



Government of Jammu and Kashmir  
**ARI and Trainings Department**  
Civil Secretariat, J&K

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Subject: Notification of minimum qualification and method of Recruitment in respect of Non-Gazetted and Class-IV posts for Government press Jammu/Srinagar.

Ref: Minutes of the Standing Committee Meeting held on 10.12.2024.

**Government Order No: 50-JK(ARI & Trgs) of 2024**

**D a t e d: 30.12.2024**

*Whereas*, the General Administration Department vide Government Order No. 635 JK(GAD) of 2024 dated 16.02.2024 authorized issuance of method of recruitment through "Executive Orders" with the stipulation that the ARI & Trainings Department shall issue guidelines along with a check-list for considering such proposals to be submitted by the Administrative Department for seeking concurrence; and.

*Whereas*, the ARI & Trainings Department vide Government Order No. 25-JK(ARI & Trgs) of 2024 dated 21.06.2024 notified the detailed guidelines for method of recruitment through Executive Order; and

*Whereas*, recruitment rules namely Jammu and Kashmir Government Press (Subordinate) Service Recruitment Rules in respect of all categories of Non-Gazetted posts of Government press Jammu/Srinagar were notified vide SRO-154 dated 10<sup>th</sup> April, 1985; and

*Whereas*, various posts have been created from time to time for which no recruitment rules were prescribed coupled with the fact that the qualification for recruitment in respect of some of the existing posts of Government Press Jammu/Srinagar have become obsolete with time and as such required to be modified; and

*Whereas*, the formulation and finalization of formal recruitment rules for these posts is likely to take considerable time in light of the procedure involved in the updation of Recruitment Rules; and

*Whereas*, there is an urgent requirement to fill up these posts and updation of the minimum qualifications for recruitment of these posts is also required to be notified so that direct recruitment post could be referred to the recruiting agencies for selection/promotion purpose; and

*Whereas*, for the purpose of Clause 1(f) and Clause 2(e) of the guidelines notified vide Govt. Order No.25-JK (ARI & Trgs) of 2024 dated 21.06.2024; the posts have been notified as "Critical Posts" vide Notification Dated 24.10.2024 and also vide notification dated 24.10.2024, a certificate has been issued to the effect that these "Critical posts" are in consonance with the existing schedule/posts created from time to time and sanctioned strength does not exceed in any manner; and



**Whereas**, for the purpose of Clause 2(I) of the guidelines notified vide Govt. Order No.25-JK (ARI & Trgs) of 2024 dated 21.06.2024, a certificate to the effect that there is no legal impediment in considering notifying J&K, Govt. Press (Subordinate) Service Rules through Executive Order in respect of the posts has also been issued vide Notification dated 24.10.2024; and

**Whereas**, the General Administration Department vide Government Order No. 1998-JK (GAD) of 2024 Dated: 28-11-2024 has extended the validity of notifying Rules through Executive Orders by six months as an exception with the rider that no further extension will be granted in future; and

**Whereas**, the said proposal was placed before the Standing Committee empowered for the purpose in its meeting held on 10.12.2024 and Standing Committee approved the amendments to the J&K, Govt. Press (Subordinate) Service rules and issuance of the same through Executive Order; and

**Whereas**, subsequently, the matter has been taken up with the Department of Law, Justice and Parliamentary Affairs for vetting of the draft Executive Order alongwith Schedule-I & II and in turn, who vide its U.O No. LAW-SL/149/2024-10 dated 26.12.2024 has vetted the said draft Executive Order alongwith Schedule-I & II..

**Now therefore**, in suppression of previous orders on the subject, sanction is hereby accorded for notification of minimum qualification and method of recruitment by way of an Executive Order in respect of Non-Gazetted and Class-IV (MTS) posts for Government Press Jammu/Srinagar, as per the detailed appended as Schedule-I & Schedule-II annexed to this order.

These arrangements shall subsist for a period of six (06) months only from the date of issuance of this order.

**By Order of the Government of Jammu & Kashmir.**

**Sd/-**

(Shabnam Kamili) JKAS

**Secretary to the Government**

Dated: 30.12.2024

No: ARI-Estt/13/2024-01(CC-7529090)

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries), J&K.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, GoI.
9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration and Rural Development.
11. Director Information, J&K.
12. Chairperson, J&K Special Tribunal.
13. All Head of Departments/Managing Directors of PSUs/Corporations/Boards.



14. Secretary, J&K Public Service Commission.
15. Registrar, J&K High Court.
16. Director Archive, Archeology & Museum, J&K.
17. Secretary, J&K Service Selection Board/BOPEE.
18. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
19. General Manager, Government Press Srinagar/Jammu.
20. Private Secretary to Chief Secretary, J&K.
21. Private Secretary to Hon'ble Minister for ARI & Trainings Department.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Pvt. Secretary to Secretary to the Government, ARI & Trainings Department.
24. I/c website.
25. Govt. Order file.

