

**GOVERNMENT OF JAMMU AND KASHMIR  
ELECTION DEPARTMENT**

Notification  
Jammu, the 4th June, 2021

S.O 192 In exercise of the powers conferred by the proviso to Article 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 Election Department (Subordinate) Service Recruitment Rules, 2021.  
(2) They shall come into force from the date of their publication in the official Gazette.
  
2. **Definitions.**- (1) In these rules, unless the context otherwise requires:-
  - (a) "Administrative Department" means the Department of the Government holding administrative charge of the Service;
  - (b) "Board" means the Jammu and Kashmir "Services Selection Board";
  - (c) "Cadre" means the cadre of the service;
  - (d) "Government" means the Government of Jammu and Kashmir;
  - (e) "Head of the Department" means the Major Head of the Department;
  - (f) "Member of the Service" means a person appointed to a post in the Election Department (Subordinate) Service under the provisions of these rules;
  - (g) "Post" means a permanent post carrying a definite time scale sanctioned by the competent authority;
  - (h) "Rules" means the Jammu and Kashmir Election Department (Subordinate) Service Recruitment Rules;
  - (i) "Schedule" means a schedule annexed to these rules;
  - (j) "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post;
  - (k) "Service" means the Jammu and Kashmir, Election Department (Subordinate) Service;

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(1) "Union Territory" means the Union Territory of Jammu and Kashmir;

3. 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 Service (Classification, Control and Appeal) Rules, 1956 /Jammu and Kashmir Civil Services Regulations, 1956.

4. **Constitution of the Service.**-(1) From the date of commencement of these rules, there shall be constituted the Jammu and Kashmir Election Department (Subordinate) Service.

(2) The Government may, at the commencement of these rules appointment to the service any person who at the commencement of these rules is holding substantively any post included in the cadre of the service:

Provided that for the purpose of initial constitution of the service the person holding any post in 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 opt 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 Election Department (Subordinate) Service Recruitment Rules, 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 adhoc basis or in a stop gap arrangement.

5. **Strength and composition of the Service.**- (1) 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 Schedule-I annexed to these rules:

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.



(2) The Government shall, at the expiry 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 make such alteration therein as it deems fit.

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

(2) First appointment to a service of class may be made:-

(a) by direct recruitment; or

(b) by promotion or by transfer from another service or class; or

(c) partly by (a) and partly (b) in the ratio and in manner as mentioned against each post in Schedule-II:

Provided that all the posts under direct recruitment shall be filled through Jammu and Kashmir Service Selection Board as per the rules/orders.

Provided further department shall refer vacancies in the direct/ promotion quota to the Jammu and Kashmir Service 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 by direct recruitment shall be governed by the Jammu and Kashmir Probation (Condition of Service, Pay & 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.

(2) The pay of persons appointed to the service through direct recruitment shall be regularized as per provisions of Jammu and Kashmir Probation (Conditions of Service, Pay & Allowances) and Fixation of Tenure Rules, 2020 and in all other cases as per the provisions of Jammu and Kashmir Civil Service Regulations, 1956.

8. **Reservation in appointments:-** While making appointments either by direct recruitment or by promotion, 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 under the provisions of Jammu and Kashmir Reservation Act, 2004 and the rules made thereunder.

9. **Training and Departmental Examination:-** Persons appointed to the service by direct recruitment shall be recruited 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:

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

10. **Eligibility of Government servants for direct recruitment:-** A person already in the Government service may apply, through proper channel for recruitment to a vacant post in any particular class or category in service, if he possesses the educational and other qualification 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 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 Head of Department shall maintain an up-to-date and final seniority list of the service.

12. **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.

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.



14. **Repeal and savings.**- (1) The Jammu and Kashmir Election Department (Subordinate) Service Recruitment Rules, 2014 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 or taken under the corresponding provisions of these rules.

