



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

**Notification
Jammu, the 11th of December, 2023**

Subject: Draft Jammu & Kashmir Secretariat (Subordinate) Service Recruitment Rules-2023.

Whereas, vide SRO 186 of 2009 Dated 08th July, 2009, the Jammu & Kashmir Secretariat (Subordinate) Service Recruitment rules were notified by the General Administration Department; and

Whereas, various changes have taken place from time to time on account of upgradations/creations/change of nomenclature and apportionment of posts between the UT of J&K and the UT of Ladakh; and

Whereas, these changes necessitated the updation of the Jammu & Kashmir Secretariat (Subordinate) Service Recruitment Rules afresh; and

Whereas, the Standing Committee constituted vide Government Order No. 1359-JK(GAD) of 2022 dated 15.11.2022, in its meeting dated 06.01.2023 have advised for Circulation of the Draft Recruitment Rules for inviting objections from all the stakeholders.

Now, therefore, before placing the Draft Jammu & Kashmir Secretariat (Subordinate) Service Recruitment Rules-2023 to the Standing Committee constituted vide Government Order No. 1359-JK(GAD) of 2022 dated 15.11.2022 for its consideration/approval, the draft notification of Jammu & Kashmir Secretariat (Subordinate) Service Recruitment Rules-2023 alongwith Schedule "I" and "II" are hereby notified for inviting objections, if any, from all the stakeholders [members of J&K Secretariat (Subordinate) Service]. The objection(s), if any, should reach to General Administration Department (Establishment Section) within a period of **fifteen (15) days** from the date of issuance of this notification. After expiry of the said period, no objection in this regard shall be entertained.

Sd/-

(Sanjeev Verma) IAS

Commissioner/ Secretary to the Government

Dated:11.12.2023

No. GAD-ESTB/278/2022-09-GAD

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.

3. All Principal Secretaries to the Government.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K
9. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Kashmir/Jammu.
11. All Deputy Commissioners
12. Director, Information, J&K.
13. Chairperson, Special Tribunal, J&K.
14. All Heads of Departments/Managing Directors
15. Director, Archives, Archaeology and Museums, J&K.
16. Secretary, J&K Public Service Commission
17. Director, Estates, Kashmir/Jammu
18. Secretary, J&K Services Selection Board
19. Secretary, J&K Legislative Assembly
20. General Manager, Government Press, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. Notification/Stock file/Website, GAD. Hindi & Urdu Versions shall follow.


11.12.2023
(Rohit Sharma) JKAS
Additional Secretary to the Government


11/12



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

DRAFT

NOTIFICATION

Jammu, the _____ of December, 2023

S.O . – In exercise of the powers conferred by the proviso to Section 309 of the Constitution of India, the Lieutenant Governor of the Union Territory of Jammu and Kashmir hereby makes the following rules namely:-

1. Short title and commencement. – (1) These rules may be called the Jammu and Kashmir Secretariat (Subordinate) Service Recruitment Rules, 2023.

(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. "Union Territory" means the Union Territory of Jammu and Kashmir;
- b. "Government" means the Government of Jammu and Kashmir;
- c. "Rules" means the Jammu and Kashmir Secretariat (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 General Administration Department;
- f. "Cadre" means the cadre of the service ;
- g. "Board" means the Jammu and Kashmir Services Selection Board;
- h. "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post;
- i. "Member of the service" means a person appointed to a post in the service under the provisions of these rules;
- j. "Schedule" means the schedule(s) annexed to these rules;
- k. 'Service' means the Jammu and Kashmir Secretariat (Subordinate) Service, and;
- l. Words and expression 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 Secretariat (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 substantively any post included in the cadre of the services;
- (3) Provided that for the purposes of initial constitution of service, a person holding any post in a substantive capacity, to which he/she 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.

