

Government of Jammu and Kashmir  
Hospitality and Protocol Department  
Civil Secretariat, Jammu/Srinagar.

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**Subject:-** Revision of the Jammu and Kashmir Hospitality, & Protocol (Subordinate) Service Recruitment Rules- inviting objections thereof.

**Circular No. 02-HP(JK) of 2023**

**Dated:- 06 - 06 -2023**

**Whereas**, the Jammu & Kashmir Hospitality and Protocol (Subordinate) Service Recruitment Rules were last notified vide SRO-362 of 14<sup>th</sup> Nov. 2008 and the sanctioned strength of posts was **286**;

**And whereas**, vide Government Order No: 21-HP of 2010, dated 31-12-2010 **two(02)** posts of *Indian Cook*, **four(04)** posts of *Table Boy*, **two(02)** posts of *Cook Continental* and **two(02)** posts of *Pantry Boy*, in **total ten (10) posts** were created. Subsequently, vide Government Order No: 22-HP of 2012, dated 11-06-2012, **six(06)** posts of *Butler* were created by corresponding abolition of and **six(06)** posts of *Table Boy*. Further, vide Government Order No: 13-HP of 2016, dated 29.4.2016 **two(02)** posts of *Assistant Telephone Operator* were created by corresponding abolition **one(01)** post of *Store Keeper* and **one(01)** post of *Table Boy*;

**And whereas**, the updated strength of **296 posts** of the Jammu & Kashmir, Hospitality and Protocol (Subordinate) Service was notified at the re-organization of the erstwhile State of J&K into two UTs vide SR0-738 of 25-10-2019;

**And whereas**, in terms of notifications issued vide S.O.132 and S.O.133 of 29<sup>th</sup> March 2022, it has been directed that the posts of *Sweepers/Safaiwalas/Safai-Karamcharis* and posts of Class-IV shall be re-designated as "**Sanitation Worker**" and "**Multitasking Staff**" respectively with minimum and maximum qualification for the post of *Sanitation Worker* revised as '8<sup>th</sup> pass and 12<sup>th</sup>' respectively and accordingly to be reflected by all the departments in their revised service recruitment rules;

**And whereas**, in terms of Circular Instructions issued by the Finance Department under endorsement No. A/97(02)-Sgr-210(S), Dated:15-07-2021, among other things, it has been notified that the post(s) remaining vacant for a period of more than two years in any Department would be considered as '**deemed abolished**' unless an exemption has been given at the time of sanctioning the post (s);

**And whereas**, Govt. instructions in the aforementioned notifications are required to be adopted by the revision of the *J&K, Hospitality and Protocol (Subordinate) Service Recruitment Rules, 2008*;

**And whereas**, after an exhaustive exercise undertaken by the department, it has been principally agreed **to create 31 posts** by corresponding reduction/**abolition of 74 lien-free/vacant posts, re-designation of 104 posts** and **upgradation of 02**

posts of Assistant Store Officer from the present pay level-6E (35900-113500) to pay level-6F (40800-129200) as per the following details:-

**Lien free posts deemed/proposed to be abolished**

S. No.	Name of the post	pay level	No of posts
1.	Receptionist	25500-81100 ( L-4)	03
2.	Telephone Operator	25500-81100 ( L-4)	06
3.	Butlar	25500-81100 ( L-4)	03
4.	Khansaman (G-I)	25500-81100 ( L-4)	01
5.	Cook (G-I)	25500-81100 ( L-4)	04
6.	Tent Repair	25500-81100 ( L-4)	01
7.	Electrician	25500-81100 ( L-4)	02
8.	Carpenter	25500-81100 ( L-4)	01
9.	Kashmiri Pandit Cook	25500-81100 ( L-4)	01
10.	Table Boy	19900-63200 (L-2)	13
11.	Dhobi	19900-63200 (L-2)	01
12.	Store Keeper	19900-63200 (L-2)	01
13.	Head Farash	15900-50400 (SL-2)	01
14.	Mate	15900-50400 (SL-2)	03
15.	Jamadar	15900-50400 (SL-2)	01
16.	Farash	14800-47100 (SL-1)	10
17.	Boatman-cum-Farash	14800-47100 (SL-1)	01
18.	Jhewer	14800-47100 (SL-1)	04
19.	Masalchi	14800-47100 (SL-1)	03
20.	Room Bearer	14800-47100 (SL-1)	01
21.	Watchman	14800-47100 (SL-1)	12
22.	Safaiwalla	14800-47100 (SL-1)	01
<b>Total</b>			<b>74</b>

