

**Government of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat, J&K.**

**Subject:** Draft Jammu & Kashmir Industries and Commerce (Subordinate) Services Recruitment Rules, 2024.

**Notification No. IC-DIC/88/2021-02**

**Dated: 01.03.2024**

*Whereas,* instructions have been issued by the General Administration Department / ARI & Trainings Department, from time to time impressing upon for finalization / up-dation of Recruitment Rules of the Subordinate / Gazetted Cadres of the Departments; and

*Whereas,* the Jammu & Kashmir Industries & Commerce (Subordinate) Services Recruitment Rules of Industries and Commerce Department have not been updated so far and accordingly, both the Directorate(s) of Industries and Commerce, Kashmir and Jammu, were requested to furnish proposal(s) for updation of J&K Industries & Commerce (Subordinate) Services Recruitment Rules, after inter-Directorate consultations with details of sanctioned posts etc; and

*Whereas,* both the Directorate of Industries and Commerce in Kashmir/Jammu have furnished a joint proposal regarding J&K Industries & Commerce Subordinate Services Recruitment Rules; and

*Whereas,* vide Government Order No. 122-IND of 2019 dated 14.06.2019, a Committee of officers was constituted in the Industries & Commerce Department, to examine the consolidated proposal for revision/updation of the non-Gazetted Services Recruitment Rules proposed by both the Directorates; and

*Whereas,* the Committee deliberated upon the proposed rules in various meetings and on the basis of details provided by the respective Directorates and further examination thereof in the department, the draft J&K Industries & Commerce (Subordinate) Services Recruitment Rules have been framed.

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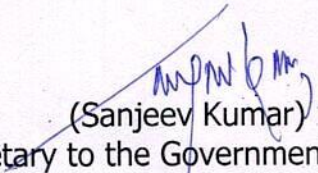
Now therefore, the draft J&K Industries and Commerce (Subordinate) Service Recruitment Rules, 2024 to be notified have been uploaded on the official website of the Industries & Commerce Department ([www.jkindustriescommerce.nic.in](http://www.jkindustriescommerce.nic.in)) for information of the concerned stakeholders and inviting objections, if any, through online mode on the e- mail: **jkindustries.c.hall@gmail.com** or through registered post at the following address within a period of 15 days: -

**Under Secretary (S) to the Government,  
Industries & Commerce Department,  
Civil Secretariat, Room No G/33,  
Mini Secretariat Building, Jammu.**

**Sd/-**  
(Vikramjit Singh), IPS  
**Commissioner Secretary to the Government**

**Copy to the:**

1. Director Information J&K with the request to kindly publish the notification in two local dailies each in Kashmir and Jammu Division.
2. Director I&C Jammu/Kashmir
3. Private Secretary to Commissioner/Secretary to the Government, I&C Department for information
4. PA to Secretary in the I&C Department for information
5. Incharge website I&C Department for necessary action

  
(Sanjeev Kumar)  
Under Secretary to the Government



**Government of Jammu & Kashmir  
Industries & Commerce Department  
Civil Secretariat, J&K**

**Notification**

**Jammu, the \_\_\_\_\_ day of 2024**

**SO \_\_\_\_\_.** In exercise of the powers conferred by the Provisio to Section 124 of the Constitution of Jammu & Kashmir, the Governor hereby makes the following rules namely:-

**1. Short title & commencement:**

These rules may be called Jammu and Kashmir Industries & Commerce (Subordinate) Service Recruitment Rules, 2024.

These shall come into force from the date of their publication in the Government Gazette.

**2. Definitions**

In these Rules, unless the context otherwise require:-

- a. "Administrative Department means the department of the Government in the Civil Secretariat holding Administrative charge of the Service;
- b. "Board" means J&K Service Selection Board;
- c. "Cadre" means the cadre of the service;
- d. "Head of the Department" means the Major Head of the Department holding the Administrative Control of the Organization;
- e. "Member of Service" means person appointed to a post in the Service under the provisions of these Rules;
- f. "Schedule" means a schedule annexed to these Rules;
- g. "Service" means the Jammu & Kashmir Industries & Commerce (Non-Gazetted) Subordinate Service; and
- h. Words & expressions used in these Rules but not defined shall have the same meaning as are assigned to them in the Jammu & Kashmir Civil Services (Classification, Control & Appeal) Rules, 1956.



