

**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
Civil Secretariat, Jammu/Srinagar**

**Notification  
Srinagar, the 28<sup>th</sup> of April, 2022**

**S.O.226.-** 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:-

**1. Short title, Commencement of application.-**

- (1) These rules may be called the " Jammu and Kashmir Public Service Commission (Subordinate) Service Recruitment Rules, 2022".
- (2) These rules 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) "Administrative Department" means the General Administration Department of the Government in the Civil Secretariat holding the Administrative charge of the service;
- (b) "Cadre" means the cadre of the Service;
- (c) "Commission" means the Jammu and Kashmir J&K, Public Service Commission;
- (d) "Government" means the Government of Jammu and Kashmir;
- (e) "Member of the Service" means a person appointed to a post in the Service under the provisions of these rules or the rules superseded by these rules or in the manner as prescribed in Rule 3 regarding constitution of service, if any;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) "Post" means a permanent post carrying a definite pay scale sanctioned by the Competent Authority;
- (g) "Rules" means the Jammu and Kashmir Public Service Commission (Subordinate) Service Recruitment Rules, 2022;
- (h) "Schedule" means the schedule(s) annexed to these rules;

- (i) "Service" means the Jammu and Kashmir Public Service Commission (Subordinate) Service being framed under these rules;
- (j) "Union Territory" 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.

### 3. Constitution of Service.-

(1) From the date of commencement of these rules there shall be constituted the "Jammu and Kashmir Public Service Commission (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 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:-**The word "holding" 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 stop-gap arrangement.

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#### 4. Strength and Composition of the Service.-

(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 make such alterations therein as it deemed fit on the recommendations of the Commission.

#### 5. Qualifications 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 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 made.-

a. By direct recruitment; or

b. By promotion; or

c. 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;

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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 Tenure Rules, 2020 and in all cases in-terms of the relevant rules in vogue at specific period of time under reference.

#### **7. Reservation in appointments:-**

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:-**

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:

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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:-**

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:-**

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:-**

In regard to matters not specifically covered by these rules, the members of the Service shall be governed by the rules, regulations and orders applicable to the Jammu and Kashmir Secretariat (Subordinate) Recruitment Rules, 2009 as amended from time to time.

#### **12. Interpretation:-**

If any question arises relating to the interpretation of these rules, the decision of the General Administration Department shall be final and binding.

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### 13. 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 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.



(Manoj Kumar Dwivedi) IAS,  
Principal Secretary to the Government.

No.: GAD-MTGORBIV/68/2021-09-GAD

Dated: 28.04.2022

Copy to the:

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. Principal Secretary to the Lieutenant Governor, J&K.
4. All Principal Secretaries to the Government.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Director, Anti Corruption Bureau, J&K.
8. Director General, J&KIMPARD.
9. Divisional commissioner, Kashmir/Jammu.
10. Chairperson, J&K Special Tribunal.
11. All Deputy Commissioner.
12. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
13. Director, Information, J&K.
14. Secretary, Academy of Art, Culture and Languages.
15. Director, Archives, Archaeology and Museums, J&K.
16. Registrar General, J&K High Court, Jammu.
17. Secretary, J&K PSC/SSB/BoPEE.
18. General Manager, Government Press, Srinagar/Jammu.
19. Private Secretary to Chief Secretary.
20. Private Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
21. Private Secretary to Principal Secretary to the Government, General Administration Department.
22. I/C Website, GAD.

