

GOVERNMENT OF JAMMU AND KASHMIR
HOME DEPARTMENT
Civil Secretariat, Jammu/Srinagar

NOTIFICATION,

Jammu, the 20th April, 2021

S.O 140 .-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Lieutenant Governor, Union territory of Jammu and Kashmir hereby makes the following rules, namely:-

1. Short title, commencement and application.-(1) These rules may be called the Jammu and Kashmir Prisons (Subordinate) Service Recruitment Rules, 2021.

(2) These Rules shall come into force from the date of their publication in the Government Gazette.

2. Definitions.- (1) In these rules, unless the context otherwise requires:-

(a) “**Administrative Department**” means the Home Department, in the Civil Secretariat;

(b) “**Cadre**” means the cadre of the Service;

(c) “**Government**” means the Government of Union territory of Jammu and Kashmir;

(d) “**Head of Department**” means the Major Head of Department holding the administrative charge of the department;

(e) “**Member of the Service**” means a person appointed to a post in the service under the provisions of these rules or the rules superseded;

(f) “**Post**” means a permanent post in the pay level sanctioned by the competent authority;

(g) “**Rules**” means the Jammu and Kashmir Prisons (Subordinate) Service Recruitment Rules;

(h) “**Schedule**” means the Schedule(s) annexed to these rules;

(i) “**Service**” means the Jammu and Kashmir Prisons (Subordinate) Service;

(j) “**Union territory**” means Union territory of Jammu and Kashmir; and

(2) 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 and the Jammu and Kashmir Civil Services Regulations, 1956.

3. Constitution of Services.-(1) From the date of commencement of these rules, there shall be constituted the "Jammu and Kashmir Prisons (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 in substantive capacity any post included in the cadre of this service:

Provided that for the purpose of the initial constitution of the Service, a person holding any post included in the cadre of the Service in its sanctioned scale of pay, in substantive capacity to which he was appointed by the competent authority under rules, either by direct recruitment or by promotion, shall be deemed to have been appointed to the Service under these rules, if he is fully qualified to hold the post under these rules.

Explanation:-The word '*holding*' means a person holding a post included in the cadre of the Jammu and Kashmir Prisons (Subordinate) Service, in its sanctioned scale of pay on regular basis under orders of the competent authority and will not include the persons holding a post on ex-cadre/deputation basis or on adhoc basis or as a stop-gap arrangement.

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) 25% of the total number of posts as indicated at IV-A and B of schedule-II shall be in the selection-grade.

(3) 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 the cadre of the Service and make such alterations therein as it deems fit.

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 fulfil 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 recruitment; or

(b) By promotion; or

(c) By deputation; or

(d) Partly by (a) and partly by (b) in the ratio and the manner, as mentioned against each post in Schedule-II:

Provided that all the posts under direct recruitment shall be filled through the Board as per the rules/orders of the Government issued for the purpose.

Provided further, that all posts to be filled by promotion shall be filled through Departmental Promotion Committee (DPC).

(3) The Department shall refer vacancies in the direct/promotion quota to the 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 through direct recruitment shall be governed by the Jammu & Kashmir Probationer (Condition of Service, Pay and Allowances) and Fixation of Tenure Rules, 2020 and in all other cases under the provisions of Jammu and Kashmir Civil Services(Classification, Control and Appeal Rules), 1956.

(2) The pay of person appointed to the Service through direct recruitment shall be regulated in terms of the Jammu and Kashmir Probationer (Condition of Service, Pay and Allowances) and Fixation of Tenure Rules, 2020 and in all other cases under the Provisions of Jammu and Kashmir Civil Services Regulations or General Rules as notified from time to time.

7. Reservation in appointment:- While making appointments either by promotion or by direct recruitment, reservation shall be provided to the eligible categories in

accordance with the provisions of Jammu and Kashmir Reservation Act, 2004 and the rules and orders, as in force.

8. Training and Departmental Examination.- Persons appointed to the service shall be required to undergo such training from time to time during the course of probation and to pass such departmental examination(s) as the Government may prescribe:

Provided that the Government may exempt, either wholly or partly, from such training or departmental examination(s) persons who have passed a departmental examination or undergone 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 against 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 respect of post(s) which require a higher degree of specialization and/or experience, the Government may prescribe higher upper age limit.

10. 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 up to-date and final seniority list of the Service.

11. 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 Civil Services 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) 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 Government of Jammu and Kashmir.