### **3. Constitution of the Service:**

1. From the date of commencement of these Rules, these shall be constituted Jammu & Kashmir Industries & Commerce 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 in its sanctioned scale of pay included in the cadre of service in its sanctioned scale of pay shall be deemed to have been appointed to the service under these Rules.

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

1. The authorized permanent and temporary strength of the cadre and the nature of the posts 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 of these Rules.

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

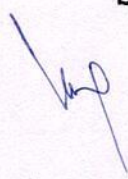
2. The Government shall at the interval of every three years or at such intervals as may be necessary re-examine the strength and composition of the cadre of the service and make such alterations therein as it may deems fit.

### **5. Qualification and method of recruitment:-**

(i) No person shall be eligible for appointment or promotion to any post in any class, category or grade in the service unless he possesses the qualification as laid down in Schedule-II and fulfils other requirements of recruitment as provided in the Rules and the orders for the time being in force.

(ii) Appointment to the service shall be made:-

- a) by direct recruitment
- b) by promotion, and





c) Partly by direct recruitment and partly by promotion in the ratio and in the manner mentioned against each post in the Schedule.

### **6. Probation:**

1. Persons appointed to the service either by direct recruitment or by promotion shall be on probation or trial for a period of 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 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, if directly recruited, be discharged from service and if appointed by promotion, be reverted to the post on which he holds a lean.

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

Explanation:- Appointment on probation shall be made against a substantive vacancy only. All other appointments would 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 given regular appointment to the service.

4. A candidate appointed to the service by competitive examination, shall be allowed to minimum of the time scale during the 1st year and the 2nd stage of that scale during the remaining period of probation/trial. When the period of probation/trial is extended beyond two years for reasons not directly attributable to the probationer he shall be allowed to the 2nd and 3rd increment after the expiry of 2nd and 3rd year of probation/trial;

Provided that where a person has immediately before such appointment been holding post under the government in a substantive capacity and was drawing therein pay equal to or higher than the minimum of the time scale, his initial pay at the time of his appointment to the service, shall be regulated under Article-77 (a)(ii) read with Article-67(a)(ii) of the Jammu & Kashmir Civil Services Regulations.





5. In respect of a person who immediately before such appointment holds a post under the government in an officiating capacity and draws his perspective pay higher than the minimum of the time scale, his initial pay at the time of appointment to the service, shall be regulated under Article-77(a)(ii) of the Jammu & Kashmir Civil Services Regulations treating his presumptive pay as substantive pay for purposes of Article 67(a)(ii) either at the time of initial fixation substantively.

6. In the case of persons who are appointed under these Rules other than by competitive examination, there fixation of pay 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 by Competitive Examination or promotion shall be required to undergo such training from time to time during the course of probation or of trial to pass such department examination as the government may prescribe;

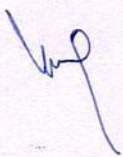
Provided that the Government may exempt either wholly or partly from such training or departmental examination, persons who have passed a departmental examination or undergone training, declared by the Government to be equivalent to the departmental examination or training if any prescribed under these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

### **8. Eligibility of Government Servants for direct Recruitment**

A person already in 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 possesses the education and other qualification prescribed for recruitment to such class, category of posts. The upper age limit of such persons shall be as provided in the general rules;

Provided that in the case of post which requires higher degree of specialization and or experience, the Government may prescribe higher age limits.

### **9. Seniority:**





(1) Seniority of the members of the service shall be regulated under the J&K Civil Services (Classification, Control & Appeal) Rules 1956;

(2) The Head of the Department shall maintain an upto-date final seniority lists of the services.

### **10. Discipline & Conduct**

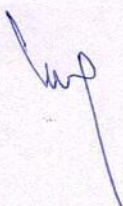
In regard to all matters governing service conditions of the members of the service and their conduct discipline the provisions of the J&K Civil Services Regulations, J&K Employees (Conduct) Rules 1971, Jammu and Kashmir Civil Services (Classification, Control & Appeal) Rules, 1956 and other orders as in force at the time shall apply.

### **11. Residuary matters**

In regard to matters not specifically covered by these rules or by regulations or orders issued thereunder special order, the members of the service shall be governed by rules, regulations and orders applicable to the State Civil Services in general.