**By order of the Government of Jammu and Kashmir.**

  
(Hirdesh Kumar) IAS  
Commissioner/Secretary to Government  
Election Department

**NO:- PS/Elec/09/2019-II**

**Dated:- 04 .06. 2021**

Copy to the:-

1. Financial Commissioner, Finance Department, J&K Srinagar
2. Joint Secretary (J&K), Ministry of Home Affairs, Govt. Of India.
3. Chief Electoral Officer, J&K Srinagar, for information and necessary action.
4. Commissioner Secretary to Government, General Administration Department, J&K, Srinagar.
5. Secretary to Government, Law, Justice and Parliamentary Affairs, J&K, Srinagar.
6. All District Officer (Deputy Commissioners), UT Jammu and Kashmir.
7. General Manager, Govt. Press, Srinagar with the request to publish the notification in the next issue of Govt. Gazette.
8. OSD to Advisory (F) to the Hon'ble Lieutenant Governor, UT J&K Srinagar for information.
9. SRO file/Stock File

**SCHEDULE - I to Notification SO 192 Dated 04-06-2021  
(Non-Gazetted)**

S.No.	Designation of the post	Pay Level	No. of Post	Cadre of the post
1.	Section Officer	Level 7 (44900-142400) 4600	1	UT
2.	Election Officer (Publication )	Level 7 (44900-142400) 4600	1	UT
3.	Election Officer	Level 7 (44900-142400) 4600	2	Divisional
4.	Assistant Programmer	Level 7 (44900-142400) 4600	2	UT
5.	Head Assistant	Level 6B (35600-112800) 4220	2	UT
6.	Accountant	Level 6B (35600-112800) 4220	1	UT
7.	Election Naib Tehsildar	Level 6B (35600-112800) 4220	22	Divisional
8.	Senior Assistant	Level 5 (29200-92300) 2800	7	UT
9.	Election Assistant (Sr. Scale)	Level 5 (29200-92300) 2800	46	District
10.	Election Assistant (Sr. Scale)	Level 5 (29200-92300) 2800	47	UT
11.	Junior Statistical Assistant	Level 5 (29200-92300) 2800	1	UT
12.	Junior Assistant	Level 4 (25500-81100) 2400	4	UT
13.	Election Assistant (Jr. Scale)	Level 4 (25500-81100) 2400	46	District
14.	Election Assistant (Jr. Scale)	Level 4 (25500-81100) 2400	110	UT
15.	Driver	Level 2 (19900-63200) 1900	2	UT
16.	Machine Operator	Level 2 (19900-63200) 1900	1	UT
17.	Data Entry Operator	Level 2 (19900-63200) 1900	23	UT
18.	Jamadar	SL 2 (15900-50400) 1400	1	UT
19.	Orderly	SL 1 (14800-47100) 1300	36	UT
20.	Orderly	SL 1 (14800-47100) 1300	4	Divisional
21.	Orderly	SL 1 (14800-47100) 1300	25	District
22.	EVM Godown Keeper	SL 1 (14800-47100) 1300	2	UT

  
 (Hirdesh Kumar) IAS  
 Commissioner/Secretary to Government  
 Election Department

**SCHEDULE - II to Notification SO/192 Dated 04-06-2021**

Class	Category	Designation of the Post	Pay Level	Minimum Qualification for Direct Recruitment	Method of Recruitment
I	A	Section Officer	Level 7 (44900-142400)	-	100% by promotion from Class-II category- 'A' having at least three years substantive service in that category.
	B	Election Officer (Publication)/ Election Officer	Level 7 (44900-142400)	-	100% by promotion from Class-II category 'C' having at least three years substantive service in that category.
	C	Assistant Programmer	Level 7 (44900-142400)	Bachelor of Engineering/ B. Tech Information Technology or Electronics & Communication or Computer Engineering or Computer Science Engineering or MCA from a recognized University/ Institution	(i) 50% by direct Recruitment. (ii) 50% by promotion from Class-V category B & C having at least Nine years substantive service in that categories.
II	A	Head Assistant	Level 6B (35600-112800)	-	100% by promotion from Class-III category 'A' having at least three years substantive service as such 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 Assistants, who have not qualified the Secretariat Assistant Examination, but have 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 Assistant Examination during the period of probation as Junior Assistant shall not be required to qualify the said examination again.
	B	Accountant	Level 6B (35600-112800)	-	By deputation from J&K Accounts (Subordinate) Services.
	C	Election Naib Tehsildar	Level 6B (35600-112800)	-	100% by promotion from Class-III category 'B' and 'C' having at least three years substantive service in that category.
III	A	Senior Assistant	Level 5 (29200-92300)	-	100% by promotion from Class-IV category 'A' having at least three years substantive service in that category.

