUnion Territoryö means Union Territory of Jammu and Kashmir;
- (k) 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, 1956/The Jammu and Kashmir Secretariat (Subordinate) Service Recruitment Rules, 2009 as amended from time to time.

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- 3. **Constitution of service.** (1) From the date of commencement of these rules there shall be constituted the õJammu and Kashmir Public Service Commission (Subordinate) Service.ö
- (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 substantive capacity any post included in the cadre of this service:

Provided that for the purpose of the initial constitution of the service, a person holding any post included in the cadre of the service in its sanctioned scale of pay, in substantive capacity to which he was appointed by the competent authority under rules, either by direct recruitment or by promotion or by regularization or by permanent absorption or by compassionate appointment etc. as the case may be, 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.

Explanation: ô The word õholdingö means a person holding a post included in the cadre of the Jammu and Kashmir Public Service Commission (Subordinate) Recruitment Rules, 2022 in its sanctioned scale of pay on regular basis under orders of the competent authority and will not include the persons holding a post on ex-cadre/deputation basis or on *ad hoc* basis or in a stopgap arrangement.

4. Strength and composition of the service.ô

- (i) The authorised 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 Schedule-I annexed to these rules:
 - Provided that the Government may create such temporary posts in the cadre of the Service for specified period or purpose as may be considered necessary from time to time on the recommendations of the Commission.
- (ii) The Government shall, after the interval of every three years or at such other intervals, as may be necessary, re-examine the strength and composition of the cadre of the Service and

- 5. Qualifications and method of recruitment.ô (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 qualification as laid down in Schedule-II and fulfils other requirements of recruitment as provided in the rules and orders for the time being in force.
 - (2) Appointment to the service shall be madeô
 - b. By direct recruitment; or
 - c. By promotion; or
 - d. Partly by (a), and partly by (b), in the ratio, and in the manner, as mentioned against each post in Schedule-II:

Provided that all the posts including **Multi-Tasking Staff** under direct recruitment shall be filled through Jammu and Kashmir Service Selection Board as per the rules/orders of the Government issued for the purpose unless any post/category of posts is exempted from the purview of the Service Selection Board by the Government in this behalf:

Provided further, that all the posts to be filled-up by promotion shall be filled through Departmental Promotion Committee (DPC) constituted from time to time.

- (3) The Commission shall refer vacancies in the direct/promotion quota to Jammu and Kashmir Service Selection Board and Departmental Promotion Committee, as the case may be, in terms of SRO-166 dated 14-06-2005 in accordance with sub-rule (2) of rule 5.
- 6. **Probation.**—(1) Probation of the Members of the service to be appointed under these rules shall be governed by the Jammu and Kashmir Probationers (Conduct of Service, Pay and Allowances) and Fixation of Tenure Rules, 2020 and in all other cases, under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 as amended from time to time.
- (2) The pay of the person to be appointed to the Service through direct recruitment shall be regulated in terms of the Jammu and Kashmir Probationer (Condition of Service, Pay and Allowances) and Fixation of

- 7. **Reservation in appointments.**ô While making appointments either by direct recruitment or by promotion, reservation shall be provided to the eligible categories in accordance with the provisions of Jammu and Kashmir Reservation Act, 2004 and the rules and orders, as in force or issued by the competent authority from time to time.
- 8. **Training and Departmental Examination.**ô Persons appointed to the service either by direct recruitment or by promotion shall be required to undergo such training from time to time during the course of probation and to pass during the period of probation or trial such departmental examination(s) as the Government may prescribe:

Provided that the Government may exempt, either wholly or partly, from such training or departmental examination(s) persons who have passed a departmental examination or undergone training declared by Government to be equivalent to a Departmental Examination or training prescribed under these rules.

9. Eligibility of Government servants for direct recruitment.ô 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 posts. The upper age limit of such Government servants shall be as provided in the general rules:

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

- 10. **Maintenance of seniority lists.**ô Seniority of the members of the Service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 as amended from time to time. The Commission shall maintain an up-to-date and final seniority list of members of the service.
- 11. **Residuary matters**.ô In regard to matters not specifically covered by these rules the members of the service shall be governed by the

- 12. **Interpretation**.ô If any question arises relating to the interpretation of these rules the decision of the General Administration Department shall be final and binding.
- 13. **Repeal and savings**.ô (1) All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.
- (2) Notwithstanding such repeal, any appointment or order made or action taken under these rules or likewise so repealed shall be deemed to have been made or taken under these rules.

By order of the Lieutenant Governor.

(Sd.) MANOJ KUMAR DWIVEDI, 1AS,

Principal Secretary to the Government.