**New/addl. posts proposed to be Created:**

S. No.	Name of the post	Pay Level	No of posts
1.	Section Officer	44900-142400 (L-7)	02
2.	Head Assistant	35600-112800 (L-6B)	02
3.	Asstt. Law Officer	35400-112400 (L-6)	01
4.	Asstt. Protocol Officer	35400-112400 (L-6)	02
5.	Sr. Assistant	29200-92300 (L-5)	03
6.	Junior Assistant	25500-81100 (L-4)	08
7.	Asstt. Receptionist	19900-63200 (L-2)	04
8.	Cook	19900-63200 (L-2)	09
<b>Total</b>			<b>31</b>

**Posts proposed to be Re-designated:**

S. No.	Name of the post with pay level	No of posts	To be re-designated as
1.	Junior Engineer (Electronics) 35400-112400 (L-6)	1	<b>Jr. Systems Engineer</b> 35400-112400 (L-6)
2.	Catering Supervisor 35400-112400 (L-6)	2	<b>Chef</b> 35400-112400 (L-6)
3.	Telephone Operator 25500-81100 ( L-4)	5	<b>Receptionist</b> 25500-81100 ( L-4)
4.	Tent Repairer 25500-81100 (L-4)	1	<b>Upholster</b> 25500-81100 (L-4)
5.	English Cook 25500-81100 (L-4)	1	<b>Head Cook</b> 25500-81100 (L-4)
6.	Cook (G-I)	6	

	25500-81100 (L-4)		
7.	Butlar 25500-81100 (L-4)	5	
8.	Khansaman (G-I) 25500-81100 (L-4)	1	
9.	Cook (G-II) 19900-63200 (L-2)	4	<b>Cook</b> 19900-63200 (L-2)
10.	Khansaman (G-II) 19900-63200 (L-2)	1	
11.	Indian Cook 19900-63200 (L-2)	4	
12.	Cook (continental) 19900-63200 (L-2)	2	
13.	Asstt. Telephone Operator 19900-63200 (L-2)	2	<b>Asstt. Receptionist</b> 19900-63200 (L-2)
14.	Mate 15900-50400 (SL-2)	2	<b>Head Farash</b> 15900-50400 (SL-2)
15.	Pantry Boy 14800-47100 ( SL-1)	3	<b>Multitasking Staff (MTS)</b> 14800-47100 ( SL-1)
16.	Watchman-cum-Farash 14800-47100 ( SL-1)	3	
17.	Watchman 14800-47100 ( SL-1)	11	
18.	Jhewer 14800-47100 ( SL-1)	8	
19.	Masalchi 14800-47100 ( SL-1)	5	
20.	Orderly 14800-47100 ( SL-1)	6	
21.	Boatman-cum-Farash 14800-47100 ( SL-1)	4	
22.	Pump Operator 14800-47100 ( SL-1)	2	
23.	House Maid Helper 14800-47100 (SL-1)	1	
24.	Groundman 14800-47100 ( SL-1)	1	
25.	Bell Boy 14800-47100 ( SL-1)	4	
26.	Watchman-c-Gatekeeper 14800-47100 ( SL-1)	2	
27.	Khansaman G-III 14800-47100 ( SL-1)	1	
28.	Gardner 14800-47100 ( SL-1)	1	
29.	Safaiwala 14800-47100 ( SL-1)	15	<b>Sanitation Worker</b> 14800-47100 ( SL-1)
	<b>Total</b>	<b>104</b>	

**Posts proposed to be Upgraded:-**

S.No.	Name of the post(s) to be Upgraded	No. of posts	Existing Pay level	Proposed/Upgraded Pay level
1.	Assistant Store Officer	02	35900-113500 Level-6E	40800-129200 Level-6F

