



**Government of Jammu and Kashmir  
Civil Secretariat, Estates Department  
Jammu/Srinagar**

-----

**NOTIFICATION**  
Jammu, the 08<sup>th</sup> March 2019.

**SRO:-** 166 In exercise of the powers conferred by proviso to section 124 of the Constitution of Jammu & Kashmir, the Governor hereby makes the following rules, namely:-

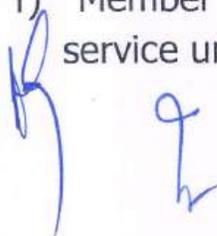
**1. Short title and commencements :-**

- (1) These rules may be called the Jammu and Kashmir Estates (Subordinate) Service Recruitment Rules, 2019.
- (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) "Administrative Department" means the Department of the Government in the Civil Secretariat holding the administrative charge of the service;
- b) "Board" means the Jammu and Kashmir Services Selection Board;
- c) "Cadre" means the cadre of the service as identified in Schedule-I of the rules; (Executive Cadre/Technical Cadre/Ministerial Cadre)
- d) "Government" means the Government of Jammu and Kashmir;
- e) "Head of Department" means the Major Head of the Department holding the Administrative charge of the service;
- f) "Member of the Service" means a person appointed to a post in the 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 Estates (Subordinate) Service Recruitment Rules;
- i) "Schedule" means the 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 Estates (Subordinate) Services;
- l) "State" means the State of Jammu & Kashmir; and
- m) "Words and expressions used in these rules but not defined shall have the same meaning as are assigned to them in the Jammu & Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956/ Jammu & Kashmir Civil Services Regulations.

### **3. Strength & Composition of the Service :-**

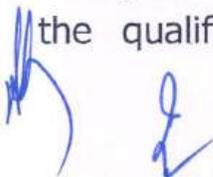
- (1) The authorized permanent and temporary strength of the cadre and the nature of the posts included therein shall be determined by the Government from time to time and shall at the initial constitution of the service under these rules be such as specified in the Schedule-I annexed to these rules:

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.

### **4. Qualification 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 mentioned against each posts in Schedule –II:

Provided that all posts to be filled by direct recruitment/ promotion shall be filled through the J&K Services Selection Board/Departmental Promotion Committee unless any post/ category of posts is exempted from the purview of the J&K Services Selection Board.

- (3) The Department shall refer vacancies in the direct/promotion quota to the J&K Services Selection Board and Departmental Promotion Committees, as the case may be in terms of SRO 166 dated 14.06.2005 as amended from time to time.

**5. Probation:-**

- (1) Persons appointed to the service by direct recruitment shall be on probation for two years and their confirmation in a class or category shall be made under the provisions of Jammu & Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- (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.

**6. Reservation in appointments :**

While making appointments 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 of permanent residents of State under the provisions of Jammu & Kashmir Reservation Act, 2004 and the rules made thereunder.



**7. Training & Departmental Examinations:-**

Persons appointed to the service by direct recruitment shall be required to undergo such training and pass such Departmental examination during the period of probation, as the Government may prescribe from time to time:

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

**8. Eligibility of Government Servants for direct recruitment :-**

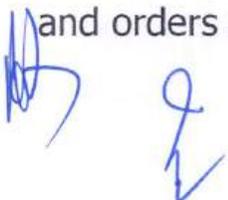
A person already in the Government service may apply through proper channel for direct recruitment to a vacant post in any particular class or category in the service if he/she possesses the educational and other qualifications prescribed for recruitment to such class or category of post. The upper age limit of such Government servants shall be such as is provided in the general rules.

**9. Maintenance of Seniority list :-**

Seniority of the members of the service shall be regulated under the Jammu & Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956. The Head of the Department/ Administrative Department shall maintain an up-to-date and final seniority list of members of the service.

**10. 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 State Civil Service in general.



**11. 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 and binding.

**12. Repeal and Savings :-**

- (1) The Jammu and Kashmir Estates (Subordinate) Service Recruitment Rules, 1997 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 Jammu and Kashmir.

**Sd/-**

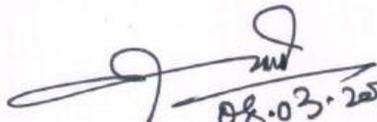
**Principal Secretary to Government,  
Estates Department**

Dated: 08.03.2019

Est/Estab/67/05/Recruitment rules

Copy to the:-

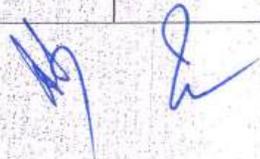
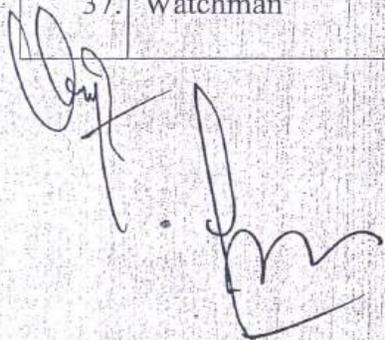
1. Commissioner Secretary to Government, General Administration Department.
2. Secretary to Government, ARI & Trainings Department.
3. Secretary to Government, Law, Justice and Parliamentary Affairs Department.
4. Deputy Director Estates, Jammu/Srinagar.
5. Executive Engineer Estates Division Jammu/Srinagar.
6. Private Secretary to Principal Secretary to Government, Estates Department.
7. Private Secretary to Director Estates, J&K, Jammu.
8. Stock file.