### **12. Interpretation**

If any question arises relating to interpretation of these rules, the matter shall be referred to the government whose decision thereon shall be final.





**Proposed Schedule I to J&K Industries & Commerce (Subordinate) Services**  
**Recruitment Rules**

**Ministerial**

S.No	Name of the post	Pay Scale/ Grade Pay (Pre-revised) & 7 <sup>th</sup> PC	DI&C Jammu		DI&C Kashmir		Directorates of I&C J&K (Total)	
			SS	PSS	SS	PSS	SS	PSS
1	Section Officer	9300-34800 (4600) Level 7 44900-142400	07	07	07	11	14	18
2	Senior Stenographers	9300-34800 (4600) Level 7 44900-142400	02	03	02	03	04	06
3	Assistant Accounts Officer	9300-34800 (4600) Level 7 44900-142400	01	01	01	01	02	02
4	Statistical Officer	9300-34800 (4600) Level 7 44900-142400	11	11	11	11	22	22
5	Head Assistant	9300-34800 (4220) Level 6B 35600-112800	8	14	6	14	14	28
6	Statistical Assistant	9300-34800 (4220) Level 6B 35600-112800	12	12	15	15	27	27
7	Junior Stenographer	9300-34800 (4220) Level 6B 35600-112800	13	12	12	11	25	23
8	Accountant	9300-34800 (4220) Level 6B 35600-112800	12	12	12	12	24	24
9	Go-down Supervisor	9300-34800 (4220) Level 6B 35600-112800	01	01	01	01	02	02
10	Legal Assistant	9300-34800 (4200) Level 6 35400-112400	00	01	00	01	00	02
11	Senior Assistant	5200-20200 (2800) Level 5 29200-92300	24	24	20	24	44	48
12	Accounts Assistant	5200-20200 (2800) Level 5 29200-92300	02	02	02	02	04	04
13	Jr. Statistical Assistant	5200-20200 (2800) Level 5 29200-92300	02	02	02	02	04	04
14	Junior Assistant	5200-20200 (2400) Level 4 25500-81100	60	62	83	83	143	145
15	Data Entry Operator	5200-20200 (2400) Level 4 25500-81100	01	01	01	01	02	02
16	Godown Assistant	5200-20200 (2400) Level 4 25500-81100	01	01	01	01	02	02
17	Jamadar	4440-7440 (1400) Level 2 19900-63200	01	01	01	01	02	02
18	Orderly/ Chowkidar/ Coolie (2)/ Assistant khenchha(1)	4440-7440 (1300) SL 1 14800-47100	87	90	111	107	198	197
19	Sweeper (Safaikaramchari)	4440-7440 (1300) SL 1 14800-47100	07	07	04	04	11	11
20	Malie	4440-7440 (1300) SL 1 14800-47100	05	05	03	03	08	08
21	Gate Keeper	4440-7440 (1300) SL 1 14800-47100	02	02	01	01	03	03

**Executive**

S.No	Name of the post	Pay Scale/ Grade Pay (Pre-revised)	DI&C Jammu	DI&C Kashmir	Directorates of I&C J & K (Total)
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		& 7 <sup>th</sup> PC	SS	PSS	SS	PSS	SS	PSS
1	Industrial Promotion Officer	9300-34800 (4300) Level 6F 40800-129200	50	53	45	45	95	98
2	Block Investigator	9300-34800 (4260) Level 6 D 35800-113200	35	36	35	35	70	71
3	Assistant Extension Officer	9300-34800 (4200) Level 6 35400-112400	15	24	25	41	40	65
4	Manager (Rural Industrial Estate)	9300-34800 (4200) Level 6 35400-112400	06	06	10	10	16	16

## Technical

S.No	Name of the post	Pay Scale/ Grade Pay (Pre-revised) & 7 <sup>th</sup> PC	DI&C Jammu		DI&C Kashmir		Directorates of I&C J & K (Total)	
			SS	PSS	SS	PSS	SS	PSS
1	Leather Technician	9300-34800 (4280) Level 6 D 35800-113200	01	00	03	03	04	03
2	Knitting Instructor	9300-34800 (4200) Level 6 35400-112400	20	08	37	05	57	13
7	Craftsman Leather	5200-20200 (2400) Level 4 25500-81100	01	00	02	02	03	02
8	Pump Driver	5200-20200 (2400) Level 4 25500-81100	01	01	01	01	02	02
8	Electrician	5200-20200 (1900) Level 2 19900-63200	01	01	01	01	02	02
10	Driver	5200-20200 (1900) Level 2 19900-63200	12	13	11	13	23	26
11	Assistant Craftsman (footwear)	4440-7440 (1300) SL 1 14800-47100	0	0	13	13	13	13
11	Wireman	4440-7440 (1300) SL 1 14800-47100	01	01	01	01	02	02

