

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

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**Subject:-** Revision of Jammu & Kashmir, Trade Commission-cum-Agencies (Subordinate) Service Recruitment Rules, 1971- inviting objections thereof.

**Circular No.** 03-HP(JK) of 2023

**Dated:-** 07-06-2023

**Whereas**, the Jammu & Kashmir, Trade Commission-cum-Agencies (Subordinate) Service Recruitment Rules, were last notified more than fifty years back vide SRO-523, dated 28.10.1971;

**And whereas**, over the years there have been many changes like creation, abolition and re-designation of posts;

**And whereas**, the updated strength of **188 posts** of the Jammu & Kashmir, Trade Commission-cum-Agencies (Subordinate) Service was notified after re-organization of the erstwhile State of J&K into two UTs vide SRO-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 many other Class-IV posts 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 the re-designation of these posts need 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**, at present there are many posts which have been lying vacant for quite long time as these posts have become redundant in today's scenario and therefore such redundant posts need to be abolished. Besides, the Govt. instructions issued vide above mentioned notifications need to be adopted by revising/updating the Jammu & Kashmir, Trade Commission-cum-Agencies (Subordinate) Service Recruitment Rules, 1971;

**And whereas**, an exhaustive exercise has been undertaken by the department, and it has been principally agreed **to create 16 posts** by

corresponding reduction/**abolition of 54 lien-free/vacant posts** and also to **re-designate 63 posts** as per the following details:-

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

Name of the Post	Pay level	Present sanctioned strength	No. of posts lying vacant	No. of posts proposed to be abolished
SG RTO	(Rs.35400-112400) L-6	3	3	2
Telephone Operator	(Rs.25500-81100) L-4	9	7	5
Carpenter-cum-Polisher	(Rs.25500-81100) L-4	2	2	2
Electric Supervisor	(Rs.25500-81100) L-4	1	1	1
Steward	(Rs.25500-81100) L-4	1	1	1
Waiter	(Rs.19900-63200) L-2	20	12	11
Room Bearer	(Rs.19900-63200) L-2	9	3	2
Table Boy	(Rs.19900-63200) L-2	2	2	2
Cook	(Rs.19900-63200) L-2	9	4	4
Dhobi	(Rs.19900-63200) L-2	1	1	1
Washerman	(Rs.15900-50400)SL-2	2	2	2
Mali	(Rs.14800-47100)SL-1	12	7	4
Masalchie	(Rs.14800-47100)SL-1	8	8	8
Farash	(Rs.14800-47100)SL-1	15	5	4
Sweepers	(Rs.14800-47100)SL-1	16	11	5
<b>Total</b>			<b>69</b>	<b>54</b>

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

Name of the Post	Pay level	Present sanctioned strength	No. of posts proposed to be created	Resultant strength of the posts after new creation
Section Officer	(Rs.44900-142400) L-7	1	1	2
Asstt. Law Officer	35600-112800 (L-6B)	0	1	1
Motor Transport Officer	(Rs.35900-113500) (L-6E)	0	1	1
Head Assistant	35600-112800 (L-6B)	1	4	5
Junior Systems Engineer	(Rs.35400-112400) L-6	0	1	1
Chef	(Rs.35400-112400)L-6	0	1	1
Sr. Asstt.	(Rs.29200-92300) L-5	5	3	8
Jr. Asstt.	(Rs.25500-81100) L-4	8	4	13 (including 1 post of Bill Clerk which is proposed to be re-designated as Jr. Asstt.)
<b>Total</b>			<b>16</b>	

