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GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT HOME DEPARTMENT

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NOTIFICATION

Srinagar/Jammu, the 17th August 1985

SRO—304.—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 Jails (Subordinate) Service Recruitment Rules, 1985.

(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) Head of Department means the Major Head of Department holding the administrative charge of the service;

(b) Cadre means the cadre of the service;

(c) Member of the Service means a person appointed to a post in the schedule annexed to these rules;

(d) 'Schedule' means the schedule annexed to these rules;

(e) 'Service' means the Jammu and Kashmir Jails (Subordinate) Service;

(f) 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 Services.—(1) From the date of commencement of these rules there shall be constituted the Jammu & Kashmir Jails (Subordinate) Service.

(2) The Head of Department 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 the service. Provided that for the purpose of initial constitution the service, the person holding any post 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 is fully qualified to hold the post.

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 the 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 alternations therein as it deems fit :

Provided that nothing in this sub-rule shall be deemed to affect 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 any class, category or grade in the service unless he possesses

the qualifications as laid down in the schedule II and fulfills other for the time being in force.

(2) Appointment to the Service shall be made :—

- (a) By direct Recruitment (which will include appointment by transfer).
- (b) By promotion; and 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 two years.

(2) If it appears at any time during or at end of the period of probation or trial that an officer has not made sufficient use of his opportunities or 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 the service and if appointed by promotion by or reverted to the post on which he holds a lien.

(3) The Government may in the case or any person extend the period of 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 check ned 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 the minimum on the time scale during the first year and at the second stage of that scale during the remaining period of probation/trial.

Where the period of probation/trial is extended beyond two years for reasons not directly attributable to the probationer he shall be allowed to draw the second and third increments after the expiry on 2nd and 3rd year of probation/trial :

Provided that where a person has immediately before such appointment, been holding a post under the Govt. in a substantive capacity and was drawing there in pay equal to or more than the minimum of the time scale, his initial pay at the time of his appointment to the service shall be regulated under Art. 77 (a) (ii) read with Art. 67 (a) (ii) of the Jammu and Kashmir C. S. Rs.

(5) In respect of a person who immediately before such appointment held a post under the Govt. in an officiating capacity and draw his presumptive pay equal to higher than the minimum of the time scale, his initial pay at the time of appointment to the service shall be regulated under Art. 77 (a) (ii) of the Jammu and Kashmir C. S. R the purpose of such fixation alone. He shall not, however, get the benefit of Art. 67 (a) (ii) either at the time of initial fixation or subsequently.

(6) In the case of persons who appointed under these rules other than by competitive examination, their 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 may 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) 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 possesses the educational and other qualifications prescribed for recruitment to such class or category or posts. The upper age limit or such Government Servants shall be as provided. in the general rules :

Provided that in case of post which required a higher degree of specialisation and or experience the Govt. may prescribed a higher age limit.

9. Maintenance of Seniority lists.—Seniority of the Member of the services shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The Head of Department shall maintain an upto-date and final seniority list or the service.

10. Residency 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 Services in general.

11. Interpretation.—If any question arises relating to the interpretation of these rule, 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.

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(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 Government.

(Sd).....

Addl. Secretary to Government,
Home Department.

No:-Home-IS (Jails) 118/70 (iii)

Dated:- 17-08-1985.

Copy for information and appropriate action forwarded to the :-

1. Secretary to Govt., General Department (ARI) w.2.s.c.
2. Director General Prisons, J&K Srinagar.
3. Supdt. Central Jail Srinagar / Jammu.
4. Manager Government Press, Srinagar. for publication in the next issue of the Govt. Gazette.

