

GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT

Notification

SRO-272- In exercise of the powers conferred by the proviso to Section 124 of the Constitution of Jammu and Kashmir, the Governor hereby makes the following rules, namely:-

1. SHORT TITLE & COMMENCEMENT: (1) These rules may be called the Jammu and Kashmir Administrative Officers (Gazetted) Service Recruitment Rules, 1996.

(2) They shall come into force from 11.10.1988.

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

(a) "Administrative Department" means the General Administration Department of the Government in the Civil Sectt. holding the Administrative charge of the service;

(b) "Cadre" means the cadre of the service;

(c) "Commission" means the Jammu and Kashmir Public Service Commission;

(d) "Member of the Service" means a person appointed to a post in the service under the provisions of these rules;

(e) "Schedule" means the schedule annexed to these rules;

(f) "Service" means the Jammu and Kashmir Administrative Officers (Gazetted) Service.

(g) 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.

3. CONSTITUTION OF SERVICE: (1) From the date of commencement of these rules these shall be deemed to have been constituted the Jammu and Kashmir Administrative Officers (Gazetted) Service.

(2) [1] The service shall have the Time Scale of Rs.9300-34,800 with grade pay of Rs.4800/- (Pre-revised);

(2A) [1] 50% of the posts in Time Scale of Pay (50% of the duty posts) shall be in the Selection Grade (non-functional) of Rs.15,600-39,100 with Grade Pay of Rs.5,600/-(Pre-revised).

(3) The government may appoint to the service any person who is qualified under these rules to hold any post in its sanctioned scale of pay included in the cadre of the service.

Provided that for purpose of initial constitution of the service, the persons who on the commencement of these rules, are holding any posts included in the cadre of the service, shall be deemed to be a member of the service.

Provided further that persons who were members of any other service but were appointed to any of the posts, now included in the schedule shall exercise option within 21 days from the date of issue of these rules.

Provided that persons who do not opt for the service shall be deemed to have continued in their parent service(s) for purpose of all service benefits including seniority.

(4) [1] The members of the service shall be eligible for placement in the Selection Grade (non-functional) on completion of five years in the Time Scale of Pay on the basis of the recommendations of the Department Promotion Committee, constituted by the Government;
Amendment:

4. STRENGTH AND COMPOSITION OF THE SERVICE: (1) The authorised 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 as may be considered necessary from time to time.

(2) The Government shall, at the interval of every three 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;

Provided that nothing in this sub-rule shall be deemed to effect the power of the Government to alter the strength and composition of the cadre at any time.

5. QUALIFICATIONS AND METHOD OF RECRUITMENT: (1) No person shall be eligible for appointment or promotion to any post in the service unless he possess the qualification as laid down in Schedule-II and fulfils other requirements of recruitment as provided in the rules and orders for the time being in force.

(2) Appointment to the service shall be made only by promotion in the manner mentioned against each post in Schedule-II.

Provided that the Government may also appoint to the service, any person, who has been appointed by the Government to any post of Administrative Officer or equivalent post during the period from 12.10.1988 to the date of issue of these rules to any of the posts borne on the cadre of the service or a person who is holding a post which may be encadred in the service on the date of issue of the rules.

Provided also that persons who may be appointed by the Government in terms of proviso I above shall figure in the seniority, as may be notified by the Government for the members of the service, after initial recruits, from the date of their appointment to the pay scale of Rs.2125-3600.

6. PROBATION: (1) Person appointed to the service by promotion shall be on probation or trial for two years;

(2) If it appears at any time during or at the end of the period of probation or of trial that an officer appointed to the service by promotion has not made sufficient use of his opportunities or if he has otherwise failed to give satisfaction and has not passed the prescribed departmental examination or training if any, he shall be reverted to the post on which he holds a lien.

(3) The Government may in the case of any person, extend the period or probation or trial upto the maximum period of four years.

EXPLANATION : Appointment on probation will be made against substantive vacancies only. All other appointments will be on trial;

Provided that any period of officiating appointment shall be reckoned as period spent on probation when a person appointed on trial is formally given regular appointment in the service.

The pay of the officers appointed to the service under these rules shall be regulated under the normal rules, relating to such fixation from time to time;

7. TRAINING AND DEPARTMENTAL EXAMINATION : Persons appointed to the service shall be required to undergo such training from time to time during the course of service and to pass during the period of probation or trial such departmental examination as the Government may prescribe;

Provided that the Government may exempt, either wholly or partly, from such training or departmental examination persons who have passed a departmental examination or undergone training declared by Government to be equivalent to a departmental examination or training, if any, prescribed under these rules.

8. POWER TO RELAX : Where the Government is of the opinion that it is necessary or expedient so to do, it may , by order, for reasons to be recorded in writing and in consultation with the Public Service Commission, relax any of the provisions of these rules with respect to any person.

Provided that the discretion is exercised bonafide.

9. MAINTENANCE OF SENIORITY LISTS : Seniority of the member of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The General Administration Department (Ser) shall maintain an upto date and final seniority of the service.

10. RESIDUARY MATTERS : In regard to matters not specifically covered by these rules, the member of 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 Government 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 Governor.

Sd/- (G.M.Thakur)
Commissioner/ Secretary to Government,
General Admn. Department.