**And Whereas,** in view of the above proposed changes along with other proposed changes which are deemed necessary to be made, the revised service recruitment rules with its Schedule-I and II have been prepared and enclosed herewith as **Annexure-A;**

**Now therefore**, prior to placing the Draft of J&K, Hospitality and Protocol (Subordinate) Service Recruitment Rules, 2023 (revised rules) before the Committee constituted vide Government Order No: 1359-JK (GAD) of 2022, dated 15-11-2022 for consideration and approval, the Draft Notification of the revised *J&K, Hospitality and Protocol (Subordinate) Service Recruitment Rules, 2023* with proposed **Schedules-I and II** are hereby notified for information of all concerned for inviting objections, if any, from the stakeholders within a period of **15 days** from the date of issuance of this Circular.

The objection(s) received after the stipulated time limit shall not be entertained.



(Manzoor Ahmad Jan)

Under Secretary to the Government

No: HP-Estt/16/2021 (16943)

Dated:- 06-06-2023

Copy to the:-

1. Principal Secretary to the Government, ARI & Trainings Department.
2. Director, H&P Department, J&K for information with the request to kindly circulate among the stakeholder(s).
3. I/C Website H&P department for uploading in the official website.
4. Circular File (w.2.s.c).

**Government of Jammu and Kashmir  
Hospitality and Protocol Department  
Civil Secretariat, Jammu**

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**N O T I F I C A T I O N**  
Jammu, the \_\_\_<sup>th</sup> of \_\_\_\_\_, 2023

**SO**\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Lieutenant Governor of the Union Territory of Jammu and Kashmir hereby makes the following rules, namely:-

**1. Short title and commencement:-**

- (1) These rules may be called *the Jammu and Kashmir Hospitality and Protocol (Subordinate) Service Recruitment Rules, 2023*.
- (2) These rules shall come into force from the date of their publication in the Government Gazette.

**2. Definitions:-** In these rules, unless the context otherwise requires:-

- a) '*Administrative Department*' means the Department of the Government in Civil Secretariat holding the administrative charge of the service;
- b) '*Department*' means Hospitality and Protocol Department, UT of J&K.
- c) '*Board*' means the Jammu and Kashmir Service Selection Board;
- d) '*Cadre*' means the cadre of the service as indicated in Schedule-I;
- e) '*Government*' means the Government of Jammu and Kashmir;
- f) '*Member of the service*' means a person appointed to a post in the service under the provisions of these rules;
- g) '*Post*' means a permanent post carrying a definite time scale sanctioned by the competent authority;
- h) '*Rules*' mean the *Jammu and Kashmir Hospitality and Protocol (Subordinate) Service Recruitment Rules, 2023*;
- i) '*Schedule*' means the schedules annexed to these rules;
- j) '*Selection Agency*' means the agency constituted by the Government for making recruitment to a particular class of post in this service;
- k) '*Service*' means the *Jammu and Kashmir Hospitality and Protocol (Subordinate) Service*;
- l) '*Director*' means the Director of Hospitality and Protocol Department;
- m) '*Prescribed Training*' means the Training Course and Examination prescribed by the Department in consultation with the Administrative Department from any government recognized institute as per requirement of the Department for promotion to any higher post(s); and
- n) '*UT*' means the Union Territory of Jammu and Kashmir.

Words and expressions used in these rules but not defined shall have the same meaning as are assigned to them in the Jammu and Kashmir, Civil

Services (Classification, Control and Appeal) Rules, 1956/Jammu and Kashmir Civil Services Regulations as revised from time to time.

- (1) Constitution of Service:- From the date of commencement of these rules there shall be constituted the *Jammu and Kashmir Hospitality and Protocol (Subordinate) Service*.
- (2) The Government may, at the commencement of these rules, appoint to the service any person who at the commencement of these rules is holding any post substantively included in the cadre of the service;

Provided that for the purposes of initial constitution of service, a person holding any post in substantive capacity, to which he/she was appointed by the competent authority under rules, included in the cadre of the service in its sanctioned scale of pay shall be deemed to have been appointed to the service under these rules.