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Class	Category	Designation of the posts	Grade	No. Of Posts	Minimum qualification	Eligibility for promotion	Method of
I	(a)	Dy. Superintendent Jail	825-1240	3	B.A.	By Promotion from class-I Category (b) from amongst those who are at least matriculates	100% by Promotion from Class-I category (b)
	(b)	Assistant Superintendent	650-1130	15	Degree of recognised University preference being given to those possessing Degree/Diploma in Social work specialization in criminology work. Proficiency in knowledge of handling of handicrafts, cottage industries will be treated as addl. Qualification Undergraduate for Ladakhis Physique Height Min 5'-6" Chest 31'-33" Physically Fit	By promotion from class II categ. (a) from amongst those having minimum qualification Matriculate if the required number of Head Warders (are not available at the particular time remaining posts shall be filled by direct recruitment)	75% by promotion 25% by direct recruitment
II	(a)	Head Warders	560-770	56	...	100% by Promotion from class-II Category (c) from amongst those who have five years service and in the basis of seniority tempered with merit	100% by promotion

	(b)	Drivers Head Warders	560-770	5		By promotion /selection from such warders who literate and are in (possession of Driving licence valid for Hill Roads also).	100% by promotion
	(c)	Sr Grade Warders	530-750	25% of warder strength		By Promotion /section from class-II category (d) from amongst those who have two years experience in that category and on the basis of seniority tampered with merit	100% by Promotion
	(d)	Warders/Warder Drivers	410-700	253	Education Male Middle but Matriculates shall be preferred Physique Male height 5'-5", 5'-4" for Ladakhis Chest 31-33" Physical fit Female Height 5'-0" Physical fit. In case of warder (Driver) who are in possession of driving licence valid for hill roads also.		100% by direct recruitment

III	(a)	Lab Technician	690-925	2	By deputation from Health Department/Direct Recruitment
	(b)	Medical Asstt.	..do..	2do..
	(c)	Medical Asstt-II	475-850	4do..
	(d)	Nursing orderlies	390-500	24	Literate	...	By Direct Recruitment
	(e)	Laboratory Boy	390-500	2	..do..do..
	(f)	Teacher	475-850	2	..do..	...	By Deputation from Education Department/Direct Recruitment
	(g)	Electrician/Plumber	475-850	4	Professionally experienced preference to be given to literate persons who have experience in the line	...	By Direct Recruitment
	(h)	Electrician	410-700	2	..do..do..
IV	(a)	Social Welfare Officer	825-1240	2	By deputation from Social Welfare Department

V	(a)	Tailor/Carpenter/Mechanic/Black Smith/Dyer/Mistry	410-700	11	Professionally experienced preference to be given to literate persons who have experience in the line	...	By Direct Recruitment
	(b)	Cook/Dhobi	..do..	7	..do..do..
	(c)	Barber G-I Barber G-II	475-850 410-700	3 1	..do..	By Promotion from class V cate (d) who have at least one year experience in that cate.	100% promotion
	(d)	Barber Grade-III	390-500	2	Professionally experience. Preference to be given literate persons who have experience in the line.	...	By Direct recruitment
	(e)	Safaiwalla	345-460	28	Professional Safaiwallado..
I	(a)	PA-Cum Steno	825-1240	1	By direct Recruitment/Deputation from Gen. Department
	(b)	Sr. Accountant	..do..	1	By Deputation from Finance Department
	(c)	Jr. Accountant	600-925	6do..
	(d)	Accounts Clerk	475-850	2do..

II	(a)	Head Asstt	600-925	3	...	By Promotion from class II categ (b), (c) and (d) from amongst those having at least 4 years service in that category and subject to passing of sect Training class examination	100% by Promotion
	(b)	Sr. Asstt/Store Keeper-cum-clerk	475-850	7	...	By Promotion from class II category (e) from amongst those who have 3 years experience in that category	100% by promotion
	(c)	Store Keeper	475-850	6	...	By promotion from class-II category (e) from amongst those who have 3 years experience in that category	100% by promotion
	(d)	Steno typist	..do..	1	...	By promotion from class II category (e) from amongst those who have 3 years experience in that category and knowing type with 30 words speed and 60 words in short hand per minute	100% by promotion

	(e)	Jr. Assistant	410-700	16	Matriculate or its equivalent of any recognised University/Board. The candidate should knowledge in type writing of not less than 30 words per minute	By Promotion from class III category (b) amongst those who are Matriculates and type knowing	75% by direct recruitment 25% by promotion
III	(a)	Jamadar	390-500	1	100% by promotion
	(b)	Orderlies	345-460	3	Literate	...	By Direct Recruitment

Sd.....
Addl. Secretary to Government
Home Department