Sd/-

(Shaleen Kabra)IAS

Principal Secretary to Government

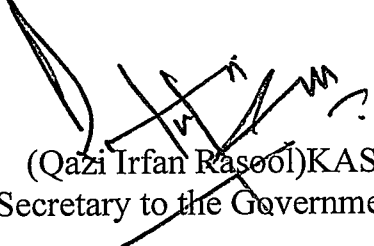
Home Department

Dated:- 20-04-2021

No:-Home/67/2008/Jail-I

Copy to:-

1. Ld. Advocate General, J&K.
2. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
3. Joint Secretary, MHA, GOI, New Delhi.
4. Director General of Police, J&K, Jammu.
5. Director General of Police, Prisons Department, J&K.
6. Chairman, Jammu and Kashmir Public Service Commission
7. Divisional Commissioner, Jammu/Kashmir.
8. Director Anti Corruption Bureau, J&K.
9. Commissioner/Secretary to the Government, General Administration Department.
10. Secretary to the Government, ARI & Trainings Department.
11. Secretary to the Government, Department of Law, Justice and Parliamentary Affairs.
12. Director Information, J&K.
13. Director Archives, Archaeology and Museums.
14. Private Secretary to the Advisor(s) (F)/(B)/(BK) for information of the Hon'ble Advisors.
15. Private Secretary to the Chief Secretary for information of the Chief Secretary.
16. Private Secretary to the Principal Secretary to Government, Home Department.
17. General Manager, Government Press, Jammu, for publication in the extraordinary issue of the Government Gazette.
18. I/C Web site.


(Qazi Irfan Rasool)KAS
Additional Secretary to the Government

SCHEDULE - I

S. No.	Designation	Pay level	Sanctioned strength
<u>Executive Staff</u>			
1	Dy. Superintendent Jails	Level -6 E 35900-113500	9
2	Asstt. Superintendent Jails	Level -6 C 35700-113100	27
3	Head Warders	Level -3 B 25400-81000	110
4	Head Warder (Drivers)	Level -3 B 25400-81000	13
5	Warders	Level -2 19900-63200	781
6	Warder Drivers	Level -2 19900-63200	18
<u>Ministerial cadre</u>			
7	Section Officer	Level -7 44900-142400	4
8	Asstt. Accounts Officer	Level -7 44900-142400	5
9	Statistical Officer	Level -7 44900-142400	1
10	Social Welfare Officer	Level -6 E 35900-113500	2
11	Head Assistant	Level -6B 35600-112800	5
12	P.A / Jr. Scale Stenographer	Level -6B 35600-112800	1
13	Accountants	Level -6-B 35600-112800	8
14	Statistical Assistant	Level -6B 35600-112400	1
15	Senior Assistants	Level -5 29200-92300	21
16	Steno Typist	Level -5 29200-92300	1
17	Accounts Assistants	Level -5 29200-92300	16
18	Computer Assistant	Level -4 25500-81100	10
19	Junior Assistant	Level -4 25500-81100	35
20	Jamadar	SL -2 15900-50400	1
21	Orderlies	SL -1 14800-47100	17
22	Safaiwalas	SL-1 14800-47100	69
<u>Medical Sub-ordinate Staff</u>			
23	Senior Pharmacist	Level -6 35400-112400	3



24	Pharmacist Grade-I	Level -4 25500-81100	21
25	Pharmacist Grade-II	Level -2 19900-63200	4
26	Nurses (Female)	Level -2 19900-63200	7
27	Sr. Lab Technician	Level -6 35400-112400	2
28	Lab. Assistant	Level -2 19900-63200	3
29	Lab Technician	Level -4 25500-81100	3
30	X-Ray Technician	Level -6 35400-112400	1
31	Dental Technician	Level -2 19900-63200	2
32	Lab. Boy	SL -2 15900-50400	2
<u>Technical Staff</u>			
33	Black Smith Grade-I	Level -4 25500-81100	2
34	Black Smith Grade-II	Level -2 19900-63200	2
35	Dyers Grade-I	Level -4 25500-81100	2
36	Dyers Grade-II	Level -2 19900-63200	2
37	Instructor/Durri Maker	Level -4 25500-81100	2
38	Weaver	Level -4 25500-81100	2
39	Mechanic	Level -2 19900-63200	2
40	Mistry	Level -2 19900-63200	1
41	Tailors	Level -2 19900-63200	9
42	Carpenters Grade-I	Level -4 25500-81100	4
43	Carpenters Grade-IIInd	Level -2 19900-63200	1
44	Electrician Grade-I	Level -4 25500-81100	5
45	Electrician Grade-II	Level -2 19900-63200	10
46	Teacher	Level -4 25500-81100	4
47	Plumber Grade-I	Level -4 25500-81100	5
48	Plumber Grade-II	Level -2 19900-63200	2
49	Barber Grade-I	Level -4 25500-81100	3
50	Barber Grade-II	Level -2 19900-63200	3
51	Barber Grade-III	SL -2 15900-50400	18
52	Dhobies/Washermen Grade-I	Level -2 19900-63200	3
53	Dhobies/Washermen Grade-II	SL -2 15900-50400	8
54	Drivers Class-IV Grade	SL- 2 15900-50400	4
55	Cook	SL-2 15900-50400	26