**Explanation:-** The words 'holding' means a person holding a post included in the cadre of the Jammu and Kashmir, Hospitality and Protocol (Subordinate) Service in its sanctioned scale of pay on substantive and regular basis under orders of the competent authority and shall not cover the persons holding a post on ex-cadre / deputation basis or on adhoc basis or on a stop gap arrangement.

### 3. **Strength and composition of the service:-**

- (1) The authorized permanent and temporary strength of the cadre and the nature of the posts included therein shall be determined by the Government, from time to time and shall, at the initial constitution of the service under these rules, be such as specified in Schedule-I annexed to these rules;

Provided that the Government may create temporary posts in the cadre of the service for specified period or purpose as may be considered necessary from time to time.

- (2) The Government shall, at the interval of every five years or at such other intervals as may be necessary, re-examine the strength and composition of the cadre of the service and make such alterations therein as it deems fit.

### 4. **Qualifications and Method of Recruitment/Appointment:-**

First appointment to the service may be made:-

- a) by direct recruitment or
- b) by promotion
- c) by deputation

Provided that:-

- (i) all posts to be filled by direct recruitment shall be filled through J&K SSB and by promotion through Departmental Promotion Committee(s).
- (ii) the department shall refer vacancies in the direct / promotion quota to SSB and Departmental Promotion Committee(s), as the case may be in

terms of SRO-166 dated 14-06-2005.

- (iii) Staff may also be engaged on short term contractual engagement with the prior approval of the Government in Administrative department against any deputation or promotion quota posts till suitable candidates are not immediately available.

**5. Probation:-**

- (1) Persons appointed to the service by direct recruitment shall be on probation for two years and their confirmation shall be made under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 as revised from time to time.
- (2) The pay of a person appointed to the service under these rules shall be regulated as per the provisions of Jammu and Kashmir Civil Services Regulations or General rules as issued from time to time.

- 6. Reservation in appointments:-** While making appointments either by direct recruitment or by promotion, reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Caste/Scheduled Tribes/Backward Classes or any other category or class of persons under the provisions of Jammu and Kashmir Reservation Act and the Reservation Rules in force.

- 7. Training and Departmental Examinations:-** Persons appointed to the service by direct recruitment shall be required to undergo such training during the course of probation and to pass during the period of probation such departmental examination as the Government may prescribe. Besides, for considering the appointment by promotion of certain class and categories of persons to higher category of posts, the department shall prescribe relevant trainings/examinations to be undertaken from the UT and National level government level recognized institutes. The department shall also organize such trainings/exams as per requirement for promotions of suitable candidates from one category to another.

**8. Eligibility of Government servants for direct recruitment:-**

A person already in the Government service may apply through proper channel for direct recruitment to a vacant post in any particular class or category in the service if he/she possesses the educational and other qualifications prescribed for recruitment to such class or category of posts. The upper age limit of such Government servants shall be as provided in the general rules.

- 9. Maintenance of seniority lists:-** Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules 1956. The Head of the Department shall maintain an up to date and final seniority list of the members of the service in respective class, category or grade on yearly basis. The updated and final combined seniority of different category of members where required for promotion as is prescribed in Schedule-II shall also be maintained by the Head of Department.



10. **Residuary matters:-** In regard to matters not specifically covered by these rules, the service shall be governed by the rules/ regulations and orders applicable to the Civil Service in general in the UT.
11. **Interpretation:-** If any question arises relating to the interpretation of these rules, the matter shall be referred to the Administrative Department whose decision thereon shall be final and binding.
12. **Repeal and Savings:-**
- (1) All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.
  - (2) Notwithstanding such repeal, any appointment order made or action taken under the provisions of the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**By order of the Lieutenant Governor, UT of Jammu and Kashmir**

