

Government of Jammu and Kashmir  
Civil Secretariat, Revenue Department

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Notification  
Jammu, the 31st March 2009

SRO 74 - 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 and commencement:-** (1) These rules may be called the Jammu and Kashmir Revenue (subordinate) Service Recruitment Rules, 2009;

(2) They 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 the Civil Secretariat holding the administrative charge of the service;
- (b) "Board" means the Jammu and Kashmir State Service Selection Board;
- (c) "Card" means the cadre of the Service;
- (d) "Government" means the Government of Jammu and Kashmir;
- (e) "Head of the Department" means the Major Head of the Department holding the administrative control of the organization;
- (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" means the Jammu and Kashmir Revenue (Subordinate) Services Recruitment Rules, 2009;
- (i) "Schedule" means the schedules (s) annexed to these rules;

- (j) "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post of the service;
- (k) "Service" means the Jammu and Kashmir Revenue (Subordinate) service.
- (l) "State" means the Jammu and Kashmir State;
- (m) Words and expressions used in these rules but not defined, shall have the same meaning as assigned to them in the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956/Jammu and Kashmir Civil Service Regulations.

**3. Constitution of service.-** (1) From the date of commencement of these rules there shall be constituted the Jammu and Kashmir Revenue (Subordinate) Service.

(2) The Government may, at the commencement of these rules, appoint to the service any person who at such commencement is holding in a substantive capacity any post included in the cadre of the service;

Provided that for the purpose of initial constitution of service, the 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 in an substantive capacity under these rules he/she opts otherwise within 15 days from the commencement of these rules.

**Explanation:-** The word "holding" means a person holding a post included in the cadre of the Jammu and Kashmir Revenue (Subordinate) Services in its sanctioned scale of pay on 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 in a stop-gap arrangement.

**4. 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 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 cadre of the service and make such alterations therein as it deems fit.

**5. Qualification and method of recruitment.-** (1) No person shall be eligible for appointment or promotion to any post in any class, category or grade in the service unless he/she possesses the qualifications 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:-

- (a) by direct requirement; or
- (b) by promotion; or
- (c) partly by (a) and partly by (b) in the ratio and in manner as mentioned against each post in Schedule-II.

(3) All posts to be filled by promotion/direct recruitment shall be filled through Departmental Promotion Committee/Service Selection Board respectively.

(4) The Department shall refer vacancies in the direct/promotion quota to the Service Selection Board and Departmental Promotion Committee, as the case may be, in terms of SRO 166 dated 14-06-2005.

**6. Probation.-** (1) Persons appointed to the service either by direct requirement or by promotion shall be on probation or trial for a period of two years and their confirmation for class or category shall be made under the provisions of Jammu and Kashmir Classification Control and Appeal Rules, 1956.

(2) The pay of persons appointed to the service under these rules shall be regularized as per the provisions of Jammu and Kashmir Civil Service Regulations or general rules as issued from time to time.

**7. Reservation in appointments.-** While making appointments, either by promotion or by direct recruitment reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Castes/Scheduled Tribes/Backward Classes or any other category or class of permanent residents of State under the provisions of Jammu and Kashmir Reservation Act, 2004 and the Jammu and Kashmir Reservation Rules, 2005.

**8. Training and Departmental examination.-** Persons appointed to the service by direct recruitment shall be required to undergo such training from time to time during the course of probation and to pass during the period of probation such departmental examination or training as the Government may prescribe:

ment of Revenue  
*accept.*  
Provided that the Government may except, either wholly or partly, from such training or departmental examination persons who have passed a departmental examination or undergo training declared by Government to be equivalent to a departmental examination or training prescribed under these rules.

9. **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;

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

10. **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 Department shall maintain an up to date and final seniority list of the members of service.