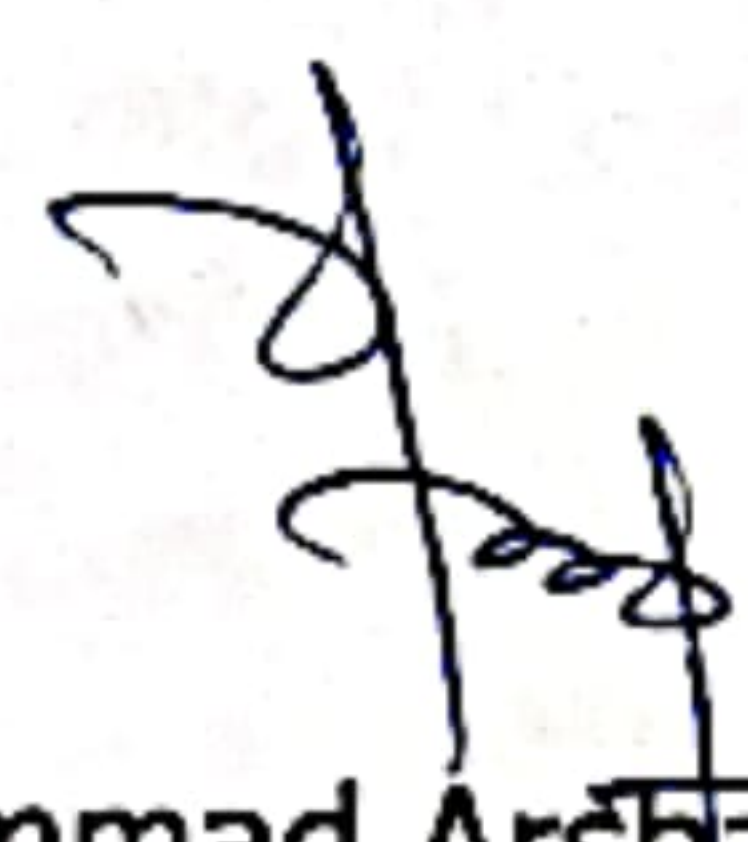
(Mohammad Arshad Jan)

**Under Secretary to the Government**



**Schedule-I**

S. No	Name of the Post	Pay Level	Sanctioned Strength	
			Jammu	Srinagar
1	DTP (Operator (English))	Level-6D (35800-113200)	12	12
2	DTP Operator (Urdu)	Level-6D (35800-113200)	13	11
3	Binder (Jr. Scale)	Level-2 (19900-63200)	21	15
4	Machineman/Assistant Machineman	Level-2 (19900-63200)	24	19
5	Multitasking Staff	SL-1 (14800-47100)	61	54
6	Sanitation worker	SL-1 (14800-47100)	04	04

  
(Mohammad Arshad Jan)  
**Under Secretary to the Government**



## Schedule-II


S. No.	Name of the post	Pay Level	Minimum Qualification	Method of Recruitment
1.	DTP Operator (English)	Level-6D (35800-113200)	BCA, BSC IT, B.E/ B.Tech(Computer/IT)  <b>OR</b>  Matric with 03 years Diploma/Degree in Printing Technology.	1. 50% by Direct Recruitment. 2. 50% by promotion from class II (Mono Operator G-II) having 03 years substantive service as such in that class.  In case no official is available from above class and category, then by promotion from Class -III(Barman/Casting Operator/ Compositor/ Impositor) of J&K Press (Subordinate) service Rules, 1985 with 05 years of substantive service as such and having at least one year Diploma/ITI in computer Applications /DTP.
2.	DTP Operator (Urdu)	Level-6D (35800-113200)	BCA, BSC IT, B.E/ B.Tech (Computer/IT) with Urdu as one of the subject in Matric.  <b>OR</b>  Matric with 03 years Diploma/Degree in Printing Technology with Urdu as one of the subject in Matric.	1. 50% by Direct Recruitment. 2. 50% by promotion from Technical Staff of J&K Press (Subordinate) service having at least 05 years substantive service in pay Level-4 and having minimum qualification as 10+2 and having 01 year diploma/ITI in Computer Applications/DTP with



				Urdu as one of the subject in Matric.
3.	Binder (Jr. Scale)	Level-2 (19900-63200)	<p>Matric with at least One Year ITI/ Diploma in Mechanist /Computer Operator &amp; Programming Assistant (COPA)/ Mechanical Trade/ Desktop Publishing (DTP)/ Information Technology &amp; Electronic System Maintenance Technician/Computer Hardware &amp; Network Maintenance/ Printing Field.</p> <p style="text-align: center;"><b>Or</b></p> <p>Matric with 07 years experience in printing field from any Government Sector/Recognized Private Institutions.</p>	<p>1. 50% by Direct Recruitment.</p> <p>2. 50% by promotion from General Section Class-I category-A (Packer/Stone Rubberier/Time Keeper) with two years of substantive service as such.</p> <p>In case no official is available from above class and category, then by promotion Class -I, category B (Multitasking Staff) with at least 03 years service as such &amp; by promotion from Class-I, category-C (Sanitation Workers) with at least 05 years of substantive service as such as per inter-se-seniority.</p>
4.	Machine man/Assistant Machine man	Level-2 (19900-63200)	<p>Matric with at least One Year ITI/Diploma in Mechanist/Computer Operator &amp; Programming Assistant (COPA)/ Mechanical Trade/ Desktop Publishing (DTP)/ Information Technology &amp; Electronic System Maintenance Technician/ Computer Hardware &amp; Network Maintenance/ Printing Field.</p>	<p>1. 50% by Direct Recruitment.</p> <p>2. 50% by promotion from General Section Class I, category A (Packer /Stone Rubberer/Time Keeper) of J&amp;K Press (Subordinate) service Rules, 1985 with 02 years of substantive service as such.</p> <p>In case no official is available from above class and category, then by promotion Class -I, category B (Multitasking Staff) with at least 03</p>



			<b>Or</b> Matric with 07 years experience in printing field from any Government Sector/ Recognized Private Institutions.	years substantive service as such.
5.	Multitasking Staff	SL-1 (14800-47100)	Minimum qualification as Matric & Maximum 10+2.	100% by Direct Recruitment
6.	Sanitation Worker	SL-1 (14800-47100)	Minimum qualification as Middle & Maximum 10+2.	100% by Direct Recruitment

  
 (Mohammad Arshad Jan)  
**Under Secretary to the Government**

