



Government of Jammu and Kashmir
ARI & Trainings Department
(Services) Civil Secretariat
Srinagar


Notification

Srinagar, 25th of October, 2019

SRO 810 In exercise of the powers conferred by proviso to Article 309 of Constitution of India, the Governor is pleased to direct that the cadre of the J&K Stationary & Office Supplies (Subordinate/Non-Gazetted) Service for the Union Territory of Jammu and Kashmir upon exclusion of the posts of Union Territory of Ladakh, shall comprise the posts as indicated in Schedule-I to this notification, subject to any modifications as may be necessary.

This shall come into force with immediate effect.

By order of the Governor


Reva Kumari (KAS)
Secretary to the Government
ARI & Trainings Department

No.ARI/Genl/51/2019

Dated: 25.10.2019

Copy to the:


1. Advocate General, J&K.
2. Principal Accountant General, J&K
3. All Financial Commissioners.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.

6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Chief Electoral Officer, J&K.
8. All Commissioner/Secretaries to the Government.
9. Chairperson, J&K Special Tribunal.
10. Director General, IMPARD, J&K.
11. Divisional Commissioner, Jammu / Kashmir.
12. All Heads of Departments / Managing Directors.
13. All Deputy Commissioners.
14. Director, Estates, J&K.
15. Director, Achieves, Archaeology and Museums.
16. Director, Information, J&K.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Legislative Assembly.
19. Secretary, J&K Services Selection Board.
20. General Manger, Government Press, Srinagar/ Jammu.
21. Private Secretaries to Advisor (K) / (G) / (S) / (KS) / (F) to the Governor.
22. Private Secretary to the Chief Secretary.
23. Private Secretary to Secretary to the Government, General Administration Deptt.
24. Government Order file/Stock file

Schedule-I to SRO 010 J&K Stationery and Office Supplies (Non-Gazetted Service)

S.No	Name of the Post	Number of Posts	Pay Band/ Scale of the post with Grade Pay	Cadre (UT/Divisional/District)
Directorate of Stationery & Office Supplies, J&K Jammu/ Srinagar.				
1.	Deputy Superintendent	10	Level -6E 35900 - 113500	Divisional
2.	Section Officer	01	Level -7 44900 - 142400	State
3.	Statistical Officer	01	Level -7 44900 - 142400	-do-
4.	Senior Stenographer	01	Level -7 44900 - 142400	-do-
5.	Accountant	04	Level -6B 35600 - 112800	-do-
6.	Head Assistant	03	Level -6 35400 - 112400	-do-
7.	Statistical Assistant	01	Level -6 35400 - 112400	-do-
8.	Store Keeper Grade-I	01	Level-6 35400 -112400	-do-
9.	Assistant Mechanic	02	Level -6 35400 -112400	Divisional
10.	Senior Assistant	06	Level -5 29200 - 92300	State
11.	Store Keeper G-II	11	Level -5 29200 - 92300	Divisional
12.	Accounts Assistant	01	Level -5 29200 - 92300	State
13.	Junior Assistant	11	Level-4 (25500-81100)	State
14.	Assistant Store Keeper	07	Level -2 19900 - 63200	Divisional
15.	Gestetner Assistant	01	Level -2 19900 - 63200	State
16.	Driver	03	Level -2 19900 - 63200	-do-
17.	Cleaner	02	SL-2 (15900-50400)	
18.	Jamadar	01	SL-2 (15900-50400)	-do-
19.	Store Attendant	12	SL-1 (14800-47100)	Divisional

20.	Orderly	23	SL-1 (14800-47100)	-do-
21.	Chowkidar	11	SL-1 (14800-47100)	-do-


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Secretary to the Government
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