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separate compilation.

PART III

Laws, Regulations and Rules passed thereunder.

**GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—HIGHER EDUCATION DEPARTMENT**

Notification

Jammu, the 16th March, 2009.

SRO-64.—In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor hereby makes the following rules, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Jammu and Kashmir Higher Education (Subordinate) Service Recruitment Rules, 2009.

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

2. *Definitions.*—(1) 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 State Service Selection Board ;
 - (c) “Cadre” means the cadre of the service ;
 - (d) “Government” means the Government of Jammu and Kashmir ;
 - (e) “Head of Department” means the Major Head of the Department holding the administrative control of the organization ;
 - (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 Higher Education (Subordinate) Service Recruitment Rules, 2009 ;
 - (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 Higher Education (Subordinate) Service.
 - (l) “State” means the Jammu and Kashmir State.
- (2) Words and expressions used in these rules but not defined, shall have the same meaning as assigned to them in the

Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956.

3. *Constitution of service.*—(1) From the date of commencement of these rules there shall be constituted the Jammu and Kashmir Higher Education (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 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 opts 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 Higher Education (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 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 of the service for specified period 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 cadre of the service and make such alterations therein as it deems fit.

5. *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 qualifications 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 direct recruitment and partly by promotion in the ratio and in the manner mentioned against each post in Schedule-II.

(3) All posts to be filled by promotion/direct recruitment shall be filled through Departmental Promotion Committee/Service Selection Board unless any post/category of posts is exempted from the purview of the Service Selection Board.

(4) The department shall refer vacancies in the direct/promotion quota to the Service Selection Board and Departmental Promotion Committee, as the case may be in terms of SRO-166 dated 14-06-2005.

6. *Probation.*—(1) Persons appointed to the service either by direct recruitment or by promotion shall be on probation or trial for two years and their confirmation under the class or category shall be made under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

(2) The pay of persons appointed to the service under these rules shall be regularized as per the provisions of Jammu and Kashmir Civil Service Regulations or general rules as issued from time to time.

7. *Reservation in appointments.*—While making appointments either by promotion or by direct recruitment, reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Caste/Scheduled Tribe/Backward Classes or any other category or class of permanent residents of State under the provisions of Jammu and Kashmir Reservation Act, 2004 and the Reservation Rules in force.

8. *Training and departmental examination.*—Persons appointed to the service by competitive examination shall be required to undergo such training from time to time 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 prescribed under these rules.

9. *Eligibility of Government servant 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 qualification prescribed for recruitment to such class or category of posts. The upper age limit of such Government servant shall be provided in the general rules :

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

10. *Maintenance of seniority lists.*—Seniority of the member of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The Head of Department shall maintain an up-to-date and final seniority list 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 State Civil Service in general.

12. *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.

13. *Repeal and savings.*—(1) The Jammu and Kashmir Higher Education (Subordinate) Service Recruitment Rules, 1991 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 Governor.

(Sd.)

Commissioner/Secretary to Government,
Higher and Technical Education Department.

SCHEDULE-I

State Cadre

S. No.	Designation of post	Scale	Number of posts
1.	Section Officer	7450-11500	03
2.	Assistant Accounts Officer	7450-11500	01
3.	Senior Stenographer	7450-11500	01
4.	Head Assistant	5000-8000	05
5.	Accountant	5500-9000	01
6.	Accounts Assistant	4500-7000	01
7.	Senior Assistant	4000-6000	10
8.	Driver	4000-6000	01
9.	Junior Assistant	3050-4910	09
10.	Gestetner Assistant	3050-4910	01
11.	Daftari	3050-4910	01
12.	Jamadar	2610-3540	01
13.	Orderly	2550-3200	07

(Sd.)

Commissioner/Secretary to Government,
Higher and Technical Education Department.