**(Talat Parvez Rohella) IAS**  
Secretary to the Government,  
Hospitality and Protocol Department.

No. \_\_\_\_\_

Dated: .2023

Copy to the:-

1. All Addl. Chief Secretaries/Financial Commissioners.
2. All Principal Secretaries to Government of J&K.
3. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
4. Principal Resident Commissioner, New Delhi.
5. Joint Secretary (J&K), Ministry of Home Affairs, Govt. of India.
6. All Commissioner/ Secretaries to the Government of J&K.
7. All Secretaries to the Government of J&K.
8. Secretary, J&K Public Services Commission.
9. Director, Hospitality and Protocol, J&K.
10. Director, Archives, Archaeology and Museums J&K Srinagar.
11. Secretary, J&K Services Selection Board.
12. General Manager, Government Press, J&K Jammu.
13. Private Secretary to the Chief Secretary.
14. Private Secretary to the Secretary to the Government, Hospitality and Protocol Department.
15. I/C Website, General Administration Department/Hospitality & Protocol Deptt.
16. Govt. Order File w.2.s.copies/Stock file.



(PROPOSED)  
**SCHEDULE-I**

S. no.	Name of Post	Pay Scale/Level	Sanctioned Strength
<b>A. Ministerial Wing</b>			
1.	Section Officer	44900-142400 (L-7)	3
2.	Asstt Accounts Officer	44900-142400 (L-7)	1
3.	Accountant	35600-112800 (L-6B)	2
4.	<b>Assistant Law Officer</b>	<b>35600-112800 (L-6B)</b>	1
5.	Head Assistant	35600-112800 (L-6B)	6
6.	<b>Junior Systems Engineer</b>	<b>35400-112400(L-6)</b>	1
7.	Accounts Assistant	29200-92300 (L-5)	3
8.	Senior Assistant	29200-92300 (L-5)	10
9.	Junior Assistant	25500-81100 (L-4)	12
10.	Jamadar Grade-I (20%)	18000-56900 (L-1)	52
11.	Jamadar-Grade II (30%)	15900-50400(SL2)	
12.	<b>MTS/MTS (orderly) (50%)</b>	14800-47100 (SL1))	
	<b>Sub Total (A)</b>		<b>91</b>
<b>B. Executive Wing</b>			
1.	Asstt House Keeper	40800-129200(L-6F)	4
2.	Assistant Store Officer	<b>40800-129200(L-6F)</b>	2
3.	Head Store Keeper	35400-112400(L-6)	2
4.	<b>Chef</b>	35400-112400(L-6)	2
5.	<b>Asstt Protocol Officer</b>	35400-112400 (L-6)	2
6.	Senior Receptionist	35400-112400 (L-6)	4
7.	Senior Store Keeper	25500-81100 (L-4)	4
8.	Receptionist	25500-81100 (L-4)	7
9.	Plumber	25500-81100 (L-4)	3
10.	Electrician	25500-81100 (L-4)	3
11.	Carpenter	25500-81100 (L-4)	1
12.	Upholster	25500-81100 (L-4)	2
13.	Head Cook	25500-81100 (L-4)	13
14.	Chauffer ( 25%)	35600-112800 (L-6B)	9
15.	Driver Grade-I (35%)	25500-81100 (L-4)	
16.	Driver Grade-II (40%)	19900-63200 (L-2)	
17.	Asstt Receptionist	19900-63200 (L-2)	6
18.	Store Keeper	19900-63200 (L-2)	4
19.	Lift Operator	19900-63200 (L-2)	1
20.	Tailor	19900-63200 (L-2)	2
21.	Cook	19900-63200 (L-2)	20
22.	Table Boy	19900-63200 (L-2)	20
23.	Head Farash	15900-50400 (SL-2)	12
24.	Farash	14800-47100 (SL-1)	24
25.	Sanitation Worker	14800-47100 (SL1)	15
	<b>Sub Total (B)</b>		<b>162</b>
	<b>Grand Total</b>		<b>253</b>