11. **Residuary matters:-** With regard to matters not specifically covered by these rules, the members of the service shall be governed by the rules/regulations and orders applicable to the State Civil Service in general;

12. **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;

13. **Repeal and savings:-** (1) The Jammu and Kashmir Revenue (Subordinate) Service Recruitment Rules, 1973 are hereby repealed;

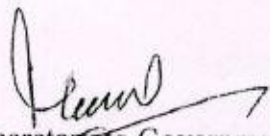
(2) Notwithstanding such repeal, any appointment, order made or action taken under the provisions of the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

By order of the Governor.

Sd/-  
Secretary to Government  
Revenue Department

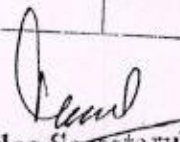
Copy to the:-

1. Financial Commissioner (Revenue), J&K, Jammu.
2. Principal Secretary to Government, Law Department.
3. Commissioner/Secretary to Government, Finance Department.
4. Commissioner/Secretary to Government, General Administration Department.
5. Divisional Commissioner, Jammu/Kashmir
6. All Deputy Commissioners.
7. Settlement Commissioner, J&K Jammu
8. General Manager, Government Press Jammu for publishing it in the next Government Gazette and also print out in 100 copies of said rules for official use.
9. Director Land Records Jammu/Kashmir.
10. Notification file.

  
Under Secretary to Government  
Revenue Department

Schedule-I

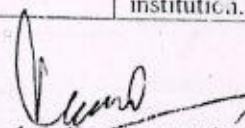
S.No.	Name of the posts	Pay scale	No. of posts
1.	Naib Tehsildar/Reader(NTs)/Asstt. Rev Attorney/PA(NT) Instructors (NT)	6500-10500	339
2.	Girdawar/Saddar Qanungo/Office Qanungo/Naib Saddar Qanungo/Peshi Qanungos/Instructor Girdawar/Consolidation Girdawar/Statistical Girdawar	5000-8000	958
3.	Patwari/Consolidation Patwari/Settlement Patwari/Office Patwari	4000-6000	3212
4.	Section Officer		
5.	Senior Scale Stenographer	7450-11500	30
6.	Sadder Mahasib	7450-11500	26
7.	Head Assistant	6500-10500	31
8.	Jr. Scale Stenographer	5000-8000	53
9.	Mohsib	5000-8000	84
10.	Senior Assistant	5000-8000	76
11.	Steno Typist	4000-6000	179
12.	Wasil Baqi Nawis	4000-6000	02
13.	Despatch Rider	4000-6000	82
14.	Tracer/Akskar	4000-6000	02
15.	Junior Assistant	4000-6000	01
16.	Drivers/Chauffeur	3050-4910 3050-4910 4000-6000 5600-9100	1015 117
17.	Jamadars	2610-3540	25
18.	Orderly/Process Server/Watcher/Helper	2550-3200	2274

  
 Under Secretary to Govt.  
 Revenue Department

## Schedule-II-A

Executive

Category	Pay scale	Designation	Minimum Qualification for direct recruitment	Method of recruitment
	6500-10500	1. Naib Tehsildar 2. Assistant Revenue Attorney 3. Reader to FC/Div Commissioner 4. P.A to (N.T) to D.C. 5. Instructor (Naib Tehsildar)	Graduate with knowledge of Urdu	i. 45% by direct recruitment  ii. 50% by promotion from Class II amongst persons having not less than two years service in the said class & having qualified the prescribed departmental examination in order of seniority including those having worked in settlement.  iii. 5% by promotion from Class II on the basis of seniority from amongst those who have worked satisfactorily in survey team of settlement for at least 2 years subject to qualifying the departmental examination.
	5000-8000	1. Saddar Qanungo 2. Girdwar, office Qanungo & Naib Saddar Qanungo 3. Peshi Qanungo 4. Instructor Girdwar 5. Statistical Girdwar 6. Consolidation Girdwar		By promotion from Class III in accordance with the following ratio having due regard to seniority in each category namely:- (i) 25% from Patwaris who are Graduate and above. (ii) 5% from Patwaris of survey teams who have worked satisfactorily for 5 years in settlement. (iii) 70% from Patwaris as are not covered under (i&ii) above.
	4000-6000	Patwari including i) Office Patwari ii) Consolidation Patwari iii) Settlement Patwari	Graduation with knowledge of Urdu	(i) 90% by direct recruitment from amongst those having undergone patwar training course from any Government recognized institution. (ii) 10% by promotion of Junior Assistants with minimum qualification of graduation (with knowledge of urdu) and having undergone patwar training course from any Government recognized institution.

