

**JAMMU AND KASHMIR APPOINTMENT TO CLASS-IV
(SPECIAL RECRUITMENT) RULES, 2020**

General Administration Department Notification S. O. 184 dated 4th June, 2020.— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India read with section 15 of the Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010, the Government hereby makes the following rules namely:—

Chapter-I

1. *Short title, extent and commencement.* —(1) These rules may be called the Jammu and Kashmir Appointment to Class-IV (Special Recruitment) Rules, 2020.

(2) These rules shall come into force on the date of their publication in the Official Gazette and shall cease to exist on the date to be notified by the Government.

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

- (a) “Act” means the Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010 ;
- (b) “Administrative Department” means Department of the Government in the Secretariat dealing with administrative matters of the department with respect to which reference to vacancy is made to Selection Agency ;
- (c) “Board” means the Service Selection Board constituted under the Jammu and Kashmir Civil Services (Decentralization and Recruitment) Rules, 2010 ;
- (d) “Government” means Government of Jammu and Kashmir.

(2) All the words and expressions used in these rules but not expressly provided shall have the same meanings as is assigned to them in the Jammu and Kashmir Civil Services Regulations, the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956, the Jammu and

Kashmir Civil Services (Decentralization and Recruitment) Act, and rules framed thereunder.

3. *Application of Rules.*— These rules shall apply to all Class–IV posts borne on the establishment of any department or service of the Government or any Government Company, Organisation and Body specifically owned or controlled by the Government and, for which the Accelerated Recruitment process is to be adopted as may be notified by the Government from time to time.

Chapter–II

4. *Procedure for Reference of Vacancies.* —(1) All Administrative Departments shall frame an indent of vacancies of Class–IV posts, by way whatever nomenclature called, as they exist, on a cut off date to be notified by General Administration Department, under direct recruitment quota in different cadres. The Administrative Department shall thereafter forward a consolidated indent to the General Administration Department.

(2) While framing the indent, the concerned Administrative department shall ensure that the provisions of the Jammu and Kashmir Reservation Act, 2004 and rules framed thereunder are strictly complied with.

(3) The General Administration Department shall, based on the indent forwarded by the Administrative Departments, prepare a consolidated vacancy of Class–IV (category wise) and refer it to the Service Selection Board.

(4) The Service Selection Board shall make selection to the posts referred to it by the General Administration Department as per the procedure prescribed under these rules.

5. *Procedure for Selection.* —(1) The Board shall advertise all UT Cadre, Divisional Cadre and District Cadre posts referred under rule 4 by way of a single Advertisement Notice.

(2) The Board shall invite applications for the said posts from the persons who are Domiciles of the Union territory of Jammu and Kashmir, and are within the prescribed age and possess minimum and

maximum educational qualification as prescribed in Notification SRO 99 of 2008 :

Provided that a relaxation of five years in the upper age limit shall be provided to the candidates who claim the benefit of additional weightage as casual workers as defined hereinafter :

Provided further that the application form will be entertained by the Service Selection Board on the basis of a declaration made by the candidate in the application form and no testimonial including Domicile Certificate will be required to be submitted along with the application form.

(3) The Board shall make selection to the UT Cadre, Divisional Cadre and District Cadre posts on the basis of a written test and no oral test shall be conducted, as already notified under SRO 404 dated 15th September, 2018. The criteria for selection shall be as follows :—

UT CADRE

S. No	Criteria	Marks
1.	Written Test	85
2.	Candidates whose family member neither is nor has been in Government service, including in PSUs/Boards/Autonomous Bodies, etc. substantially owned and controlled by the Government.	05
3.	Widows, divorced women, judicially separated women and orphan girls (certificate to be issued by Tehsildar)	05
4.	Casual worker engaged for five years or more (For this purpose, proof in terms of wages for a minimum of five years will be required, and the certificate to this effect shall be countersigned by District or Divisional Head of the Office where the candidate has worked)	05

Total: 100 Marks

DIVISIONAL CADRE

S. No.	Criteria	Marks
1.	Written Test	80
2.	Candidate of the Home Division (to be determined as per Domicile Certificate)	05
3.	Candidates whose family member neither is nor has been in Government service, including in PSUs/Boards/ Autonomous Bodies, etc substantially owned and controlled by the Government.	05
4.	Widows, divorced women, judicially separated women and orphan girls (certificate to be issued by Tehsildar)	05
5.	Casual worker engaged for five years or more (For this purpose, proof in terms of wages for a minimum of five years will be required, and the certificate to this effect shall be countersigned by District or Divisional Head of the Office where the candidate has worked)	05