### SCHEDULE-II (Proposed)

Class	Category	Designation of the Post	Pay Scale (Rs.)	Minimum Qualification for direct recruitment	Method of Recruitment
<b>A. Ministerial Wing</b>					
I	A	Section Officer	44900-142400 (Level-7)		100% by promotion from Class-II Category-B having at least 3 years substantive service in that category.
	B	Assistant Accounts officer	44900-142400 (Level-7)		By deputation from J&K Accounts (Subordinate) Service.
II	A	Accountant	35600-112800 (Level-6B)		By deputation from J&K Accounts (Subordinate) Service.
	B	Head Assistant	35400-112800 (Level-6B)		100% by promotion from Class-III, Category-B having at least three years service in that category and having passed Secretariat Assistants Examination. Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistants who have not qualified the Secretariat Assistant Examination but have crossed the age of 50 years as on 1st of January of the year in which such promotions are being considered. Provided further that a Senior Assistant who has qualified the Secretariat Assistants Examination during his/her period of probation as Junior Assistant shall not be required to qualify the said examination again
	C	Asstt. Law Officer	35400-112800 (Level-6B)		By deputation from the J&K Legal (Subordinate) Service
	D	Junior Systems Engineer	35400-112400 (Level-6)		By deputation from the J&K Information Technology (Subordinate) Service
III	A	Accounts Assistant	29200-92300 (Level-5)		By deputation from J&K Accounts (Subordinate) Service.
	B	Senior Assistant	29200-92300 (Level-5)		100% by promotion from Class-IV, Category-A having at least 3 years substantive service in that category who have passed the Secretariat Assistant Examination in terms of SRO 272 of 2008 dated: 19.9.2008

IV	A	Junior Assistant	25500-81100 (Level-4)	i) Graduate from any Government recognized University with knowledge of typing having not less than 35 words speed per minute.	i) 25% by direct recruitment. ii) 75% by promotion from Class V, Category-A, B & C having at least 3 years service as such in order of seniority and who qualify the Type test with minimum speed of 25 words per minute to be conducted by Govt. ITI. Provided that a person appointed by direct recruitment or by promotion after issuance of SRO:272 dated 19-09-2008 shall undergo and qualify that Secretariat Assistants Examination /Training during the period of probation.
V	A	Jamadar G-I	18000-56900 (Level-1)		100% by promotion from Class-V, Category-B having 5 years substantive service as in that category.
	B	JamadarG-II	15900-50400 (SL-2)		100% by promotion from Class-V, Category-C having 5 years substantive service as in that category.
	C	Multitasking Staff/ MTS (Orderly)	14800-47100 (SL-1)	Minimum Matric and Maximum 10+2 from a Government recognized Education Board	100% by direct recruitment.
<b>B. Executive Wing</b>					
I	A	Assistant House Keeper	40800-129200 (Level-6F)		100% by promotion from Class II, Category- C & D having five (5) years substantive service in that category on the basis of combined seniority.
	B	Assistant Store Officer	40800-129200 (Level-6F)		100% by promotion from Class-II, Category-A, having 5 years of Substantive service.
II	A	Head Store Keeper	35400-112400 (Level-6)		100% by promotion from Class-III Category-A & F, having 5 years substantive service on the basis of combined seniority. Provided that Upholster shall be eligible only after obtaining/passed minimum 04 weeks training course in Inventory Management from a recognized Institute/Board.
	B	Chef	35400-112400 (Level-6)		100% by promotion from Class III, Category-G having 5 years substantive service in that category
	C	Assistant Protocol Officer	35400-112400 (Level-6)	Bachelors Degree in Hotel Management from a	100% by direct recruitment