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

Designation with Pay level of the post proposed to be Re-designated	Present sanctioned strength	No. of posts proposed to be re-designated	To be re-designated as
SGRTO (Rs. 35400-112400) L-6	3	1	Sr. Receptionist (Rs. 35400-112400)L-6
Telephone Operator (Rs. 25500-81100) L-4	9	4	Receptionist (Rs. 25500-81100)L-4
Bill Clerk (Rs.25500-81100) L-4	1	1	Jr. Asstt. (Rs.25500-81100) L-4
Dispatch Rider (Rs.25500-81100) L-4	1	1	Driver-I (Rs.25500-81100) L-4
Scooter Driver (Rs.19900-63200) L-2	1	1	Driver-II (Rs.19900-63200) L-2
Head Mali (Rs. 19900-63200) L-2	1	1	Jamadar-II (Rs. 19900-63200) L-2
Sweeper (Rs.14800-47100) SL-1	16	11	Sanitation Worker (Rs.14800-47100) SL-1
Watch and Ward (Rs.14800-47100) SL-1	2	2	Multitasking Staff (MTS) (Rs.14800-47100) SL-1
Chowkidar (Rs.14800-47100) SL-1	13	13	
Mali (Rs.14800-47100) SL-1	12	08	
Farash (Rs.14800-47100) SL-1	15	11	
Orderly (Rs.14800-47100) SL-1	9	9	
<b>Total</b>		<b>63</b>	

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

**Now therefore,** prior to placing the Draft of the *Jammu & Kashmir, Trade Commission-cum-Agencies (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 *the Jammu & Kashmir, Trade Commission-cum-Agencies (Subordinate) Service Recruitment Rules, 2023* with proposed **Schedules-I and II** is hereby notified as **Annexure-A** 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

Dated:- 07-06-2023

No: HP-Estt/27/2021 (22830)

Copy to the:-

1. Principal Secretary to the Government, ARI & Trainings Department.
2. Principal Resident Commissioner, 5-PR Road, New Delhi
3. Additional Resident Commissioner, New Delhi for information with the request to kindly circulate among the stakeholder(s).
4. I/C Website H&P department for uploading in the official website.
5. Circular File (w.2.s.c).

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

NOTIFICATION  
Jammu, the \_\_\_<sup>th</sup> of \_\_\_\_\_, 2022

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, Commission-Cum-Trade Agencies (Subordinate) Service Recruitment Rules, 2022*.

(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 Resident Commission, UT of J&K, New Delhi.
- 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, Commission-Cum-Trade Agencies (Subordinate) Service Recruitment Rules, 2022;
- 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 and category of post in this service;
- k) '*Service*' means the Jammu and Kashmir, Commission-Cum-Trade Agencies (Subordinate) Service;
- l) '*Prescribed Training*' means the Training Course and Examination prescribed and arranged by the Department in consultation with the Administrative Department from any recognized institute as per requirement of the Department for promotion to any higher post(s); and
- m) '*State*' 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.

(1) Constitution of Service:- From the date of commencement of these rules there shall

be constituted the Jammu and Kashmir Trade Commission-Cum-Agencies (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 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 if he/she is fully qualified to hold the post under these rules.

**Explanation:-** The words 'holding' means a person holding a post included in the cadre of the Jammu and Kashmir Commission-cum-Trade Agencies (Subordinate) Service in its sanctioned scale of pay on regular basis under orders of the competent authority and will not cover the persons holding a post on ex-cadre/deputation basis or on adhoc basis or in 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 or 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&KSSB and by promotion through Departmental Promotion Committee.
- (ii) The department shall refer vacancies in the direct/promotion quota to SSB and Departmental Promotion Committees, 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.

- (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 State and National 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.
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 State Civil Service in general.
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**  
Commissioner/Secretary to the Government,  
Hospitality and Protocol Department.

No: HP-Estt/27/2021 (22830)

Dated:- -06-2023

Copy to the:-

1. All Addl. Chief Secretaries/Financial Commissioners.
2. All Principal Secretaries to Government.
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.
7. All Secretaries to the Government.
8. Secretary, Public Services Commission.
9. Director, Hospitality and Protocol J&K.
10. Director, Archives, Archaeology and Museums J&K Srinagar.
11. Secretary, Services Selection Board.
12. General Manager, Government Press J&K Jammu.
13. Private Secretary to the Chief Secretary.
14. Private Secretary to the Commissioner/ 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**