## Proposed Schedule II to J&K Industries & Commerce (Subordinate) Services Recruitment Rules

### Ministerial

Class	Category	Designation of the post	Pay scale with Grade	Grade Pay	Minimum Qualification for Direct Recruitment	Proposed mode of Recruitment.
I	A	Section Officer	9300-34800	4600	-	100% by promotion from Class-II Category A (Head Assistant) having not less than three years service in that category.
	B	Senior Stenographer	9300-34800	4600	-	100% by promotion from Class-II Category B (Junior Stenographer) having not less than five years service in that category.

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	C	Statistical Officer	9300-34800	4600	-	100% by deputation from J&K Economics & Statistics (Subordinate) Services.
	D	Assistant Accounts Officer	9300-34800	4600	-	100% by deputation from J&K Finance Department (Subordinate) Services.
II	A	Head Assistant	9300-34800	4220	-	100% by promotion from class-III category "A" (Senior Assistants) 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 Assistants Examination but have crossed the age of 50 years as on 1st January of the year in which such promotions are being considered.
II	B	Junior Stenographer	9300-34800	4220	a. Graduate from any recognized University having Minimum Speed of 65 & 35 words per minute in shorthand and typing respectively. b. Six months Certificate course in computer application from any recognized institute.	100% by Direct Recruitment.
	C	Statistical Assistant	9300-34800	4220	-	100% by Deputation from J&K Economics and Statistics (Sub-ordinate) Services.
	D	Accountant	9300-34800	4220	-	100% by deputation from J&K Accounts (Sub-ordinate) Services.
	E	Godown Supervisor	9300-34800	4220	-	100% by deputation from Head Assistant of the respective Directorates.
	F	Legal Assistant	9300-34800	4200	-	100% by Deputation from Department of Law, Justice and Parliamentary Affairs.
III	A	Senior Assistant	5200-20200	2400	-	100% by promotion from Class-III category-D (Junior

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						Assistant) having atleast three years service as such.
	B	Junior Statistical Assistant	5200-20200	2400	-	100% by deputation from J&K Economics and Statistics (Sub-ordinate) Services.
	C	Accounts Assistant	5200-20200	2400	-	By deputation from J&K Accounts (Sub-ordinate) Services.
	D	Junior Assistant	5200-20200	2400	a) Graduate from any recognized University with typewriting knowledge having not less than 35 words speed per minute; Provided that a person appointed by Direct recruitment or promotion shall undergo and qualify Foundation Course during period of probation.	i. 75% by direct recruitment. ii. 25% by promotion from 10+2 Class-IV (all categories in the ministerial category) having at least three years service as such, on the recommendation of DPC, who qualify type test requiring a minimum speed of 25 words per minute.
	E	Data Entry Operator/ Godown Assistant	5200-20200	2400	a) Graduate from any recognized University with typewriting knowledge having not less than 35 words speed per minute;	100% by Deputation from Jr. Assistants from respective Directorate of I&C Jammu/ Kashmir*
IV	A	Jamadar	4440-7440	1400	-	100% by promotion from class IV (all categories) having 05 years service in that category.
	B	Orderly/ Chowkidar	4440-7440	1300	Minimum Matric and maximum 10+2	100% by direct recruitment.
	C	Chowkidar	4440-7440	1300	Minimum Matric and maximum 10+2	100% by direct recruitment.
	D	Gate Keeper	4440-7440	1300	Minimum Matric and maximum 10+2	100% by direct recruitment.
	E	Mali	4440-7440	1300	Minimum Matric and maximum 10+2. Candidates having Diploma in Gardening from Floriculture Department shall be preferred.	100% by direct recruitment.
	F	Sweeper/ Safai	4440-	1300	Middle Pass.	100% by direct recruitment.

