



Government of Jammu and Kashmir
ARI and Trainings Department
Civil Secretariat Jammu/ Srinagar

Subject: Revision/updation of Service Recruiment Rules.

Circular No : 03 - ARI & Trgs of 2023

Dated : 22 -09 -2023

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 proposal to the ARI & Trainings Department, complete in all respects in this regard.

The ARI & Trainings Department has received a number of proposals from different departments for revision/updation of their Service Recruitment Rules. However, it has been observed that such proposals are not submitted as per the defined practices.

Accordingly, it is requested to all the Administrative Secretaries to kindly undertake due diligence while formulating recruitment rules proposals and align the recruitment rules in tune with their functional requirements, revise qualification criteria accordingly and keep in consideration that a pyramid structure is maintained. Besides, no recruitment rules revision proposals may be formulated to give undue benefit to any employee and should be comprehensive addressing all the concerns of the department. These proposals may be submitted after addressing the following aspects/parameters/instructions:-

I	II	III	IV	V	VI
Circulation of the Draft Recruitment Rules for inviting objections of all the stakeholders concerned within fifteen(15) days.	Inclusion of Revised Pay Scales of latest requirements in Schedule-I of the draft Recruitment Rules, wherever necessary.	A brief note annexing the orders of creations of various posts referred to in the draft RRs, change of nomenclature of posts, if any, details of amalgamation of the grades, if any, date of notifications of previous Recruitment Rules, any amendment in the existing Rules, any executive orders issued with regard to the Recruitment Rules, details of litigation if any etc.	The intending Departments shall certify before submitting the Draft Recruitment Rules that no court case(s) with regard to Recruitment Rules is pending before any Court(s).	Details of inter-departmental consultations.	Remarks

[Handwritten signature and date 22/9/23]

All the Administrative Secretaries are further requested to conduct a comprehensive review of the Recruitment Rules of all the Services (Gazetted/Non-Gazetted) under their Administrative Control and submit the proposal complete in all respects, viz. five (05) copies of the following authenticated documents annexed with the draft rules/ revised Rules for formulation /amendments/ up-dations to this department, so that the task of review/ completion of the Recruitment Rules of all the departments is finalized at the earliest in a time bound manner:-

1. Draft Notification along-with Schedule-I & II.
2. Existing Recruitment Rules with Schedule-I & II
3. Self contained note.
4. Creation orders, if any.
5. Comparative Statement.
6. Certificate to the effect that no court case(s) is pending against these draft recruitment rules.
7. Inter Departmental Consultations.


(Shabir Ahmad Baba)

Under Secretary to Government.

No.ARI-RR/11/2023-01

Dated: 22-09-2023

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. All Principal Secretaries to the Government.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
8. Director Information, J&K.
9. Director Achieve, Archaeology and Museum, J&K.
10. Director Estates, Kashmir/Jammu.
11. Secretary, J&K Public Service Commission.
12. Principal Private Secretary to the Lieutenant Governor.
13. Secretary, J&K Service Selection Board.
14. Private Secretary to the Chief Secretary, J&K.
15. Private Secretary to Secretary to the Government, General Administration Department.
16. Circular file.