	Name of the Post	Sanctioned Strength	Pay Scale/Level (Rs.)
<b>A. Ministerial Wing</b>			
1.	Section Officer	2	44900-142400 (L-7)
2.	Assistant Account Officer	1	44900-142400 (L-7)
3.	Assistant Law Officer	1	35600-112800 (L-6B)
4.	Head Assistant	5	35600-112800 (L-6B)
5.	Jr. Stenographer	2	35600-112800 (L-6B)
6.	Accountant	1	35600-112800(L-6B)
7.	Junior Systems Engineer	1	35400-112400(L-6)
8.	Account Assistant	1	29200-92300 (L-5)
9.	Senior Assistant	8	29200-92300 (L-5)
10.	Junior Assistant	13	25500-81100(L-4)
11.	Jamadar G-I (20% posts)	44*	18000-56900(L-1)
	Jamadar G-II (30% posts)		15900-50400(SL2)
	MTS (Orderly) (50% posts)		14800-47100(SL-1)
12.	Sanitation Worker	11	14800-47100(SL-1)
	<b>Sub Total</b>	<b>90</b>	
<b>B. Executive Wing</b>			
13.	Assistant Manager	2	35900-113500 (L-6E)
14.	Motor Transport Officer	1	35900-113500 (L-6E)
15.	Store Keeper	1	35400-112400 (L-6)
16.	Chef	1	35400-112400 (L-6)
17.	Senior Receptionist	1	35400-112400(L-6)
18.	Chauffeur (25% posts)	21	35600-112800(L-6B)
19.	Driver Gr-I (35% posts)		25500-81100(L-4)
20.	Driver Gr-II (40% posts)		19900-63200(L-2)
21.	Assistant Store Keeper	2	25500-81100 (L-4)
22.	Receptionist	4	25500-81100(L-4)
23.	Head Cook	2	25500-81100(L-4)
24.	Cook	5	19900-63200(L-2)
25.	Waiter	9	19900-63200(L-2)
26.	Room Bearer	7	19900-63200(L-2)
27.	Electrician	2	19900-63200(L-2)
28.	Plumber	2	19900-63200(L-2)
	<b>Total</b>	<b>60</b>	
	<b>G. Total</b>	<b>150</b>	

**Note(\*)** The proportionate strength of **Multi-Tasking Staff** (Orderlies), Jamadar (G-I) and Jamadar (G-II) shall be governed by **SRO-28 of 1996 dated 25.01.1996**. The previously existing posts of Orderlies, Watch and Ward, Chowkidar, Mali and Farash, all in Pay Level SL-1 and equivalent to the post of Orderly, which have not been abolished, are re-designated as **Multi Tasking Staff** (Orderlies) in terms of **SO-133 of 2022 dated 29.03.2022** issued by the GAD.



**SCHEDULE-II (Proposed)**  
**Proposed Schedule-II**

Class	Category	Designation	Pay level	Qualification for direct recruitment	Method of Recruitment
<b>A. Ministerial Wing</b>					
<b>I</b>	A	Section Officer	44900-142400 (L-7)	-	100% by promotion from <b>Class-I, Category D</b> having 03 years substantive service in that category.
	B	Assistant Account Officer	44900-142400 (L-7)	-	By deputation from the Finance Department
	C	Assistant Law Officer	35600-112800 (L-6B)		By deputation from the Department of Law, Justice and Parliamentary Affairs
	D	Head Assistant	35600-112800(L-6B)		100% by promotion from <b>Class-II, Category-I</b> having at least 03 years substantive service in that category and having passed the 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 Assistants Examination but have crossed the age of 50 years as on 1 <sup>st</sup> 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
	E	Jr. Stenographer	35600-112800(L-6B)		By deputation from the General Administration Department
	F	Accountant	35600-112800(L-6B)		By deputation from the Finance Department
	G	<b>Junior Systems Engineer</b>	35400-112400 (L-6)		By deputation from the Information Technology (IT) Department.
	H	Accounts Assistant	29200-92300 (L-5)		By deputation from the Finance Department.
<b>II</b>	I	Senior Assistant	29200-92300 (L-5)		100% by promotion from <b>Class-III, Category-J</b> having at least 03 years substantive service in that category and having passed the Secretariat Assistants Examination in terms of SRO 272 of 2008 dated: 19.9.2008
	J	Junior Assistant	25500-81100 (L-4)	Graduation from any recognized University and having minimum Typing speed of 35 words per minute on Computer Keyboard.	i. 75% by direct recruitment ii. 25% by promotion from the combined seniority of Matriculate candidates of <b>Class IV category K, L, M &amp; N</b> who have completed at least 03 years of substantive service and qualify the Type