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S. No.	Designation of posts	Pay level with grade 1	pay	No. of posts
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1.	Section Officer	Level-7 (44900-14240	00)	04
2.	Statistical Officer	Level-7 (44900-14240	00)	01
3.	Asstt. Accounts Officer	Level-7 (44900-14240	00)	01
4.	Personal Assistant	Level-7 (44900-14240	00)	02
5.	Legal Assistant	Level-6 E (35900-113	500)	01
6.	Accountant	Level-6 B (35600-112	800)	01
7.	Statistical Assistant	Level-6 B (35600-112	800)	01
8.	Jr. Stenographer	Level-6 B (35600-112	800)	03
9.	Head Assistant	Level-6 B (35600-112	800)	06
10.	Senior Assistant	Level-5 (29200-92300))	10
11.	Accounts Assistant	Level-5 (29200-92300))	02
12.	Computer Operator	Level-4 (25500-81100))	04
13.	Junior Assistant	Level-2 (19900-63200))	15
14.	Gestetner Assistant	Level-2 (19900-63200))	01
15.	Jamadar	Level-1 (18000-56900))	06
16.	Packer	Level-1 (18000-56900))	02
17.	Multi-Tasking Staff (MTS)	SL 1 (14800-47100)		16
18.	Sanitation Worker	SL 1 (14800-47100)		01
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			Total	77
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ا	ô ô ô ô Category		Pay level with grade pay	Minimum qualification for direct recruitment	6 6 6 6 6 6 6 Method of recruitment
1 ô ô ô 1	2 ô ô ô ô A	3 ô ô ô ô ô ô ô Section Officer	4 5 ô ô ô ô ô Level-7 (44900- 142400)	5 ôôôôôô	6 0 0 0 0 0 0 0 0 0 0 100 % by promotion from Class-II, category-A having not less than three years service in that category.
	В	Personal Assistant	Level-7 (44900- 142400)		100 % by promotion from Class-II, category-B having not less than five years service in that category.
	С	Assistant Accounts Officer	Level-7 (44900- 142400)		100 % by deputation from Finance Department.
	D	Statistical Officer	Level-7 (44900- 142400)		100 % deputation from Planning Development and Monitoring Department.
	E	Legal Assistant	Level-6 E (35900- 113500)		100 % deputation from Department of Law, Justice and Parliamentary Affairs.
П	A	Head Assistant	Level-6 B (35600- 112800)		100 % by promotion from Class-III, category-A having at least three years service in that category and having passed Secretariat

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																							Providing that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistants who have
																							not qualified the Secretariat Assistant Examination, but having crossed the age of 50 years as on 1st January of the year in which such promotions are being
																							considered: Provided further that a Senior Assistant who has qualified the Secretariat A s s i s t a n t s Examination during his period of
																							probation as Junior Assistant shall not be required to qualify that said examination again.
		В					Seno		le rap	ohe	er	(3	56	el- 600 800		8		fro rec hav min spe and in	om s cog vin niu niu d 3 sh d t	a gni ng m d o 5 v ort	ze f 6 w.p tha	55 o.m and	

10 The J&K Official Gazette, 28th April, 2022/8th Vai., 1944. [No. 4-j 6 6 6 6 6 6 6 6 6 6 C Statistical Level-6 B 100% by deputation Assistant (35600 from Planning 112800) Development and Monitoring Department. D Accountant Level-6 B 100% by deputation (35600 from Finance 112800) Department. Ш Α Senior Level-5 100% by promotion Assistant (29200from Class V, 92300) Category A and Category B on the basis of their interse-seniority having not less than three years service in that category. Provided that the person shall undergo and qualify the Secretariat Assistant examination/training during the period of probation. В Accounts Level-100% by deputation Assistant 5 (29200from Finance 92300) Department. IV A Computer Level-4 BCA or Graduation 100% by direct Operator (25500with one year recruitment. 81100) Diploma in Computer Applications from a recognized University/ Institute.

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ôô V	ô ô A	ôôôôôôô Junior	ô ô ô ô ô Level-2	ô ô ô ô ô ô ô ô ô Graduation from	ô ô ô ô ô ô ô ô ô i. 75% by
		Assistant	(19900-	any recognized	direct recruitment.
			63200)	University with	ii. 25% by
				knowledge of type-	promotion from
				writing having not	Matriculate
				less than 35 words	MTS/Jamadars/
				speed per minute.	Packers/
					Sanitation
					worker having at
					least 03 years
					services as such,
					on the
					recommendations
					of DPCs, who
					qualify type test
					requiring a
					minimum speed of
					25 words per
					minute in order of
					seniority:
					Provided that a
					person appointed
					by direct
					recruitment or by
					promotion shall
					undergo and
					qualify the
					Secretariat
					Assistant
					examination/
					training
					during the period of probation.
	В	Gestetner	Level-2		100% by promotion
		Assistant	(19900-		from Matriculate
			63200)		Class-VI-A & VII,

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VI	A	Jamadar/ Packer	Level-1 (18000- 56900)	-	100% by promotion from Class-VII, categories A & B on the basis of their inter-se-seniority having 05 years service as such.							
VII	A	Multi- tasking Worker (MTS)	SL 1 (14800- 47100)	Minimum Matric and maximum 10+2.	By direct recruitment.							
	В	Sanitation Worker	SL 1 (14800- 47100)	Minimum 8th and maximum 12th	By direct recruitment.							