

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

Notification

S.O. _____.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 and Commencements.-(1) These rules may be called Jammu and Kashmir _____ (Non-Gazetted) Service Recruitment Rules, 202____.

(2) These rules 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) "Union Territory" means Union Territory of Jammu and Kashmir;
- (b) "Administrative Department" means the _____ Department of the Government in the Civil Secretariat holding the Administrative charge of the service;
- (c) "Cadre" means the cadre of the Service;
- (d) "Board" means the Jammu and Kashmir "_____Board".
- (e) "Government" means the Government of Jammu and Kashmir;
- (f) "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of the Service" means a person appointed to a post in the Service under the provisions of these rules or the rules superseded by these rules;
- (g) "Post" means a permanent post carrying a definite time scale sanctioned by the competent authority;

- (h) "Rules" means the Jammu and Kashmir _____ (Non-Gazetted) Service Recruitment Rules, 202____;
- (i) "Schedule" means the schedule(s) annexed to these rules;
- (j) "Service" means the Jammu and Kashmir _____ (Non-Gazetted) Service Recruitment Rules, 202____;

(2) 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/Jammu and Kashmir Civil Services Regulations, 1956;

3. Constitution of Service.-(1) From the date of commencement of these rules there shall be constituted the 'Jammu and Kashmir _____ (Non-Gazetted) Service Recruitment Rules, 202____.

(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 shall be deemed to have been appointed to the Service under these rules if he 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 _____ Service 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 adhoc 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 post 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, after 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 there in a sit 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 qualification as laid down in Schedule-II and fulfill so the requirement so 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 under direct recruitment shall be filled through the J&K Public Service Commission Board as per the rules/orders of the Government issued for the purpose.

Provided further, that all posts to be filled by promotion shall be filled up through Departmental Promotion Committee (DPC) of J&K _____ Development.

(3) The department shall refer vacancies in the direct/promotion quota to Jammu and Kashmir Public Service Commission and Departmental Promotion Committee, as the case may be, in terms of SRO 166 dated: 14.06.2005.

6. Probation.- (1) Probation of the Members of the Service shall be governed by the Jammu and Kashmir Probationer (Condition of Service, Pay and Allowances) and Fixation of Tenure Rules, 2020 in all other cases under the Provisions of Jammu and Kashmir Civil Services (Classification Control and Appeal) Rules, 1956.

(2) The pay of person 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.

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.

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 or trial such departmental examination(s) as the Government may prescribe:

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 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. The J&K IMPARD 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 Civil Service of Union territory of Jammu and Kashmir in general.

12. Interpretation:-If any question arises relating to the interpretation of these rules, the decision of the Administrative Department shall be final and binding.

13. Repeal and Savings.-(1) All rules corresponding to these rules and in force immediately before the commencement of these rules are here by repealed.

(2) Not with standing such repeal, any appointment or order made or action taken under the rules so repealed shall be deemed to have been made or taken under these rules.

By order of the Lieutenant Governor

Secretary to the Government
_____Department

SCHEDULE - I

S. No Designation of the posts Pay Band/Scale No. of posts

1	2	3	4
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SCHEDULE - II

Class	Category	Designation of Post	Pay Band/ Scale	Qualification for Direct Recruitment	Method of Recruitment
1	2	3	4	5	6