SCHEDULE-I**Divisional Cadre**

S. No.	Designation of post	Scale	Number of posts
1	2	3	4
1.	Section Officer	7450-11500	35
2.	Senior Scale Stenographer	7450-11500	02
3.	Security Officer	6700-10900	01
4.	Steno Instructor	6500-10500	03
5.	Vocational Master	6500-10500	01
6.	Lab. Supervisor	6500-10500	14
7.	Foreman	6500-10500	02
8.	Senior Librarian	6500-10500	01
9.	Master	5700-10100	04
10.	Tabla Assistant	5700-10100	07
11.	Carpenter-I	5700-10100	08
12.	Sr. Lab. Technician	5600-9100	36
13.	Accountant	5500-9000	36
14.	Draftsman	5150-8300	01
15.	Hostel Warden	5000-8000	05
16.	Librarian	5000-8000	01

1	2	3	4
17.	Head Assistant	5000-8000	53
18.	Jr. Lab. Technician	5000-8000	05
19.	Assistant Instructor	5000-8000	10
20.	Choreographer	do.	04
21.	Junior Stenographer	do.	06
22.	Technical Assistant	do.	10
23.	Accounts Assistant	4500-7000	17
24.	Senior Assistant	4000-6000	97
25.	Computer/Programme Assistant	do.	19
26.	Lab./Workshop Assistant	do.	11
27.	Maintenance Assistant	do.	02
28.	Asstt. PTI	do.	24
29.	Store-Keeper	do.	01
30.	Carpenter-II	do.	05
31.	Driver-I	do.	15
32.	Plumber-I	do.	11
33.	Electrician-I	do.	19
34.	Pharmacist	do.	23
35.	Teacher	do.	02

1	2	3	4
36.	Arts Teacher	4000-6000	01
37.	Sr. Lab. Assistant	do.	41
38.	Assistant Librarian	do.	01
39.	Jr. Librarian	do.	11
40.	Tailor	do.	01
41.	Junior Assistant	3050-4910	94
42.	Jr. Lab. Assistant	do.	344
43.	Lib. Assistant/ Reading Room Assistant	do.	60
44.	Plumber-II	do.	06
45.	Electrician-II	do.	03
46.	Mistry	do.	12
47.	Driver-II	do.	05
48.	Music Assistant	do.	01
49.	Gasman-I	2610-3540	16
50.	Hostel Cook-I	do.	28
51.	Conductor	do.	13
52.	Daftari	do.	03
53.	Workshop Attendant	do.	10
54.	Farash	do.	01

1	2	3	4
55.	Laboratory Attendant	2610-3540	38
56.	Orderly	2550-3200	159
57.	Chowkidar	do.	103
58.	Gardener	do.	75
59.	Hostel Cook-II	do.	06
60.	Lady Attendant	do.	10
61.	Chainman	do.	05
62.	Gasman-II	do.	06
63.	Waterman/Maski	do.	10
64.	Laboratory Bearer	do.	392
65.	Library Bearer	do.	67
66.	Safaiwala	do.	97
67.	Hostel Bearer	do.	15
68.	Waiter	do.	02
69.	Masalchi	do.	04
70.	Helper	do.	11
71.	Maintenance Attendant	do.	05
72.	Assistant Gasman	do.	01

(Sd.)

Commissioner/Secretary to Government
Higher and Technical Education Department

**SCHEDULE-II
(Ministerial)**

Class	Category	Grade	Designation	Minimum qualification for direct recruitment	Method for recruitment
1	2	3	4	5	6
I	A	7450-11500	Section Officer		100% by promotion from Class III Category (A) having not less than three years service in that category.
	B	7450-11500	Assistant Accounts Officer		By deputation from J&K (Subordinate) Accounts Services.
	C	7450-11500	Senior Scale Stenographer		100% by promotion from Class III Category (B) from amongst persons having at least five years service in that category.
II		5500-9000	Accountant		By deputation from J&K (Subordinate) Accounts Services.
III	A	5000-8000	Head Assistant		100% by promotion from Class V from amongst persons having at least three years service in that category :

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 1st January of the year in which such promotions are being considered :

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.