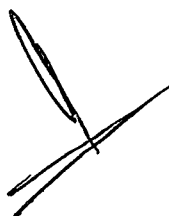


56	Nursing Orderlies Grade-I	SL-2 15900-50400	38
57	Follower	SL-1 14800-47100	4
58	Nursing Orderlies Grade-II	SL-1 14800-47100	4
		Total	1369

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SCHEDULE-II

Class	Category	Designation	Pay level	Minimum Qualification for direct recruitment	Method of recruitment
I		Deputy Superintendent Jail	Level -6 E 35900-113500	-	100% by promotion from Class-II having at least five years Substantive service in that class.
II		Assistant Superintendent Jail	Level -6 -C 35700-113100	i) Graduation from a recognized University and post graduate diploma in Social Work, Sociology, Psychology, Criminology ii) Physical Standard:- Male Minimum Height 5'-6" Minimum Chest 32"-33 ^{1/2} Female Minimum Height 5'-2" Physically Fit .	i) 33% by Direct Recruitment. ii) 67% by Promotion from Class-III, Category - A having minimum qualification as Matriculate & above with at least 5 years substantative service in that category.
III	(A)	Head Warders	Level -3-B 25400-81000	-	100% by promotion from S.G. Warders having at least 3 years substantive service in that category.
	(B)	Head Warder (Drivers)	Level -3-B 25400-81000	-	100% by promotion from S. G. warders (Driver) having at least 3 years substantive services in that category.



IV	(A)	Warders	Level -2 19900-63200	<p>i) Minimum Matric Maximum 10+2 from a recognized Board of School Education/ Institution.</p> <p>ii) Physical Standard Males Height 5'-6" Chest : 32-33^{1/2}" Females: 5'-2"; physically fit.</p>	100% by Direct Recruitment .
	(B)	Warder-(Drivers)	Level -2 19900-63200	<p>i) Minimum Matric Maximum 10+2 having valid HGV/PSV driving license.</p> <p>ii) Physical Standards:- Male Minimum Height 5'-6" Minimum Chest 32"-33^{1/2}</p>	<p>95% by direct recruitment.</p> <p>5% by promotion from Driver (Grade-II) having at least three years substantive service in that category.</p>

Paramedical staff

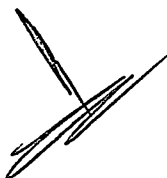
I	(A)	Senior Pharmacist	Level -6 35400-112400	-	<p>By promotion from Class-II Category-A having at least three years substantive service in that category.</p> <p>In case of non availability of eligible candidates the posts shall be filled up by deputation from J&K Health (Subordinate) Services.</p>
	(B)	Senior Lab. Technician	Level -6 35400-112400	-	<p>By promotion from Class-II Category-B (having at least three years substantive service in that category.</p> <p>In case of non availability of eligible candidates the posts shall be filled up by deputation</p>



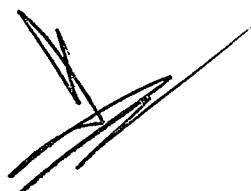
				from J&K Health (Subordinate) Services.
	(C)	X-Ray Technician	Level -6 35400-112400	By deputation from J&K Health (Subordinate) services.
II	(A)	Pharmacist G-I	Level -4 25500-81100	By promotion from Class-III, category -A having at least three years substantive service in that category. In case of non availability of eligible candidates the posts shall be filled up by deputation from J&K Health (Subordinate) Services.
	(B)	Lab. Technician	Level -4 25500-81100	By promotion from Class-III, Category-C having at least three years substantive service in that category. In case of non availability of eligible candidates the posts shall be filled up by deputation from J&K Health (Subordinate) Services.
III	(A)	Pharmacist G-II	Level -2 19900-63200	By promotion from Class-IV Category-A from such Nursing orderlies having at least three years service in that category with Matric & above academic qualification having Diploma in Medical Assistant's / Pharmacist's course from a recognized Institute. or By deputation from J&K Health (Subordinate) Services.