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III	B	Election Assistant (Senior Scale)	Level 5 (29200-92300)		100% by promotion from Class-IV category 'B' and 'C' having at least three years substantive service in that category.
	C	Election Assistant (Senior Scale)	Level 5 (29200-92300)		100% by promotion from Class-IV category 'B' and 'C' having at least three years substantive service in that category.
	D	Junior Statistical Assistant	Level 5 (29200-92300)		100% by deputation from the J&K Economics & Statistics (Subordinate) Service.
IV	A	Junior Assistant	Level 4 (25500-81100)	<p>i) Graduation from a recognized University having typing speed of 35 words per minute.</p> <p>ii) Six months diploma/certificate course in Computer applications from recognized institute.</p>	<p>(i) 75% by direct recruitment;</p> <p>(ii) 25% by promotion from Class VI and VII possessing Matriculate qualification and having at least 3 years service as such, who qualify Computer type test requiring a minimum speed of 25 words per minute.</p> <p>Provided that a person appointed by the Direct Recruitment or by promotion shall undergo and qualify the Secretariat Assistants Examination/ Training during the period of probation.</p>
	B	Election Assistant (Junior Scale)	Level 4 (25500-81100)	<p>i) Graduation from a recognized University having typing speed of 35 words per minute and working knowledge of Urdu.</p> <p>ii) Six months diploma/certificate course in Computer applications from recognized institute.</p>	<p>(i) 90% by direct recruitment;</p> <p>(ii) 10% by promotion from Class VI and VII and Matriculate having a typing speed of 25 words per minute in order of seniority on the recommendation of the DPC.</p>
	C	Election Assistant (Junior Scale)	Level 4 (25500-81100)	<p>i) Graduation from a recognized University having typing speed of 35 words per minute and working knowledge of Urdu.</p> <p>ii) Six months diploma/certificate course in Computer applications from recognized institute.</p>	<p>(i) 90% by direct recruitment;</p> <p>(ii) 10% by promotion from Class VI and VII and Matriculate having a typing speed of 25 words per minute in order of seniority on the recommendation of the DPC.</p>

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V	A	Driver	Level 2 (19900-63200)	Minimum Matric, Maximum 10+2 having valid HGV/PSV driving license.	100% by direct recruitment.
	B	Machine Operator	Level 2 (19900-63200)	Graduation with one year Diploma in Computer Software applications or B.Sc. IT/BCA or three years Diploma in Computer Applications/Software Application from an AICTE recognized institution.	100% by direct recruitment.
	C	Data Entry Operator	Level 2 (19900-632 00)	Graduation with one year Diploma in Computer Software applications or Bsc. IT/BCA or three years Diploma in Computer Applications/Software Application from an AICTE recognized institution.	100% direct recruitment.
VI	A	Jamadar	SL2 (15900-50400)	-	100% by promotion from Class VII category-'A', 'B', 'C' and 'D' having at least three years substantive services in that category.
VII	A	Orderly	SL1 (14800-47100)	Minimum Matric maximum 10+2	100% by direct recruitment.
	B	Orderly	SL1 (14800-47100)	Minimum Matric maximum 10+2	100% by direct recruitment.
	C	Orderly	SL1 (14800-47100)	Minimum Matric maximum 10+2	100% by direct recruitment.
	D	Orderly	SL1 (14800-47100)	Minimum Matric maximum 10+2	100% by direct recruitment.
	E	EVM Godown Keeper	SL1 (14800-47100)	Minimum Matric maximum 10+2	100% by direct recruitment.

  
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