B		5000-8000	Jr. Stenographer	Graduate from any recognized university having minimum speed of 65 and 35 words per minute in shorthand and type-writing respectively and a six month Certificate Course in Computer Application from a recognized institute.	100% by direct recruitment.
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1	2	3	4	5	6
IV		4500-7000	Accounts Assistant		By deputation from J&K (Subordinate) Accounts Services.
V		4000-6000	Sr. Assistant/ Store Keeper		By promotion from Class VI Category (A) from amongst persons having at least 3 years service in that category.
VI	A	3050-4910	Jr. Assistant	Graduate from any recognized University with knowledge of typewriting having a speed of not less than 35 words per minute and six months Certificate Course in Computer Applications from a recognized institute.	(i) 75% by direct recruitment. (ii) 25% by promotion from among Class VII and VIII Category (A) being 10+2 pass and having qualified the type test with a speed not less than 25 words per minute and having a service of at least three years in those categories : Provided that a person appointed by direct recruitment or by promotion after 19th September, 2008 shall undergo and qualify the Secretariat Assistant Examination/ Training during the period of his probation.

B		3050-4910	Gestetner Assistant		100% by promotion from Class VII with at least three years service in that category.
C		3050-4910	Daftari		100% by promotion from Class VII with at least three years service in that category.
VII		2610-3540	Jamadar/Daftari/Farash		100% by promotion from Class VIII Category (A) having at least five years service in that category.
VIII	A	2550-3200	Orderly/Chowkidar/ Helper	Minimum Matric and maximum 10+2.	(i) 60% by direct recruitment. (ii) 40% by selection from qualified local fund employees working in the college having at least five years experience with due regard to their seniority.
B		2550-3200	Safaiwala		100% by selection out of college local fund employees belonging to Safaiwala community.

(Sd.)

Commissioner/Secretary to Government,
Higher and Technical Education Department.

**SCHEDULE-II
(Executive)**

Class	Category	Grade	Designation	Minimum qualification for direct recruitment	Method for recruitment
1	2	3	4	5	6
I	6700-10900		Security Officer	By deputation from Home Department.	
II	A	6500-10500	Sr. Librarian		100% by selection from Class VI Category (E) having Bachelors Degree with B. Lib., M. Lib. Integrated Course with 5 years experience in that category.
	B	6500-10500	Foreman	B. E. first class in Mechanical/ Production Engineering or its equivalent from a recognized University.	By deputation from J&K Engineering (Subordinate) Services.
	C	6500-10500	Lab. Supervisor		(i) 75% by promotion from Class IV having B. E. Degree in concerned branch with three years substantive service in that class.
	D	6500-10500	Steno Instructor/ Vocational Master	Graduate with Diploma in stenography trade from any recognized Organization with a minimum speed of 80 and 40 words per minute in short-hand and typing respectively.	(ii) 25% by promotion from Class IV having diploma with six years of substantive service in that class. (i) 75% by direct recruitment.
III	A	5700-10100	Master		(ii) 25% by promotion from Class-III Category (B) of Schedule-II (Ministerial) with five years substantive service in that category. By deputation from J&K School Education (Subordinate) Services.
	B	5700-10100	Tabla Assistant	Bachelor's Degree in Music with specialization in Tabla from a recognized Institution/University.	100% by direct recruitment.
	C	5700-10100	Carpenter-I		100% by promotion from Class VII Category (E) having at least 5 years experience in that category.
IV		5600-9100	Sr. Lab. Tech.	B. E. Degree in concerned branch with 1st class grade.	(i) 50% by direct recruitment. (ii) 50% by promotion from amongst

1	2	3	4	5	6
					years substantive service in that category.
V	5150-8300	Draftsman	Diploma in Civil/Mech. Engineering or Certificate Course in Draftsmanship + Vocational Courses in appropriate branch from recognized institution with two years experience in concerned field.		By deputation from J&K Engineering (Subordinate) Services.
VI A	5000-8000	Hostel Warden	Graduate, preference will be given to graduates in Home Science/Hostel Management Course.		100% by direct recruitment.
B	5000-8000	Choreographer	Bachelor's Degree in Dancing from a recognized Institution/ University.		(i) 75% by direct recruitment. (ii) 25% by selection from Class VIII Category (F) having Certificate Course in Dancing with 3 years service in that category.