**Schedule-I**

<b>S.No</b>	<b>Designation of posts</b>	<b>Pay level with Grade pay</b>	<b>No. of posts</b>
1.	<b>Section Officer</b>	Level-7 (44900-142400)	04
2.	<b>Statistical Officer</b>	Level-7 (44900-142400)	01
3.	<b>Asstt. Accounts Officer</b>	Level-7 (44900-142400)	01
4.	<b>Personal Assistant</b>	Level-7 (44900-142400)	02
5.	<b>Legal Assistant</b>	Level-6 E (35900-113500)	01
6.	<b>Accountant</b>	Level-6 B (35600-112800)	01
7.	<b>Statistical Assistant</b>	Level-6 B (35600-112800)	01
8.	<b>Jr. Stenographer</b>	Level-6 B (35600-112800)	03
9.	<b>Head Assistant</b>	Level-6 B (35600-112800)	06
10.	<b>Senior Assistant</b>	Level-5 (29200-92300)	10
11.	<b>Accounts Assistant</b>	Level-5 (29200-92300)	02
12.	<b>Computer Operator</b>	Level-4 (25500-81100)	04
13.	<b>Junior Assistant</b>	Level-2 (19900-63200)	15
14.	<b>Gastetner Assistant</b>	Level-2 (19900-63200)	01
15.	<b>Jamadar</b>	Level-1 (18000-56900)	06
16.	<b>Packer</b>	Level-1 (18000-56900)	02
17.	<b>Multi-Tasking Staff (MTS)</b>	SL 1 (14800-47100)	16
18.	<b>Sanitation Worker</b>	SL 1 (14800-47100)	01
	<b>Total</b>		<b>77</b>

**Schedule-II**

<b>Class</b>	<b>Category</b>	<b>Designation</b>	<b>Pay Level with Grade Pay</b>	<b>Minimum qualification for direct recruitment.</b>	<b>Method of recruitment</b>
I	A	Section Officer	Level-7 (44900-142400)		100 % by promotion from Class-II category-A having not less than three years service in that category.
	B	Personnel Assistant	Level-7 (44900-142400)		100 % by promotion from Class-II category-B having not less than five years service in that category.
	C	Assistant Accounts Officer	Level-7 (44900-142400)		100 % by deputation from Finance Department
	D	Statistical Officer	Level-7 (44900-142400)		100 % deputation from Planning and Monitoring Department.
	E	Legal Assistant	Level-6 E (35900-113500)		100 % deputation from Department of Law, Justice and Parliamentary Affairs.

II	A	Head Assistant	Level-6 B (35600-112800)	<p>100 % by promotion from Class-III category-A having at least three years service in that category and having passed Secretariat Assistant Examination.</p> <p>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 Assistants Examination, but have crossed the age of 50 years as on 1<sup>st</sup> January of the year in which such promotions are being considered.</p> <p>Provided further that a Senior Assistant who has qualified the Secretariat Assistants Examination during his period of probation as Junior Assistant shall not be required to qualify the said examination again.</p>
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B	Jr. Scale Stenographer	Level-6 B (35600-112800)	i. Graduate from a recognized University having minimum speed of 65 and 35 w.p.m. in short hand and typing respectively.	100% by direct recruitment
C	Statistical Assistant	Level-6 B- (35600-112800)		100% by deputation from Planning & Development Monitoring Department.
D	Accountant	Level-6 B- (35600-112800)		100% by deputation from Finance Department.

III	A	Senior Assistant	Level-5 (29200-92300)	-	100% by promotion from Class V Category A and Category B on the basis of their inter-se-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.
	B	Accounts Assistant	Level-5 (29200-92300)	-	100% by deputation from Finance Department
IV	A	Computer Operator	Level-4 (25500-81100)	BCA or Graduation with one year Diploma in Computer Applications from a recognized University/Institute.	100% by direct recruitment.

V	A	Junior Assistant	Level-2 (19900-63200)	i. Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute.	<p>(i) 75% by direct recruitment.</p> <p>ii. 25% by promotion from Matriculate MTS/Jamadars/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.</p> <p>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.</p>
	B	Gestetner Assistant	Level-2 (19900-63200)		100% by promotion from <u>Matriculate</u> Class-VI-A & VII category A & B on the basis of inter-se-seniority having 03 years service in that category.

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 (14800- 47100)	1 Minimum and 10+2	Matric Maximum By direct recruitment
	B	Sanitation Worker	SL (14800- 47100)	1 Minimum Maximum	8th and 12th By recruitment. Direct