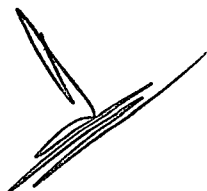
	(B)	Dental Technician	Level -2 19900-63200		By deputation from J&K Health (Subordinate) Services.
	(C)	Lab. Assistant	Level -2 19900-63200		By promotion from Class-IV Category-B having at least three years substantive service in that category with Matric & above academic qualification having Diploma in Lab. Assistant's Training Course from a recognized Institute. or By deputation from J&K Health (Subordinate) Services.
	(D)	Nurse	Level -2 19900-63200		By Deputation from J&K Health Subordinate Services.
IV	(A)	Nursing Orderly (Grade-I)	SL -2 15900-50400	Minimum Matric and Maximum 10+2	90 % By Direct Recruitment 10% by . promotion from Class-V having at least three years Substantive service in that class.
	(B)	Lab. Boy	SL-2 15900-50400	Minimum Matric and Maximum 10+2	100% by direct Recruitment.
V	(A)	Nursing Orderly G-II	SL-1 14800-47100	Minimum Matric and Maximum 10+2	100% by direct Recruitment
<u>Technical Staff</u>					
I	(A)	Electrician Grade-I	Level -4 25500-81100	-	100% by promotion from Class-II, Category-A having at least three years substantive service in that category.



(B)	Plumber G-I	Level -4 25500-81100	-	100% by promotion from Class-II, Category-B having at least three years substantive service in that category.
(C)	Black Smith G-I	Level -4 25500-81100	-	100% by promotion from Class-II, Category-C having at least three years substantive service in that category.
(D)	Dyer G-I	Level -4 25500-81100	-	100% by promotion from Class-II, Category-D having at least three years substantive service in that category.
(E)	Durri Maker	Level -4 25500-81100	Minimum Matric and Maximum 10+2 from recognized Board / Institution with experience in Durri making. Those trained in the vocational course from ITI or any recognized Institute / Government Department would be preferred.	100% by Direct Recruitment.
(F)	Weaver	Level -4 25500-81100	Minimum Matric and Maximum 10+2 from recognized Board / institution with experience of Weaving craft from ITI or any recognized Institute / Government Department would be preferred.	100% by direct recruitment.
(G)	Barber G-I	Level -4 25500-81100	-	By promotion from Class-II, Category-I (Barber G-II) having at least three years substantive service in

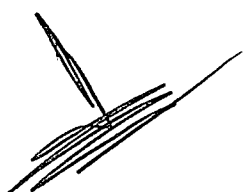


					that category.
	(H)	Carpenter G-I	Level -4 25500-81100	-	100% by promotion from Class-II, Category-E having at least three years substantive service in that category.
II	(A)	Electrician-II	Level -2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(B)	Plumber G-II	Level -2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(C)	Black Smith G-II	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(D)	Dyer G-II	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(E)	Carpenter G-II	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment



	(F)	Tailor	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(G)	Mistry (Mason)	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(H)	Mechanic	Level- 2 19900-63200	Minimum Matric and Maximum 10+2 with Diploma in the relevant trade from ITI/ Government recognized institute.	100% by direct Recruitment
	(I)	Barber G-II	Level- 2 19900-63200		By promotion from Class-III, Category-B having at least three years substantive service in that category.
	(J)	Dhobi G-I	Level-2 19900-63200		By promotion from Class-III, Category-C having at least three years substantive service in that category.
III	(A)	Cook	SL-2 15900-50400	Minimum Matric and Maximum 10+2 from a recognized Board/Institute with having proficiency and experience as a cook from a recognized a institute.	100% by Direct Recruitment

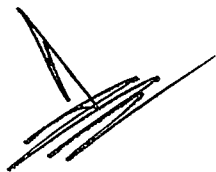
	(B)	Barber G-III	SL-2 15900-50400	Minimum Matric and Maximum 10+2 from a recognized Board/Institute with having proficiency and experience of the Barber trade.	100% by Recruitment	Direct
	(C)	Dhobi G-II	SL-2 15900-50400	Minimum Matric and Maximum 10+2 from a recognized Board/Institute with having proficiency and experience of Washerman trade.	100% by Recruitment	Direct
	(D)	Driver Grade-II	SL-2 15900-50400	Minimum Matric and Maximum 10+2 from a recognized Board/Institute having valid HGV/PSV driving license.	100% by Recruitment	Direct
	(E)	Safaiwalla	SL-1 14800-47100	Minimum Matric and Maximum 10+2 from recognized Board / institutions having proficiency and experience as a Sweeper/ Safaiwalla.	100% by Recruitment	Direct
IV	(A)	Follower	SL-1 14800-47100	Minimum Matric & Maximum 10+2	100% by Recruitment	Direct
<u>Ministerial Cadre</u>						
I	(A)	Section Officer	Level-7 44900-142400	-	100% by promotion from Class-II, Category-A having at least 3 years substantive service in that category.	