B	3050-4910	Library Assistant/ Reading Room Assistant	Bachelor of Library Sciences from a recognized University.		(i) 50% by direct recruitment. (ii) 50% by promotion from Class X Category (D) who are Matriculate and having at least five years experience in that category.
C	3050-4910	Plumber-II	Matriculation with National Trade Test/ITI Trained in the particular trade.		100% by direct recruitment.
D	3050-4910	Mistry	Matriculation with National Trade Test/ITI Trained in the particular trade.		100% by direct recruitment.
E	3050-4910	Electrician-II	Matriculation with National Trade Test/ITI Trained in the particular trade.		100% by direct recruitment.
F	3050-4910	Music Assistant	10+2 with 2 years course in the respective discipline from any recognized institution.		100% by direct recruitment.
G	3050-4910	Driver-II	Matriculate with Hill Driving License.		(i) 60% by direct recruitment.

1	2	3	4	5	6
					(ii) 40% by promotion from amongst members of Class-IX Category (A) having five years service in that category and having Hill Driving License.
IX	A	2610-3540	Conductor	Matriculate with driving license or holding conductor chit issued by Competent Authority.	(i) 60% by direct recruitment. Preference will be given to those who possess Hill Driving License. (ii) 40% by selection out of local fund employees with experience in the line with RTO Chit.
	B	2610-3540	Gasman-I	Matriculate with certificate in concerned job from ITI.	(i) 75% by direct recruitment. (ii) 25% by promotion from Class-X Category (A, B & C) with at least three years experience in that category.
	C	2610-3540	Hostel Cook-I	Middle pass with experience in	(i) 50% by direct recruitment.

				cooking. Preference will be given to those who have worked in students hostel for five years.	(ii) 50% by promotion from Class-X Category (E & H) with three years experience in that category.
	D	2610-3540	Lab. Attendant/ Workshop Attendant	Matriculate with National Trade Certificate in the appropriate disciplines from a recognized Technical Institution.	(i) 75% by direct recruitment. (ii) 25% by promotion from amongst Class X Category (G) having a National Trade Certificate in Foundry/Smithery/Sheet Metal/Mech./Carpentry/Computer Course with three years experience.
X	A	2550-3200	Lab. Bearer/ Gasman-II/ Chainman	Minimum Matric and maximum 10+2.	(i) 60% by direct recruitment. (ii) 20% by selection from graduate local fund employees. (iii) 15% by selection from local fund employees 10+2 qualification. (iv) 5% by selection from local fund employees who are at least Middle pass.

1	2	3	4	5	6
B	2550-3200	Lady Attendant/ Assistant Gasman	Minimum Matric and maximum 10+2.	(i) 60% by direct recruitment. (ii) 40% by selection out of local fund employees who are Matriculate with five years experience with due regard to their seniority.	
C	2550-3200	Waterman (Mashki)	Minimum Matric and maximum 10+2.	(i) 60% by direct recruitment. (ii) 40% by appointment of local fund candidates who are Matriculate and above, having five years experience and with due regard to seniority.	
D	2550-3200	Library Bearer	Minimum Matric and maximum 10+2.	(i) 60% by direct recruitment. (ii) 20% by selection from graduate local fund employees. (iii) 15% by selection from local fund employees with 10+2 qualifica- tion. (iv) 5% by selection from local fund employees who are at least Middle pass.	

E	2550-3200	Hostel Cook-II/ Waiter	Matriculate possessing a certificate of experience of five years in the line.	(i) 60% by direct recruitment. (ii) 40% from Matriculate local fund employees with five years experience and with due regard to their seniority.
F	2550-3200	Gardener	Matriculate possessing certificate of five years experience from Garden and Parks Department.	(i) 60% by direct recruitment. (ii) 40% from Matriculate local fund employees with five years experi- ence and with due regard to their seniority.
G	2550-3200	Maintenance Attendant	Minimum Matriculate and maximum 10+2.	(i) 75% by direct recruitment. (ii) 25% by selection from local fund employees having five years experience and have passed middle examination and above with due regard to their seniority.