



Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, Srinagar.

**Notification**  
**Srinagar, 25<sup>th</sup> of October, 2019**

**SRO: 676.-** In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor is pleased to direct that the cadre of the Jammu and Kashmir Secretariat (Subordinate) 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.


25.10.19  
(Dr. Farooq Ahmad Lone) IAS  
Secretary to the Government,  
General Administration Department

No. GAD(Ser)Genl/129/2019

Dated:25.10.2019

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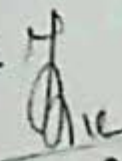
1. Advocate General, J&K.
2. Principal Accountant General, J&K
3. All Financial Commissioners.
4. Director General of Police, J&K.
5. All Principal Secretaries to the Government.
6. Principal Resident Commissioner, J&K Government, New Delhi
7. Chief Electoral Officer, J&K
8. All Commissioner/Secretaries to the Government.
9. Chairperson, J&K Special Tribunal.
10. Director General, IMPARD, J&K.
11. Divisional Commissioner, Jammu / Kashmir.
12. All Heads of Departments / Managing Directors.
13. All Deputy Commissioners.

14. Director, Estates, J&K.
  15. Director, Achieves, Archaeology and Museums.
  16. Director, Information, J&K.
  17. Secretary, J&K Public Service Commission.
  18. Secretary, J&K Legislative Assembly.
  19. Secretary, J&K Services Selection Board.
  20. General Manger, Government Press, Srinagar/ Jammu.
  21. Private Secretaries to Advisor (K) / (G) / (S) / (KS) / (F) to the Governor.
  22. Private Secretary to the Chief Secretary.
  23. Private Secretary to Secretary to the Government, General Administration Deptt.
  24. Government Order file/Stock file
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## Schedule-I to SRO-676 of 2019 dated 25.10.2019

S. No.	Name of the post	Number of duty posts	Pay Band / Scale of the post with Grade Pay (Pre-revised)	Cadre (UT/Divisional/District)
1.	Section Officers	135	PB-2 of ₹ 9300-34800 with GP of ₹ 4,600/-	UT
2.	Head Assistant	270	PB-2 of ₹ 9300-34800 with GP of ₹ 4,220/-	UT
3.	Senior Assistant	288	PB-1 of ₹ 5200-20200 with GP of ₹ 2,800/-	UT
4.	Junior Assistant	319	PB-1 of ₹ 5200-20200 with GP of ₹ 2,400/-	UT
5.	Senior Stenographer	72	PB-2 of ₹ 9300-34800 with GP of ₹ 4,600/-	UT
6.	Junior Stenographer	135	PB-2 of ₹ 9300-34800 with GP of ₹ 4,220/-	UT
7.	Senior Office, Attendant	16	PB-1 of ₹ 5200-20200 with GP of ₹ 2,400/-	UT
8.	Daftari	39	PB-1 of ₹ 5200-20200 with GP of ₹ 1,900/-	UT
9.	Jamadar-I	89	PB-1 of ₹ 5200-20200 with GP of ₹ 1,800/-	UT
10.	Jamadar-II	133	1S of ₹ 4440-7440 with GP of ₹ 1,400/-	UT
11.	Orderlies	220	1S of ₹ 4440-7440 with GP of ₹ 1,300/-	UT
12.	Librarian	1	PB-2 of ₹ 9300-34800 with GP of ₹ 4,200/-	UT
13.	Library Assistant	1	PB-1 of ₹ 5200-20200 with GP of ₹ 2,400/-	UT
14.	Mechanic	1	PB-1 of ₹ 5200-20200 with GP of ₹ 2,400/-	UT
15.	Gestetner Assistant	3	PB-1 of ₹ 5200-20200 with GP of ₹ 1,900/-	UT
16.	Cleaner	1	PB-1 of ₹ 5200-20200 with GP of ₹ 1,400/-	UT
17.	Dispatch Rider-I	1	PB-2 of ₹ 9300-34800 with GP of ₹ 4,200/-	UT
18.	Dispatch Rider-II	1	PB-1 of ₹ 5200-20200 with GP of ₹ 2,400/-	UT
19.	Dispatch Rider-III	2	PB-1 of ₹ 5200-20200 with GP of ₹ 1,900/-	UT

- a) Deputation reserve @ 25% of the Duty posts each for Section Officers (34 posts), Senior Stenographers (18 posts), Head Assistants (68 posts), Junior Stenographers (34 posts), Senior Assistants (72 posts) and Junior Assistants (80 posts).
- b) Training reserve @ 10% of Duty posts for Junior Assistants (32 posts).

  
 25.10.19  
 (Dr. Farooq Ahmad Lone) IAS  
 Secretary to the Government