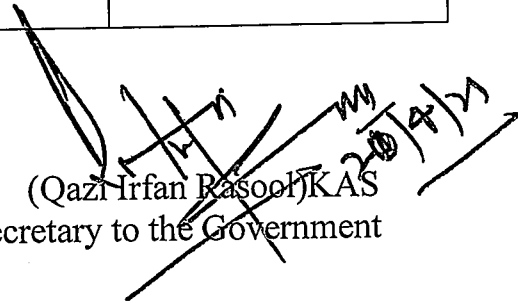
	(B)	Assistant Accounts Officer	Level- 7 44900-142400	-	100% by deputation from J&K Accounts (Subordinate) Services
	(C)	Statistical Officer	Level- 7 44900-142400	-	100% By deputation from J&K Economic and Statistical (Subordinate) Services.
	(D)	Social Welfare Officer	Level- 6-E 35900-113500	-	100% by deputation from J&K Social Welfare (Subordinate) Services.
II	(A)	Head Assistant	Level- 6-B 35600-112800		<p>i) 100% by promotion from Class-IV category A" having at least 03 years' service in that category and having passed secretariat Assistants Examinations.</p> <p>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 assistant examination but have crossed the age of 50 years as on 1st January of the year in which such promotion are being considered.</p> <p>Provided further that a Senior Assistant who has qualified the Secretariat Assistants examination during the period of probation as Junior Assistant shall</p>

					not be required to qualify the said examination again.
	(B)	P.A /Junior Scale Stenographer	Level -6 -B 35600-112400		100% by Promotion from Class-IV Category -B having knowledge of Shorthand & having at least 7 years of service in that category or By Deputation from GAD.
	(C)	Accountant	Level- 6-B 35600-112800	-	100% by deputation from J&K Accounts (Subordinate) Services.
	(D)	Statistical Asstt	Level- 6-B 35600-112800	-	100% By deputation from J&K Economic and Statistical (Subordinate) Services.
III	(A)	Accounts Assistant	Level- 5 29200-92300	-	100% by deputation from J&K Accounts (Subordinate) Services.
IV	(A)	Sr. Assistant	Level- 5 29200-92300	-	100% by promotion from Class-V, Category (C) having at least 3 years substantive service in that category.
	(B)	Steno-Typist	Level- 5 29200-92300	i) Graduate from any recognized university having minimum speed of 65 & 35 words in shorthand & Type writing per minute respectively. ii) Six months certificate in computer applications from a	100% by direct Recruitment.

				recognized institute.	
V	(A)	Teacher	Level- 4 25500-81100	-	100% deputation from School Education (Subordinate) Services.
	(B)	Computer Assistant	Level- 4 25500-81100	Graduation with one year Diploma in Computer Software applications or B.Sc.IT/BCA or three years Diploma in Computer Applications / Software Application from an AICTE recognized institution.	100% by direct recruitment.
	(C)	Junior Assistant	Level- 4 25500-81100	<p>i. Graduate from any recognized university with knowledge of type having not less than 35 words speed per minute in type writing on key board.</p> <p>ii. Six months certificate course in computer application from recognized institute.</p>	<p>i. 75% by direct Recruitment.</p> <p>ii. 25% by promotion from class-VI and VII possessing Matric qualification and having at least 3 years substantive service as such, who qualify Computer type test requiring a minimum speed of 25 words per minute.</p> <p>Provided that a person appointed by the Direct Recruitment or by promotion shall undergo and qualify the Secretariat Assistants Examination/ Training during the period of</p>



					probation.
VI	(A)	Jamadar	SL-2 15900-50400		100% by promotion from Class-VII, Category -A having at least three years substantive service in that class.
VII	(A)	Orderly	SL-1 14800-47100	Minimum Matric and Maximum 10+2 from a recognized Board /institute .	100% by direct recruitment.



 (Qazi Irfan Rasool) KAS
 Additional Secretary to the Government