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		karamchari	7440		Candidate should belong to relevant category.	
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The officials to be posted against the post in TFCs shall have to remain on rotational basis for a period of Six months.

## Executive

Class	Category	Designation of the post	Pay scale with Grade	Grade Pay	Minimum Qualification for Direct Recruitment	Mode of Recruitment proposed
I	A	Industrial Promotion Officer	9300-34800	4300	Minimum qualification for Direct recruitment: Graduation in Economics/ Business Administration /Statistics/ Chemistry /Physics/ Bio-Technology/ Micro-Biology/ Pharma /Electronics/Computer Sciences/IT as one of the subjects from any recognized University/Institution. OR Engineering in Mechanical/ Electrical/ Chemical/ Metallurgy/ Textiles/ Electronics & Communication/ Agriculture/ Food Technology/ Environment/ Industrial Engg./ Information Technology/ Computer Sciences/ IT from any recognized University/ Institution. Preferences shall be given to the post graduates in the above disciplines.	a) 50% by direct recruitment. b) 50% by promotion from Block Investigators/ Assistant Extension Officer/ Manager Rural IE having 03 years of service as such in that category.
II	A	Block Investigator	9300-34800	4260	Minimum qualification for Direct recruitment: Graduation in Economics/ Statistics/ Business Administration /Chemistry /Physics/ Bio-Technology/ Micro-Biology/ Pharma /Electronics/Computer Sciences/IT as one of the subjects from any recognized University/Institution. OR Engineering in Mechanical/ Electrical/ Chemical/ Metallurgy/ Textiles/ Electronics & Communication/ Agriculture/	a) 50% by direct recruitment. b) 50% by promotion form Assistant Extension Officers/ Manager Rural IE with 03 years service in that category as such.



					Food Technology/ Environment/ Industrial Engg./ Information Technology/ Computer Sciences/ IT from any recognized University/ Institution	
	B	Assistant Extension Officer/ Manager Rural IE	9300- 34800	4200	Minimum qualification for Direct recruitment: Graduation in Economics/ Business Administration /Chemistry /Physics/ Bio- Technology/ Micro-Biology/ Pharma /Electronics/Computer Sciences/IT as one of the subjects from any recognized University/Institution. OR Engineering in Mechanical/ Electrical/ Chemical/ Metallurgy/ Textiles/ Electronics & Communication/ Agriculture/ Food Technology/ Environment/ Industrial Engg./ Information Technology/ Computer Sciences/ IT from any recognized University/ Institution	100% by Direct recruitment.

## **Technical**

Class	Category	Designation of the post	Pay scale with Grade	Grade Pay	Minimum Qualification for Direct Recruitment	Mode of Recruitment.
I	A	Leather Technician	9300- 34800	4280	Diploma Engineering in Leather Technology from any recognized University. Candidates possessing experience of atleast 03 years in the relevant field may be preferred.	a. 50% by Direct recruitment. b. 50% by promotion from Craftsman Leather having 03 years of service in that category as such.
II	A	Knitting Instructor	9300- 34800	4200	Graduate / Engineering in any discipline from any recognized University with certificate course in relevant trade. Candidates possessing experience of atleast 03 years in the relevant field may be preferred.	75% by Direct recruitment. 25% by promotion from Jr. Course Supervisor with 05 years of service in that category as such.

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	B	Craftsman (Leather)	5200- 20200	2400	-	100% by promotion from Assistant Craftsman having 05 years of service in that category as such.
	C	Pump Driver	5200- 20200	2400	10+2 with training in the relevant trade from a recongnized Institute/ ITI.	100% by direct recruitment.
III	A	Driver	5200- 20200	1900	10+2 with Hill Driving License issued by Competent Licensing Authority.	100% by direct recruitment,
	B	Electrician	5200- 20200	1900	10+2 with Diploma in the line from a recognized ITI.	a. 50 % by direct recruitment. b. 50 % by promotion from Wireman having 03 years of service as such.
IV	A	Assistant Craftsman (Footwear)	4440- 7440	1300	10+2 with ITI Diploma in the relevant trade.	75% by direct recruitment. 25% by adjustment of class IV officials having 03 years service as such and having relevant degree/ diploma certificate.
	B	Wireman	4440- 7440	1300	10+2 with ITI Diploma in the relevant.	100% by direct recruitment.