Explanation:- The words holding means a person holding a post included in the cadre of the Jammu and Kashmir Secretariat (Subordinate) Service in its sanctioned scale of pay on regular basis under 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. **Strength and composition of the service.** – (1) The authorized permanent and temporary strength of the cadre and the nature of the posts included therein determined by the Government, from time to time 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 temporary posts in the cadre of the service for specified period or purpose as may be considered necessary from time to time.

(2) 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 cadre of the service and make such alterations therein as it deems fit.

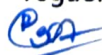
5. **Qualifications and Method of Recruitment.** – No person shall be eligible for appointment or promotion to any post in any class, category or grade in the Service unless he/she possesses the qualification(s) as laid down in Schedule-II and fulfills other requirements of recruitment, as provided in the rules and orders for the time being in force.

Appointment to the service may be made:-

- a) **by direct recruitment; or**
b) **by promotion**

Provided that:

- i) all posts to be filled by direct recruitment/promotion shall be filled through J&K Services Selection Board/Departmental Promotion Committee respectively.
- ii) the department shall refer vacancies in the direct/promotion quota to J&K Services Selection Board and Departmental Promotion Committee as the case may be in terms of rules in vogue.



6. **Probation.**– (1) Persons appointed to the service by direct recruitment shall be on probation for two years and their confirmation shall be made 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 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.
7. **Reservation in appointments.**– While making appointments either by direct recruitment or by promotion, reservation shall be made in accordance with the rules under the provisions of Jammu and Kashmir Reservation Act and the Reservation Rules in force.
8. **Training and Departmental Examinations.**– Persons appointed to the service either by direct recruitment or by promotion shall be required to undergo such training during the course of probation and to pass during the period of probation such departmental examination as the Government may prescribe;
9. **Maintenance of seniority lists.**– Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules 1956.
10. **Residuary matters.**– In regard to matters not specifically covered by these rules, the member of the service shall be governed by the rules / regulations and orders applicable to the UT Civil Service in general.
11. **Interpretation.**– If any question arises relating to the interpretation of these rules, the matter shall be referred to the General Administration Department whose decision thereon shall be final and binding.
12. **Repeal and Savings.**– (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 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 Government of the Jammu & Kashmir.

(Sanjeev Verma) IAS

Commissioner/Secretary to the Government

No. GAD-ESTB/278/2022-09-GAD

Dated: .12.2023

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(Rohit Sharma) JKAS
Additional Secretary to the Government

**Jammu and Kashmir, Secretariat (Subordinate) Service
Recruitment Rules, 2023**

SCHEDULE - (I)

S. No.	Designation of the post	Pay Level	Number of Posts
1.	Section Officer	Level – 7 (44900-142400)	157
2.	Senior Stenographer	Level – 7 (44900-142400)	81
3.	Assistant Section Officer	Level-6B (35600-112800)	318
4.	Junior Stenographer	Level-6B (35600-112800)	169
5.	Librarian	Level – 6 (35400-112400)	1
6.	Dispatch Rider-I	Level – 6 (35400-112400)	1
7.	Senior Secretariat Assistant	Level –5 (29200-92300)	336
8.	Junior Secretariat Assistant	Level – 4 (25500-81100)	431
9.	Library Assistant	Level – 4 (25500-81100)	1
10.	Mechanic	Level – 4 (25500-81100)	1
11.	Dispatch Rider-II	Level – 4 (25500-81100)	1
12.	Senior Office Attendant (MTS)	Level – 4 (25500-81100)	16
13.	Gestetner Assistant	Level – 2 (19900-63200)	3
14.	Dispatch Rider-III	Level – 2 (19900-63200)	2
15.	Daftari (MTS)	Level – 2 (19900-63200)	39
16.	Jamadar Grade-I (MTS)	Level – 1 (18000-56900)	89
17.	Jamadar Grade-II (MTS)	SL2 (15900-50400)	133
18.	Cleaner	SL2 (15900-50400)	1
19.	Multitasking Staff (MTS)	SL1 (14800-47100)	220