				Government recognized University.	
	D	Senior Receptionist	35400-112400 (Level-6)		100% by promotion from Class-III Category-B having 5 years substantive service in that category
III	A	Senior Store Keeper	25500-81100 (Level-4)		100% by promotion from Class-V, Category-B having 5 years substantive service in that category
	B	Receptionist	25500-81100 (Level-4)	Bachelors Degree in Hotel Management from a Government recognized University.	25% by direct recruitment 75% by promotion from Class-V, Category-A having 5 years substantive service in that category
	C	Plumber	25500-81100 (Level-4)	Minimum Matric from a Government recognized Education Board with one year course in Plumber trade from a Govt. recognized ITI.	100% by direct recruitment. After completing of 5 years substantive service in pay level-4, Plumber shall be upgraded as Plumber Grade-II in the pay level-5 and after further completion of 5 years service in pay level-5, Plumber Grade-II shall be upgraded as Plumber Grade-I in Pay Level-6.
	D	Electrician	25500-81100 (Level-4)	Minimum Matric from a Government recognized Education Board with one year course in Electrician trade from a Govt. recognized ITI.	100% by direct recruitment. After completing of 5 years substantive service in pay level-4, electrician shall be upgraded as electrician Grade-II in the pay level-5 and after further completion of 5 years service in pay level-5, electrician Grade-II shall be upgraded as electrician Grade-I in Pay Level-6.
	E	Carpenter	25500-81100 (Level-4)	Minimum Matric from a Government recognized Education Board with one year course in Carpenter trade from a Govt. recognized ITI.	100% by direct recruitment. After completing of 5 years substantive service in pay level-4, Carpenter shall be upgraded as Carpenter Grade-II in the pay level-5 and after further completion of 5 years service in pay level-5, Carpenter Grade-II shall be upgraded as Carpenter Grade-I in Pay Level-6.
	F	Upholster	25500-81100 (Level-4)		100% by promotion from Class-V Category-D having 5 years substantive service in that category.
	G	Head Cook	25500-81100 (Level-4)		100% by promotion from Class-V Category E & F on the basis of combined seniority having 5 years substantive service in the respective category. Provided that Table Boy shall be eligible for promotion as Head Cook only after obtaining a minimum of 6 weeks short

					term Certificate Course in multi-cuisine cooking or equivalent from a Govt. recognized Institute.
IV	A	Chauffer	35600-112800 (L-6B)		100% by promotion from Class-IV Category-B having 5 years substantive service in that category and having valid HMV Driving license at the time of consideration.
	B	Driver Grade-I	25500-81100 (Level-4)		100% by promotion from Class-IV Category-C having 5 years substantive service in that category and having valid HMV Driving License at the time of consideration.
	C	Driver-Grade-II	19900-63200 (Level-2)	Min. Matric and Maximum 10+2 having valid HMV Driving License	100% by direct recruitment
V	A	Asstt. Receptionist	19900-63200 (Level-2)	Minimum one year Diploma or above in Hotel Management from a Government recognized Institute.	100% by direct recruitment.
	B	Store Keeper	19900-63200 (Level-2)	Graduate from a recognized University and having six months certificate course in Inventory Management or Computer Applications from a Govt. recognized institute.	100% by direct recruitment
	C	Lift Operator	19900-63200 (Level-2)	Minimum Matric from a Government recognized Education Board with One year Diploma in electric/electronics from a Government recognized ITI/Institute.	100% by direct recruitment After completing of 5 years substantive service in pay level-2, Lift Operator shall be upgraded as Lift Operator Grade-II in the pay level-4 and after further completion of 5 years service in pay level-4, Lift Operator Garde-II shall be upgraded as Lift Operator Grade-I in Pay Level-6.
	D	Tailor	19900-63200 (Level-2)	Minimum Matric from a Government recognized Education Board with one year course in Cutting/ Tailoring or Sewing technology or equivalent from a Govt. recognized institute/ITI.	100% by direct recruitment

	E	Cook	19900-63200 (Level-2)	Matric and above from a Government recognized Education Board/University with at least 01 year Diploma in Cooking/Food Production or equivalent from a Govt. recognized Institute/Board.	100% by direct recruitment
	F	Table Boy	19900-63200 (Level-2)	Matric and above from a Government recognized Education Board/University with at least 01 year Diploma in Food and Beverage Service or equivalent from a Govt. recognized Institute/Board.	50% by direct recruitment. 50% by promotion from Class-VI, Category-A having 5 years substantive service in that category. Provided the candidate qualifies a minimum of 6 weeks certificate course in Food & Beverage Service or equivalent from a Govt. recognized Institute/Board
VI	A	Head Farash	15900-50400 (SL-2)		100% by promotion from Class-VI, Category A & B on the basis of combined seniority having 5 years substantive service.
VII	A	Farash	14800-47100 (SL-1)	Minimum Matric and Maximum 10+2 from a Government recognized Education Board.	100% by direct recruitment
	B	Sanitation Worker	14800-47100 (SL-1)	Minimum 8 <sup>th</sup> pass and Maximum 10+2 from a Govt. recognized Education Board.	100% by direct recruitment