III					Test with minimum typing speed of 25 words per minute. Provided that a person appointed by direct recruitment or by promotion shall undergo and qualify the Secretariat Assistants Training/ Examination during the period of probation.
IV	K	Jamadar G-I	18000-56900 (L-1)		100% by promotion from <b>Class-IV Category-L</b> having at least 05 years of substantive service in the said category
	L	Jamadar G-II	15900-50400 (SL-2)		100% by promotion from <b>Class IV Category-M</b> having at least 05 years substantive service in the said category
	M	<b>Multitasking Staff (Orderly)</b>	14800-47100 (SL-1)	Minimum Matric and Maximum 10+2 from a Government recognized School Education Board	100% by Direct recruitment
	N	Sanitation Worker	14800-47100 (SL-1)	Minimum Matric Maximum 10+2 from a Government recognized School Education Board.	100% by Direct recruitment
<b>B. Executive Wing</b>					
V	O	Assistant Manager	35900-113500 (L-6E)		By promotion from Class-V, <b>Category-Q, R &amp; S</b> on the basis of their joint seniority at the time of consideration having minimum 03 years substantive service in their respective category who have undergone and qualified the prescribed three months training in Hospitality and Protocol Services from a recognized Institute/Board.
	P	<b>Motor Transport Officer (MTO)</b>	35900-113500 (L-6E)		By promotion from <b>Class-V, Category-T</b> having three 03 years substantive service as Chauffer.
	Q	Store Keeper	35400-112400 (L-6)		By promotion from <b>Class-VI, Category-U</b> having at least 05 years substantive service in that category
	R	Senior Receptionist	35400-112400 (L-6)		By promotion from <b>Class-VI, Category-V</b> having at least 05 years substantive service in that category
	S	<b>Chef</b>	35400-112400 (L-6)		By promotion from <b>Class-VI, Category-X</b> having atleast 05 years substantive service in that category.
	T	Chauffer	35600-112800 (L-6B)		By promotion from <b>Class-VI, Category-W</b> having at least 05 years substantive service in that category and having valid HMV Driving license at the time of consideration
VI	U	Assistant Store Keeper	25500-81100 (L-4)		By promotion from matriculate and above candidates of <b>Class-VII Category-Z2, Z3 &amp; Z4</b> on the basis of their joint seniority at the time of consideration who have undergone and qualified the prescribed three months training in inventory management from a recognized Institute/Board.

	V	Receptionist	25500-81100 (L-4)	Bachelors Degree in Hotel Management from a recognized University.	100% by Direct recruitment
	W	Driver Gr.-I	25500-81100 (L-4)		100% by promotion from <b>Class-VII, Category-Y</b> having at least 05 years substantive service in the said category and having valid HMV Driving license at the time of consideration
	X	Head Cook	25500-81100 (L-4)		By promotion from <b>Class-VII, Category-Z &amp; Z1</b> out of their joint seniority at the time of consideration having at least 05 years substantive service in the respective category, waiters shall be eligible only after obtaining a short term Certificate course in Cooking from recognized Institute/Board.
VII	Y	Driver Gr.-II	19900-63200 (L-2)	Minimum Matric and Maximum 10+2 having valid HMV Driving license.	100% by Direct recruitment.
	Z	Cook	19900-63200 (L-2)	Matric and above from a Government recognized Education Board/University with at least 01 year Diploma in Food Production from a recognized Institute/Board.	100% by Direct recruitment
	ZI	Waiter	19900-63200 (L-2)	Matric and above from a Government recognized Education Board/University with at least one year Diploma in Food and Beverage Service from a recognized Institute/Board.	100% by Direct recruitment.
	Z2	Room Bearer	19900-63200 (L-2)	Matric and above with at least one year Diploma in Housekeeping from a recognized Institute/Board.	100% by Direct Recruitment
	Z3	Plumber	19900-63200 (L-2)	Matric and above from a Government recognized Education Board and having one year Diploma from recognized ITI in Plumber trade.	100% by Direct recruitment
	Z4	Electrician	19900-63200 (L-2)	Matric and above from a Government recognized Education Board and having one year Diploma from recognized ITI in Electrician trade.	100% by Direct recruitment