  
08.03.2019.  
**(Kewal Krishan Sharma) KAS**  
**Assistant Director Estates, J&K**

**SCHEDULE-I (sanctioned strength)**

S.No	Designation	Pay band with grade pay	Sanctioned strength
1	2	3	4
1.	Asstt. Accts Officer	9300-34800 +4600	04
2.	Estates Officer	9300-34800 +4260	06
3.	Jr. Engineer (Civil)	9300-34800 +4200	23
4.	Jr. Engineer ( Elect.)	9300-34800 +4200	04
5.	Head Draftsman	9300-34800 +4200	02
6.	Asstt. Estates Officer	9300-34800 +4220	01
7.	Accountant	9300-34800 +4220	02
8.	Foreman (Electric)	9300-34800 +4200	01
9.	Receptionist	9300-34800 +4200	02
10.	Technical Assistant	9300-34800 +4200	01
11.	Tel. Supervisor	9300-34800 +4200	01
12.	Carpenter-I	9300-34800 +4200	04
13.	Head Assistant	9300-34800 +4220	06
14.	Lift Supervisor	9300-34800 +4200	02
15.	Accounts Assistant	5200-20200+2800	02
16.	Draftsman	5200-20200 +2400	04
17.	*Sr. Assistant	5200-20200+2800	22
18.	Works Supervisor	5200-20200 +2400	32
19.	Jr. Assistant	5200-20200+2400	29
20.	Carpenter-II	5200-20200 +2400	06
21.	Mason	5200-20200 +2400	04

22.	Electrician	5200-20200 +2400	16
23.	Painter	5200-20200 +2400	05
24.	Plumber	5200-20200 +2400	26
25.	Lift Operator	5200-20200+2400	06
26.	Pump operator	5200-20200+2400	20
27.	Tel. Operator	5200-20200+2400	05
28.	Polisher	5200-20200+2400	02
29.	Upholster	5200-20200+2400	02
30.	Driver	5200-20200+1900	02
31.	Sanitary Supervisor	4440-7440+1400	03
32.	Head Farash	4440-7440+1400	02
33.	Lineman	4440-7440+1400	01
34.	Orderly	4440-7440+1300	220
35.	Sanitary Attendants	4440-7440+1300	141
36.	Gardner	4440-7440+1300	38
37.	Watchman	4440-7440+1300	14



### Schedule- II

### Executive Cadre

Class	Category	Designation	Pay band with grade Pay	Qualification for direct recruitment.	Method of recruitment.
1	2	3	4	5	6
I	A	Estates Officer.	9300-34800 +4260		100% By promotion from Class-II Category-A, (Ministerial Cadre), Class-II Category-A & B (Executive Cadre) Class-II Category- F (Technical Cadre) having 05 years of service in their respective categories.
II	A	Assistant Estates Officer	9300-34800 +4220		100% by promotion from class II category C,D & E (Technical Cadre) with 03 years of service in their respective categories.
	B	Receptionist	9300-34800 +4200		100% by promotion from class III category- F (Technical Cadre) with 06 year service in that category.

Schedule- II

Technical Cadre

Class	Category	Designation	Pay band with grade Pay	Qualification for direct recruitment.	Method of recruitment.
1	2	3	4	5	6
I	A	Junior Engineer (Civil)	9300-34800 + 4200		i 90% by deputation from PW(R&B) department. ii 10% by promotion from Works Supervisor having at least 05 years of service, with degree/diploma in the relevant discipline from any Government recognized Institution.
	B	Junior Engineer (Elect)	9300-34800 + 4200		100% by deputation from J&K PDD (Subordinate) Service.
	C	Head Draftsman	9300-34800 + 4200		By deputation from J&K PWD (R&B) (Subordinate) Service.
II	A	Foreman (Electric)	9300-34800 + 4200		100% by promotion from Class-III Category-C (Technical Cadre) having 05 years experience in the line cadre.
	B	Draftsman	5200-20200 + 2400		By deputation from PWD (R&B) J&K Subordinate Service

