



GOVERNMENT OF JAMMU AND KASHMIR
ARI & TRAININGS DEPARTMENT
Civil Secretariat, Jammu

Subject:- Finalization of Recruitment Rules of various Departments.

Circular No: 01 -ARI & Trg of 2014
D A T E D: 09 -04-2014

Instructions have been issued from time to time to all the Administrative Departments to revise the Recruitment Rules of all the services (Gazetted/Non-Gazetted) under their administrative control and submit proposals to the ARI & Trainings Department, complete in all respects in this regard. Besides many Departments do not even have the Recruitment Rules in absence of which the officials appointed in the Departments cannot be promoted to the higher posts. The posts created cannot be filled up also without any method of recruitment provided for the purpose.

Model Recruitment Rules were devised by the ARI & Trainings Department during the year 2005 and circulated to all the Departments with a purpose to ensuring uniformity of standards in the Recruitment Rules of various services and also to overcome the ambiguities, if any, witnessed in the earlier rules.

While as, some Departments have updated the Recruitment Rules, yet majority of the Departments have not done so, necessitating issuance of instructions by the ARI & Trainings Department from time to time. As per the Model Recruitment Rules, the Departments are required to examine the strength and composition of its cadres after due intervals and take necessary cadre reviews. Further in many cases, it becomes impossible to fill up the posts in view of non-availability of eligible officers/officials, due to prescription of length of service, resulting in stagnation at various levels and also avoidable litigations.

The Departments, even while furnishing proposals to the ARI & Trainings Department, submit incomplete proposals by way of not providing the orders of creations, comprehensive notes/comparative statements, etc., as a consequence whereof, it becomes impossible for it to place the case before the Standing Committee constituted by the Government.

The Jammu and Kashmir Public Service Commission, in its Annual Reports for the years 2009-10, 2010-11, 2011-12 and 2012-13 has also pointed towards these aspects and have emphasized upon updation of the Recruitment Rules. These reports have also been laid before the State Legislature.

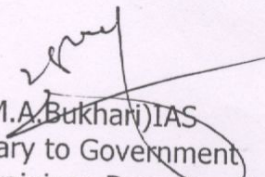
It is, therefore, enjoined upon all the Administrative Departments to conduct a comprehensive review of the Recruitment Rules of all the services (Gazetted and Non-Gazetted) under their administrative control and propose amendments as may be necessary to address, inter alia, the issues arising out of:-

1. Stagnation;
2. Absence of appropriate hierarchial pyramids at various levels;
3. Litigations; .
4. Creations from time to time;
5. Creation of new posts for which method of recruitment is not prescribed, etc.

The observations made by the PSC in the Annual Reports of previous years be also considered while formulating the revised draft rules/proposing amendments. Besides, while forwarding the proposals to the ARI & Trainings Department, nine (09) copies of the following authenticated documents should be annexed with the revised draft rules/proposed amendments:-

1. Notification alongwith Schedule I & II.
2. Existing Recruitment Rules.
3. Comparative Statement.
4. Self contained note.
5. Creation orders.

It has also been decided that a department-wise review of the Recruitment Rules shall be taken by the ARI & Trainings Department, for which a calendar shall be notified separately.


(M.A. Bukhari) IAS
Secretary to Government
ARI & Trainings Department

No:ARI-RR-84/10

Copy to the:-

Dated: 09.04.2014

1. All Financial Commissioners.
2. All Principal Secretaries to Government.
3. Principal Secretary to Hon'ble Chief Minister/Hon'ble Governor.
4. All Commissioner/Secretaries to Government.
5. PA to Secretary to Government, General Administration Department.
6. Government Order/Circular file/Stock file.