



**Government of Jammu and Kashmir  
Industries and Commerce Department  
Civil Secretariat, Srinagar/Jammu.**

**Notification**

Srinagar,.....**26<sup>th</sup>**..... of October, 2019

**SRO 924** In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor is pleased to direct that cadre of Jammu and Kashmir J&K Handicrafts Department (Subordinate/ Non-Gazetted Service) for the Union Territory of Jammu and Kashmir upon exclusion of the posts of Union Territory of Ladakh, shall comprise the posts as indicated in Schedule-I to this notification, subject to any modifications as may be necessary.

This shall come into force with immediate effect.

**By order of the Governor.**

Sd/-  
**(Navin.K.Choudhary), IAS**  
**Principal Secretary to Government,**  
**Industries and Commerce Department.**

No:- IND/Adm/23/2019/VI

Dated:- **26**.10.2019.

Copy to the:

1. Principal Accountant General, J&K
2. Financial Commissioner Finance Department.
3. Financial Commissioner to Hon'ble Governor
4. All Administrative Secretaries to Government.

5. Commissioner/Secretary Ladakh Affairs Department.
6. Divisional Commissioner, Jammu / Kashmir/Ladakh.
7. Director Handicrafts Department, J&K.
8. Director, Archives, Archaeology and Museums.
9. Director, Information, J&K.
10. General Manger, Government Press, Srinagar/ Jammu.
11. Private Secretaries to Advisor (K) / (G) / (S) / (KS) / (F) to the Governor.
12. Private Secretary to the Chief Secretary.
13. Government Order file/Stock file.
14. I/c websHe, GAD.



**(M.M. Rehman Ghasi)KAS**  
**Spl. Secretary to Government**  
**Industries and Commerce Department**

**Schedule-I to SRO ..... of 2019**  
**Jammu & Kashmir Handicrafts (Subordinate) Service**

S.NO	NAME OF THE POST	NUMBER OF POSTS	PAY BAND/SCALE OF THE POST	LEVEL	CADRE (UT/ DIVISIONAL/ DISTRICT)
1	Section Officer	1	44900-142400	7	Union Territory
2	Section Officer	2	44900-142400	7	Divisional
3	Statistical Officer	2	44900-142400	7	Union Territory
4	Personal Assistant	1	44900-142400	7	Union Territory
5	Assistant Accounts Officer	1	44900-142400	7	Union Territory
6	Assistant Accounts Officer	2	44900-142400	7	Divisional
7	Statistical Officer	1	44900-142400	7	Union Territory
8	Handicrafts Training Officer (HTO)	69	35900-113500	6E	Union Territory
9	Assistant Publicity Officer	1	35900-113500	6E	Divisional
10	Designer	7	35900-113500	6E	Divisional
11	Master Craftsman	4	35900-113500	6E	Divisional
12	Quality Control Inspector	10	35900-113500	6E	Union Territory
13	Cameraman Grade-I	1	35900-113500	6E	Divisional
14	Designer cum Talim Writer	1	35900-113500	6E	Divisional
15	Designer Tailoring & Embroidary	1	35900-113500	6E	Divisional
16	Jr. Chemist	1	35900-113500	6E	Divisional
17	Museum Cum Librarian	1	35900-113500	6E	Divisional
18	Planning Assistant	1	35900-113500	6E	Divisional
19	Sr. Analyst	1	35800-113200	6D	Divisional
20	Asstt. Registrar Induscos	16	35800-113200	6D	Union Territory
21	Head Assistant	2	35600-112800	6B	Union Territory
22	Head Assistant	12	35600-112800	6B	Divisional
23	Head Assistant cum Accoutant	1	35600-112800	6B	Union Territory
24	Sts. Assistant	2	35600-112800	6B	Divisional
25	Statistical Assistant	9	35600-112800	6B	Divisional
26	Jr. Accountant	2	35600-112800	6B	Union Territory
27	Jr. Scale Steno	2	35600-112800	6B	Union Territory
28	Junior Steno	4	35600-112800	6B	Divisional
29	Computer Operator	2	35400-112400	6	Union Territory
30	Product Assistant	4	35400-112400	6	Union Territory
31	Enforcement Inspector	2	35400-112400	6	Union Territory
32	Assistant Handicrafts Training Officer	1	35400-112400	6	Divisional
33	Analyst	1	35400-112400	6	Divisional