C	Technical Assistant.	9300-34800 + 4200		100% by promotion from Class-III Category-C & I (Technical Cadre) having 03 years experience in the relevant trade on the basis of a common seniority list.
D	Lift Supervisor	9300-34800 + 4200		100% by promotion from Class-III Category-J, (Technical Cadre) having 03 years of experience in the relevant trade.
E	Carpenter-I	9300-34800 + 4200		100% by promotion from Class-III Category-B (Technical Cadre) having 03 years of experience in the line.
F	Telephone Supervisor	9300-34800 + 4200		100% by promotion from Class-III Category-F (Technical Cadre) having 06 years of experience in that line.
III	A	Works Supervisor/ Masson.	5200-20200 + 2400	Matric with Diploma from ITI in the relevant trade from the Government recognized institute. i. 50% by direct recruitment. ii. 50% by promotion from Class-VII, category-A (Ministerial Cadre) having 7 years service in that class and

				holding certificate under the skill development initiative (vocational) /ITI.
B	Carpenter-II	5200-20200 +2400	Matric with Diploma from ITI in the relevant trade from the Government recognized institute.	i. 50 % by Direct Recruitment. ii. 50% by promotion from Class-VII, category-A (Ministerial Cadre) having 07 years and holding certificate under the skill development initiative (vocational) /ITI.
C	Electrician/ Pump Operator.	5200-20200 +2400	Matric with Diploma from ITI in the relevant trade from the Government recognized institute.	i. 50% by direct recruitment. ii. 50% by promotion from Class-IV category-A (Technical cadre) and Class-VII, category-A (Ministerial cadre) having 7 year service in that class and holding certificate under the skill development initiative (vocational) /ITI.
D	Painter	5200-20200 +2400	Matric with Diploma from ITI in the relevant trade from the Government recognized institute.	100% by direct recruitment.

E	Plumber	5200-20200 +2400	Matric with Diploma from ITI in the relevant trade from the Government recognized institute.	i. 50% direct recruitment. ii. 50% by promotion from Class-VII, category-A (Ministerial cadre) having 7 year service in that class and holding certificate under the skill development initiative (vocational) /ITI.
F	Telephone Operator	5200-20200 +2400	Matric with ITI/ diploma in electronics and communication trade.	100% By Direct recruitment.
G	Driver	5200-20200 +1900	Minimum Matric Maximum 10+2 having valid HGV/PSV driving license.	100 % by Direct Recruitment
H	Upholster	5200- 20200+2400		100% by promotion from Class VII Category A & B from Ministerial Cadre having 07 year experience in relevant trade.
I	Polisher	5200-20200 +2400		100% by promotion from Class-VII Category-A, (Ministerial Cadre) (only FCC) having 7 years service in relevant trade.

*[Handwritten signatures and initials in blue and black ink]*

	J	Lift operator	5200-20200 +2400	Matric with ITI trained in Electric/Electronic trade	50% by Direct recruitment. ii) 50% by promotion from Class-VII Category-A, (Ministerial cadre) having experience of 7 years in Relevant Trade.
IV	A	Lineman	4440-7440 +1400		100% by promotion from class-VII category-A (Ministerial Cadre) <sup>with</sup> ITI training in the relevant trade.

*[Handwritten signatures and initials in blue ink]*

## Schedule-II

Class	Category	Designation	Pay band with grade Pay	Qualification for direct recruitment.	Method of recruitment.
1	2	3	4	5	6
I	A	Assistant Accounts Officer	9300-34800 +4600		By deputation from Finance Department.
	B	Accountant	9300-34800 +4220		By deputation from Finance Department.
II	A	Head Assistant	9300-34800 +4220		<p>100% by promotion from Class-IV having at least 3 years service as such and having passed Secretariat Assistants 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 Assistant Examination, but have crossed the age of 50 years as on 1st January of the year in which such promotions are being considered.</p> <p>Provided further that a Senior Assistant, who has qualified the</p>

					Secretariat Assistant Examination during the period of probation as Junior Assistant shall not be required to qualify the said examination again.
III	A	Accounts Assistant	5200-20200 +2800		By deputation from Finance Department.
IV	A	Sr. Assistant	5200-20200 +2800		100% by promotion from Class-V Category-A having 03 years service in that class.
V	A	Jr. Assistant	5200-20200 +2400	Graduation from any recognized University with knowledge of type writing having not less than 35 words speed per minute. ii. Six months certificate course in computer application from a recognized institute.	(i)75% by direct recruitment. (ii) 25% by promotion from class VII category A & B possessing Matric qualification and having at least 3 years service as such, who qualify Computer type test requiring a minimum speed of 25 words per minute.  (iii)Provided that a person appointed by the Direct Recruitment or by promotion shall

*[Handwritten signatures and marks at the bottom of the page]*

					undergo and qualify the Secretariat Assistants Examination/ Training during the period of probation.
VI	A	Sanitary Supervisor	4440-7440 +1400		100% by promotion from Class-VII Category-C having at least 03 years service in that category.
	B	Head Farash	4440-7440 +1400		100% By promotion from Class VII category-A (Ministerial Cadre) having 03 years experience.
VII	A	Orderlies/Farash-cum-Chowkidar/Watchman.	4440-7440 +1300	Minimum Matric and Maximum 10+2.	100% by direct recruitment.
	B	Gardener	4440-7440 +1300	Minimum Matric with ITI from any recognized institute.	100% by direct recruitment.
	C	Sanitary Attendant	4440-7440 +1300	Matriculation with certificate of belonging to the said category from the competent authority.	100 % by direct recruitment

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*