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Government of Jammu and Kashmir
ARI and Trainings Department
Civil Secretariat, Jammu

Subject: Finalization of Recruitment Rules of Various Departments.

Circular No. 01 -ARI& Trg of 2018

D a t e d :- 25 -10 - 2018

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 Recruitments 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.

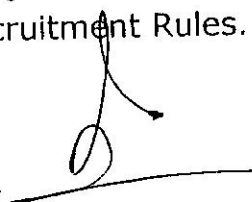
The Departments, even while furnishing proposals to the ARI & Trainings department, submit incomplete proposals by way of not providing the orders of creations , comprehensive notes/comparative statements, etc. as a consequence whereof, it becomes impossible for it to place the case before the Standing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

It is, therefore and again 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/updates as may be necessary to address, inter alia, the issues arising out of:-

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

While formulating the revised draft rules/ proposing amendment and 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. Draft notification alongwith Schedule I&II.
2. Existing Recruitment Rules.



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3. Comparative Statement.
4. Self Contained note
5. Creation orders.

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


25.09.18
(Javaid Ahmad Reshi)

Under Secretary to Government
ARI & Trainings Department

No; ARI-RR-84/10

o/c
25/9
Dated-25- 10- 2018

Copy of the:-

1. All Financial Commissioners.
2. All Principal Secretary to Government
3. Principal Secretary to Hon'ble Governor
4. All Commissioner/Secretaries to Government.
5. OSD to Hon'ble Advisor (K)
6. Pvt. Secretary to Commissioner/Secretary to Government, ARI & Trainings Department.
7. Government order/Circular file/Stock file.