34	Assistant Designer	1	35400-112400	6	District
35	Craftsman	1	35400-112400	6	Divisional
36	Assistant Handicraft Training Officer	405	35400-112400	6	Divisional
37	Blue-Printer Expert	1	35400-112400	6	Divisional
38	Calico Instructor	5	35400-112400	6	Divisional
39	Cameraman Grade II	1	35400-112400	6	Divisional
40	Draftsman SOD	1	35400-112400	6	Divisional
41	Enforcement Inspector	1	35400-112400	6	Divisional
42	Inspectors Induscos	12	35400-112400	6	Divisional
43	Loan Inspector	2	35400-112400	6	Divisional
44	Painter	1	35400-112400	6	Divisional
45	Potter SOD	1	35400-112400	6	Divisional
46	Printing Master Calico	1	35400-112400	6	Divisional
47	Product Assistant	2	35400-112400	6	Divisional
48	QC Supervisors	4	35400-112400	6	Divisional
49	Senior Auditor Induscos	1	35400-112400	6	Divisional
50	Sr Craft Instructor	475	35400-112400	6	Divisional
51	Superintendent Toy & Doll	1	35400-112400	6	Divisional
52	Supervisor Common Facility Center	1	35400-112400	6	Divisional
53	Talim Writer	1	35400-112400	6	Divisional
54	Technical Assistant	13	35400-112400	6	Divisional
55	Technician Cutting & Tailoring Emb.	2	35400-112400	6	Divisional
56	Turner SOD	1	35400-112400	6	Union Territory
57	Chauffar	1	35400-112400	6	Divisional
58	Accounts Assistant	2	29200-92300	5	Union Territory
59	Jr. Sts. Assistant	2	29200-92300	5	Union Territory
60	Sr. Assistant	7	29200-92300	5	Union Territory
61	Cashier	1	29200-92300	5	Divisional
62	Accounts Assistant	4	29200-92300	5	District
63	Accounts Assistant	21	29200-92300	5	Divisional
64	Jr. statistical Assistant	1	29200-92300	5	Divisional
65	Sr. Asstt.	16	29200-92300	5	Divisional
66	Sr. Asstt.	25	29200-92300	5	District
67	Cashier	1	25500-81100	4	District
68	Cashier	9	25500-81100	4	Divisional
69	Sr. Asstt cum Store Keeper	8	25500-81100	4	Union Territory
70	Record Keeper Cum Typist	3	25500-81100	4	Union Territory
71	Store Keeper	1	25500-81100	4	Union Territory
72	Jr. Assistant	7	25500-81100	4	Divisional