PSA

(Rohit Sharma) JKAS
Additional Secretary to the Government

**Jammu and Kashmir, Secretariat (Subordinate) Service
Recruitment Rules, 2023**

SCHEDULE - (II)

Class	Category	Designation of Post	Pay Level	Qualification for direct recruitment	Method of Recruitment
1	2	3	4	5	6
I	A	Section Officer	Level – 7 (44900-142400)	-	100% by promotion from Class-I, Category-C having not less than three years service in that category.
	B	Senior Stenographer	Level – 7 (44900-142400)	-	100% by promotion from Class-I, category-D having not less than five years service in that category.
	C	Assistant Section Officer	Level-6B (35600-112800)	-	100% by promotion from Class-II, Category-A having at least three years service in that Category and having passed Secretariat Assistants Examination. Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Secretariat Assistants who have not qualified the Secretariat Assistants Examination but have crossed the age of 50 years as on 1 st January of the year in which such promotions are being considered: Provided further that a Senior Secretariat Assistant who has qualified the Secretariat Assistants Examination during his period of probation as Junior Secretariat Assistant shall not be required to qualify the said examination again.
	D	Junior Stenographer	Level-6B (35600-112800)	Graduation from any recognized University having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively.	100% by direct recruitment
	E	Librarian	Level – 6 (35400-112400)	-	100% by promotion from Class-II, Category-C having at least five years service in that category.
	F	Dispatch Rider-I	Level – 6 (35400-112400)	-	100% by promotion from Class-II, Category-E having at least five years service in that category.
II	A	Senior Secretariat Assistant	Level – 5 (29200-92300)	-	100% by promotion from Class-II Category-B having at least three years service in that category and having passed the J&K Secretariat Assistants Training Examination at the level of Junior Secretariat Assistant.
	B	Junior Secretariat Assistant	Level – 4 (25500-81100)	Graduation from any recognized	i) 75% by direct recruitment. ii) 25% by promotion from

			University with knowledge of type writing having not less than 35 words speed per minute.	Matriculate Multitasking Staff/ Jamadars(MTS) having at least three years service as such, on the recommendation of DPC, 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 J&K Secretariat Assistant Training Examination during the period of probation.	
	C	Library Assistant	Level – 4 (25500-81100)	Bachelor's degree in Library Sciences from a recognized University.	100% by direct recruitment
	D	Mechanic	Level – 4 (25500-81100)	-	100% by promotion from Class-II Category-G having at least five years service in that category
	E	Dispatch Rider-II	Level – 4 (25500-81100)	-	100% by promotion from Class-II Category-H having at least five years service in that category.
	F	Senior Office Attendant (MTS)	Level – 4 (25500-81100)	-	100% by promotion from Class-II Category-I having at least three years service in that category.
	G	Gestetner Assistant	Level – 2 (19900-63200)	-	100% by promotion from Class-III, Category-B having at least five years service in that category.
	H	Dispatch Rider-III	Level – 2 (19900-63200)	-	100% by promotion from Multitasking Staff/ Jamadars(MTS) having at least three years service as such and possessing a valid LMV driving license and who qualify the driving test to be conducted through Director, Motor Garages, J&K
	I	Daftari (MTS)	Level – 2 (19900-63200)	-	100% by promotion from Class -II Category-J having at least three years service in that category.
	J	Jamadar Grade-I (MTS)	Level – 1 (18000-56900)	-	100% by promotion from Class-III, Category-A having at least three years service in that Category.
III	A	Jamadar Grade-II (MTS)	SL2 (15900-50400)	-	100% by promotion from Class-III Category-C having at least three years service in that Category.
	B	Cleaner	SL2 (15900-50400)	-	100% by promotion from Class-III Category-C having passed Matriculation and having at least three years service in that class.
	C	Multitasking Staff (MTS)	SL1 (14800-47100)	Minimum Matric and Maximum 10+2	100% by direct recruitment.

PSA

(Rohit Sharma) JKAS
Additional Secretary to the Government