Total: 100 Marks

DISTRICT CADRE

S. No.	Criterion	Marks
1.	Written Test.	75
2.	Candidate of the Home District (to be determined as per Domicile Certificate).	10
3.	Candidates whose family member neither is nor has been in Government service, including in PSUs/Boards/Autonomous Bodies, etc substantially owned and controlled by the Government.	05

S. No.	Criterion	Marks
4.	Widows, divorced women, judicially separated women and orphan girls (certificate to be issued by Tehsildar).	05
5.	Casual worker engaged for five years or more (For this purpose, proof in terms of wages for a minimum of five years will be required, and the certificate to this effect shall be countersigned by District or Divisional Head of the Office where the candidate has worked).	05

Total: 100 Marks

Explanation: — For the purposes of sub-rule (3):—

- (i) 'Family' means brother, sister and parents of the candidate only and no one else ; and
- (ii) 'Casual worker' will consist of persons who are working as Daily Rated Workers, or engaged through a Hospital Development Fund and Local Fund or are Adhoc/Contractual/ Consolidated workers.

(4) For all those candidates who avail benefit of having no family member in government service, including in PSUs/Boards/Autonomous Bodies, etc substantially owned and controlled by the Government, the claim will be verified and authenticated by the Sub-Divisional Magistrate of the concerned jurisdiction after being shortlisted for selection.

¹[(5) Candidates will be required to indicate their order of preference for allotment against all UT, Divisional and District cadre vacancies at the time of application or as and when considered appropriate by the Board].

Chapter—III

6. *Procedure for preparation of select list by the Board.* —(1) The Board shall short-list candidates in the ratio of upto 1:4 of the advertised

1. Sub-rule (5) of rule 5 substituted vide S.O. 351 dated 18-11-2020.

vacancies on the basis of aggregate marks obtained by the candidate on the basis of criteria prescribed under rule 5.

(2) The short-listed candidates will be required to produce relevant documents, including Domicile Certificate, as mentioned in the advertisement notice and the Board shall, after verification, prepare separate select lists for the UT cadre, two divisional cadres and twenty district cadres, combined across all departments for each cadre, on the basis of merit-cum-preference filled up by the candidate in the application form as outlined in sub-rule (5) of rule 5 of these rules, based on an allocation procedure to be prescribed by the Government :

Provided that a candidate shall be selected against one post only in the cadre allotted to the candidate on the principle of merit-cum-preference.

(3) For allocation of departments, the Board shall recommend Department-wise Select List in each cadre (UT/Divisional/District) to the General Administration Department, based on an allocation procedure to be prescribed by the Government.

(4) The Government in the General Administration Department, for the reasons to be recorded, may not accept the select list received from the Board and return the same to the Board for reconsideration.

(5) The General Administration Department shall, thereafter, forward the select list, category wise and cadre wise, to the concerned Administrative Departments equivalent to the number of vacancies requisitioned by each department.

(6) The Administrative Department shall issue appointment orders in respect of all cadres, subject to verification of character antecedents and other standing instructions issued by the Government in this regard.

¹[7. *Wait list.* —(1) The Board shall draw a separate wait list for each combined cadre (UT/Divisional/District) equal to the number of selected candidates in each cadre, which shall remain in force for a period of one year. The Government, for reasons to be recorded, may extend the validity of the waiting list for another 6 months.

1. Rule 7 added vide S.O. 135 of 2024 dated 28.02.2024 w.e.f. 26.09.2023. (For earlier amendment see S.O. No. 497 dated 26.09.2023).

(2) The combined wait list shall be maintained by the Service Selection Board separately.

(3) In case any vacancy remains unfilled due to non-joining, the Administrative department shall immediately and not later than three months inform the General Administration Department.

(4) The General Administration Department shall consolidate the vacancies that accrue due to non-joining and forward the same to Service Selection Board, which shall forward a list of candidates next in merit to General Administration Department after following the procedure as adopted at the time of framing of the Select List.]

Chapter–IV

¹[8. *Conditions of Service.*— The appointments made under these rules shall be governed by the provisions of the Jammu and Kashmir Probationer (Condition of Service, Pay and Allowances) and Fixation of Tenure Rules, 2020, notified vide S.O. No. 192 dated 17.6.2020.]

9. *Use of these Rules for specialized posts.*— The procedure prescribed in these rules, with modifications, may be made applicable to such other posts, having specialised functions/qualifications, as may be notified by the Government from time to time.

10. *Overriding effect of the Rules.*— Notwithstanding anything contained in any other rule, notification or statutory order, these rules shall be in supersession of all rules/notifications/statutory orders issued on the subject.

11. *Interpretation.*— If any question arises relating to the interpretation of these rules, the matter shall be referred to the Government in the General Administration Department whose decision thereon shall be final.

1. Rule 8 substituted by S.O. No. 193 dated 17.06.2020.