73	Assistant Craftsman/ Assistant Craftsman Tapestry	4	25500-81100	4	Divisional
74	Asstt. Craftsman SOD	28	25500-81100	4	Divisional
75	Auditor Induscos	10	25500-81100	4	District
76	Auditor	8	25500-81100	4	District
77	Caretaker	16	25500-81100	4	District
78	Craftsman HTC Srinagar	1	25500-81100	4	Divisional
79	Electrician QC	1	25500-81100	4	Divisional
80	Junior Assistant	19	25500-81100	4	District
81	Junior Assistant	19	25500-81100	4	District
82	Jr. Asstt. cum Computer operator	7	25500-81100	4	District
83	Junior Instructor	439	25500-81100	4	District
84	Junior Instructor ( Calico)	8	25500-81100	4	District
85	Instructor KanishawaL	4	25500-81100	4	Divisional
86	Labartory Assistant	2	25500-81100	4	Divisional
87	Manager Cooperative Training Centre	1	25500-81100	4	Divisional
88	Record Keeper cum Typist	2	25500-81100	4	Divisional
89	Senior Typist	1	25500-81100	4	Divisional
90	Store Keeper	9	25500-81100	4	Divisional
91	Store Keeper	4	25500-81100	4	District
92	Supervisor (Coperative Training Center)	1	25500-81100	4	Divisional
93	Supervisor	9	25500-81100	4	Divisional
94	Supervisor	9	25500-81100	4	District
95	Tailor Master Srinagar	1	25500-81100	4	District
96	Instructor Toy	1	25500-81100	4	District
97	Instructor Doll	1	25500-81100	4	Divisional
98	Wireman	1	25500-81100	4	District
99	Instructor Doll Making & Tailoring	1	25500-81100	4	District
100	Driver	3	25500-81100	4	Divisional
101	Gestetner Assistant	2	19900-63200	2	District
102	Instructor Hand Emb./ Machine Knitting/HTC, Jammu	3	19900-63200	2	Divisional
103	Jr. Supervisors Induscos	3	19900-63200	2	District
104	Jr. Supervisors	8	19900-63200	2	Divisional
105	Jr. Instructor Carpentry	1	19900-63200	2	Divisional
106	Lab Bearer Gr.1	1	19900-63200	2	Divisional
107	Stamping Assistant	9	19900-63200	2	District
108	Weaving Instructor	1	19900-63200	2	Union Territory

109	Jamadar Grade-I	1	19000-63200	2	Divisional
110	Jobber Calico	5	19000-63200	2	Divisional
111	Jamadar Grade-II	1	15900-50400	SL2	District
112	Instructor Coop. Trg. Centres (Hand & Machine Emb./ Cutting Tailoring)	6	15900-50400	SL2	District
113	Weaving Master (Printing)	1	15900-50400	SL2	Divisional
114	Lab Bearer Gr.II	2	14800-47100	SL1	Union Territory
115	Orderly cum Chowkidar	1	14800-47100	SL1	Union Territory
116	Orderly	7	14800-47100	SL1	Union Territory
117	Sweeper	1	14800-47100	SL1	Divisional
118	Mashki	1	14800-47100	SL1	Divisional
119	Orderly & OCC	28	14800-47100	SL1	District
120	Orderly & OCC	604	14800-47100	SL1	Divisional
121	Store Khalasi	3	14800-47100	SL1	Divisional
122	Sweeper	4	14800-47100	SL1	Divisional
<b>Massive Carpet Scheme</b>					
123	Carpet Training Officer	7	35900-113500	6E	Divisional
124	Assistant Carpet Training Officer	62	35400-112400	6	Divisional
125	Designer	1	35400-112400	6	Divisional
126	Master Craftsman	59	35400-112400	6	Divisional
127	Sr. Assistant	4	29200-92300	5	Divisional
128	Establishment Clerk	1	25500-81100	4	Divisional
129	Talim Writer	3	25500-81100	4	Divisional
130	Accountant cum Storekeepr	7	25500-81100	4	Divisional
131	Jr. Assistant	14	25500-81100	4	Divisional
132	Assistant Craftsman	78	25500-81100	4	Divisional
133	Copyist	10	25500-81100	4	Divisional
134	Carpet Mistry	2	25500-81100	4	Divisional
135	Driver	2	25500-81100	4	Divisional
136	Jamadar	1	15900-50400	SL2	Divisional
137	Carpenter	1	14800-47100	SL1	Divisional
138	Orderly-cum-Chowkidar	66	14800-47100	SL1	Divisional
139	Helpers	100	14800-47100	SL1	Divisional
<b>TOTAL</b>		<b>2932</b>			

\*In addition to the number of duty posts as indicated above, there shall be the Leave/Deputation and Training reserve, as per the following breakup:-

1. Leave/Deputation reserve @ 10%
2. Training reserve @ 10%


