



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

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Subject: Notifying method of recruitment through Executive Order - Guidelines thereof.

Reference: U.O No. GAD-SERV0GENL/60/2023-02-GAD dated 09.05.2024 of General Administration Department.

**Government Order No. 25 -JK(ARI &Trgs) of 2024**  
**Dated: 21 -06-2024**

**Whereas**, the business of Administrative Reforms, Inspection and Trainings Department (ARI & Trainings ) is transacted in accordance with the J&K, Business Rules;

**Whereas**, among other things, the ARI & Trainings Department is charged with the responsibilities of Administrative Reforms and thereby coordinates and finalizes Recruitment Rules of all the Government Departments;

**Whereas**, ARI & Trainings Department has from time to time, urged Departments to initiate necessary steps for finalizing the recruitment rules or carrying amendments in the existing recruitment on regular basis wherever applicable and also necessary revision after span of at least five years time;. However, certain Departments fail to adhere to these instructions/timelines;

**Whereas**, the General Administration Department vide Government Order No 635-JK(GAD) of 2024 Dated 16-02-2024, among other things, has also advised all the Departments to take necessary steps for finalizing the recruitment Rules of the Services/Cadres and to desist from amending the Recruitment Rules through Executive Orders;

**Whereas**, meanwhile, some Departments have expressed urgency for filling up of some critical posts, where existing method of recruitment are required to be revised or where no formal recruitment rules are available at all.

**Whereas**, the General Administration Department in consultation with the Department of Law, Justice and PA, as an exception, has allowed Departments to issue and act on the Executive Orders for filling up the gaps in existing Recruitment Rules of where there is are no formal method of recruitment available for **specified critical posts** only, for a period of six months, within which the Departments as per procedure laid down, shall have to finalize the recruitment rules;

**Whereas**, for the said purpose of finalizing method of Recruitment through "Executive Orders", there is a stipulation that the intending Departments shall have to seek prior concurrence of the ARI & Trainings Department and Department of Law, Justice and Parliamentary Affairs, before submission of proposals relating to Executive Orders for consideration by the Competent Authority; and

**Whereas**, for the said purpose, the ARI & Trainings Department has been charged with the responsibility to issue guidelines alongwith Check-list for considering such proposal to be submitted by the concerned Intending Departments for seeking concurrence.

**Now therefore**, sequel to the above instructions, following guidelines are hereby notified along with check-list, for considering proposals for issuance of Executive Orders for notifying method of recruitment by the respective Departments:

**1. Identification of Critical posts:**

- a) The "critical posts" means the sanctioned posts, where no method/mode of recruitment is available at all and remained vacant and are at cutting edge and non-filling of which on account of non-availability of method of recruitment, may affect the functioning of the Government Department and delivery of public service adversely.
- b) The critical posts vacancies shall also mean, where the Department may not afford to delay the recruitment due to non-availability of formal recruitment rules or non-revision of recruitment rules for the purpose of administrative requirements.
- c) The critical posts, shall also include the posts, where existing method of recruitment has become obsolete or where there is severe ambiguity in the rules and necessitates revision.
- d) The critical post shall exclude the posts where mere changes are required such as length of service or change in the nomenclature or change in the schedule-1 (i.e cadre strength).
- e) The critical posts shall also exclude the posts where uniform method is applicable as notified by the General Administration Department from time to time.
- f) The Intending Departments shall notify list of such post through an order and shall invariably outline the job responsibilities, qualification or any other relevant details viz-a-viz. cadre strength of the posts duly supported with Schedule-1 or creation orders, as the case may be.
- g) The indenting departments shall justify the 'critical nature' and non-finalization of formal recruitment rules for the post(s) for which the executive order is required and furnish necessary certificate to this effect.

**2. Procedure for framing Executive Order:**

- a) Method of recruitment should emphasis on equal opportunities and commitment to fair and unbiased avoiding any sort of discrimination whatsoever or other protected character.
- b) The ratio between direct and promotion quota may be prescribed for a particular post or service depending on a judicious blending of several considerations like nature of job, qualifications, experience required, maintenance of adequate standard of efficiency in the cadre and with due regard to promotion prospects in the said cadre/service.
- c) The draft Executive Order shall be framed in a manner that it should be in sync with the present requirements and must serve the purpose, till the recruitment Rules are formally notified.