  
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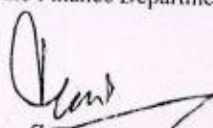
### Schedule-II-B

Category	Pay scale	Designation	Minimum Qualification for direct recruitment	Method of recruitment
I A	7450-11500	Section Officer	-	By promotion from class IV category "A" having not less than 3 years substantive service in that class and category.
B	7450-11500	Senior Scale Stenographer	-	By selection from class IV category "B" from amongst persons having not less than 5 years substantive service in that class and category.
-	6500-10500	Saddar Mohasib	-	By promotion from class IV category "C" from amongst persons having not less than 3 years substantive service in that class and category.
-	5600-9100	Chauffeur	-	By promotion/placement from class V category "D" (Driver Grade/Despatch Rider) in the proportion of 20% of the total number of posts of Drivers.
IV A	5000-8000	Head Assistant	-	(i) 75% by promotion from class V category "A" from amongst persons having not less than 3 years substantive service in that class and category and having passed Secretariat Assistants training course. ii) 25% by promotion from class V category "A" who have not passed the Secretariat training examination but have attained the age of 50 years.
B	5000-8000	Junior Scale Stenographer	i) Graduation from any recognized University having minimum speed of 65 & 35 words per minute in shorthand/type writing respectively ii) Six months certificate course in Computer application from any recognized institute.	99% by direct recruitment (ii) 1% by selection from class V category "B" from amongst persons having at least 3 years service as such.
C	5000-8000	Mohasib	-	By promotion from class V category "C" from amongst persons having not less than 3 years substantive service in that class and category.
V A	4000-6000	Senior Assistant/Tracer (Aksar)	-	By promotion from class V category "A" from amongst persons having not less than 3 years substantive service in that class and category.



B	4000-6000	Steno Typist	-	By selection from class IV category "A" from amongst persons having minimum speed of 65 and 35 words per minute in shorthand and type writing respectively.
C	4000-6000	Wasil Baqi Navis	-	By promotion from class IV category "A" from amongst those with 10+2 qualification who have undergone training in Revenue Accounts conducted by Financial Commission's Office.
D	4000-6000	Driver Grade-I Dispatch Rider	-	By promotion from class IV category "B" subject to a minimum of 30% of total number of posts.
A	3050-4910	Junior Assistant	i) Graduation from any recognized University having not less than speed of 35 words per minute in type writing. ii) Six months certificate course in Computer application from any recognized institute.	(i) 75% by direct recruitment (ii) 25% by selection from amongst persons in class VII and VIII who are matriculate and possess a typing speed of 25 words per minute.
B	3050-4910	Driver Grade-II	Matric pass hill driving licence	(a) 80% by direct recruitment (b) 20% by promotion from class VII & VIII (Jamadars/Orderlies & equivalent posts) from amongst persons being Matric pass & having Hill driving licence of a competent authority.
-	2610-3540	Jamadar	-	By promotion from class VIII having at least 3 years service in that class and category.
-	2550-3200	Orderly/Watcher/ Helper	Minimum Matric and Maximum 10+2	100% direct recruitment.

After retirement of present incumbent the posts of "Despatch Rider" shall be merged in Driver posts in the pay scale of Rs. 4000-6000 in consultation with the Finance Department.

  
Under Secretary to Govt.  
Revenue Department