Amendments:

[¹] Substituted/ Inserted vide SRO-15 dated: 09.01.2019

Substituted vide SO-237 dated: 15.07.2021

Schedule I

Cadre strength of the Service as on 11.10.1988
(Reference sub-rule (1) of Rule 4

S. No.	Designation of the posts	No. of posts
1	Administrative Officers in the office of Chief Conservator of Forests	02
2	Administrative Officers, Medical Colleges, Jammu/ Srinagar	02
3	Administrative Officer, Directorate of Information.	01
4	Administrative Officer, Directorate of Fisheries.	01
5	Administrative Officer, Directorate of Industries & Commerce	01
6	Administrative Officer, Directorate of Family Welfare.	01
7	Administrative Officer, Directorate of Evaluation and Statistics	01
8	Administrative Officer, Development Commissioner Power.	01
9	Administrative Officer in the Offices of the Chief Engineer, Electric Maintenance, Jammu/Kashmir	02
10	Special Assistant, Vigilance Commissioner's Office (to be redesignated as Admn. Officer)	01
11	Administrative Officer, office of the Drug Controller.	01
12	Administrative Officer, office of Advocate General.	01
	Total:	15
	Deputation Reserve @ 10% = Two	
	Leave Reserve @ 10% = One	
	Training Reserve @ 10% = One	04
	Total Authorised Strength:	19

Sd/- (G.M.Thakur)
Commissioner/ Secretary to Government,
General Admn. Department.

Schedule II

S. No.	Designation of the posts	Method of Recruitment
1	Administrative Officers in the office of Chief Conservator of Forests	By promotion from amongst Section Officers of Heads of Departments in the pay scale of Rs.2000-3200 having at least 5 years service as such.
2	Administrative Officers, Medical Colleges, Jammu/Srinagar	
3	Administrative Officer, Directorate of Information.	
4	Administrative Officer, Directorate of Fisheries.	
5	Administrative Officer, Directorate of Industries & Commerce	
6	Administrative Officer, Directorate of Family Welfare.	
7	Administrative Officer, Directorate of Evaluation and Statistics	
8	Administrative Officer, Development Commissioner Power.	
9	Administrative Officer in the Offices of the Chief Engineer, Electric Maintenance, Jammu/Kashmir	
10	Special Assistant / Administrative Officer, Vigilance Commissioner's Office	
11	Administrative Officer, office of the Drug Controller.	
12	Administrative Officer, office of the Advocate General.	

Sd/- (G.M.Thakur)
Commissioner/ Secretary to Government,
General Admn. Department.

Schedule III
Cadre strength of the Service
(Substituted vide SO-237 dated: 15.07.2021)

S. No.	Designation of the posts	No. of posts
1	Administrative Officers in the office of Chief Conservator of Forests, Jammu/ Kashmir	02
2	Administrative Officers, Medical Colleges, Jammu/ Srinagar/ Anantnag/ Baramulla/ Doda/ Kathua/ Rajouri	07
3	Administrative Officer, Directorate of Information, J&K.	01
4	Administrative Officer, Directorate of Industries & Commerce, Jammu/ Kashmir	02
5	Administrative Officer, Directorate of Family Welfare, J&K.	01
6	Administrative Officer, Directorate of Economics and Statistics, J&K	01
7	Special Assistant /Administrative Officer, Anti Corruption Bureau, J&K	01
8	Administrative Officer, office of the Drug Controller.	01
9	Administrative Officer, office of the Advocate General.	01
10	Administrative Officer, State Motor Garages	01
11	Administrative Officer (Relief) Financial Commissioner's Office, J&K	01
12	Administrative Officer, Forest Protection Force, J&K	01
13	Administrative Officer, Horticulture (P&M)	01
14	Administrative Officer, Horticulture (P&M) Shalimar Complex, Delhi.	01
15	Administrative Officer, Govt. Dental College, Jammu / Kashmir	02
16	Administrative Officer, SKIMS Medical College, Bemina.	02
17	Administrative Officer, State Taxes Department, J&K	02
18	Administrative Officer, Directorate of Fire and Emergency Services, J&K	01
19	Administrative Officer, Directorate of Archives, Archeology and Museums, J&K	01
20	Administrative Officer, Directorate of Hospitality and Protocol, J&K	01
21	Personnel Officer/Head Quarter Officer (Administrative Officer) Directorate of Fisheries, Jammu/ Kashmir	02
22	Administrative Officer, Directorate of Sericulture, J&K	01
23	Administrative Officer, Directorate of Prosecution, J&K	01
24	Administrative Officer, J&K Pollution Control Board	01
25	Directorate of Samagra Shiksha, J&K (RMSA)	01
26	Administrative Officer, J&K Forensic Sciences Laboratory	01
27	Administrative Officer, Government Ayurvedic Medical College, Akhnoor, Jammu	01
28	Administrative Officer, Government Unani Medical College, Kashmir	01
	Total:	40
i)	Total Duty posts	40
ii)	Deputation Reserve @ 10% of (i) above	04
iii)	Leave Reserve @ 10% of (i) above	04
	Total Authorised cadre Strength:	48

Sd/- (Manoj Kumar Dwivedi) IAS
Commissioner /Secretary to Government,
General Administration Department.