

Government of Jammu and Kashmir
Civil Secretariat – Housing and Urban Development Department

NOTIFICATION

Srinagar, the 18th of December, 2008.

SRO 417 . – In exercise of the powers conferred by section 307 and all other enabling provisions of the Jammu and Kashmir Municipal Act, 2000, (Act No. XX of 2000), the Government hereby make the following rules; namely:-

1. Short title and commencement. – (1) These rules may be called the Jammu and Kashmir Urban Local Body Institutions (management) Service Recruitment Rules, 2008.

(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) "Cadre" means the cadre of the Service;
- (c) "Government" means the Government of Jammu and Kashmir;
- (d) "Head of the Department" means the Major Head of the Department holding the administrative control of the organization;
- (e) "Member of the Service" means a person appointed to a post in the service under the provisions of these rules;
- (f) "Post" means a permanent post carrying a definite time scale sanctioned by the competent authority;
- (g) "Rules" means the Jammu and Kashmir Urban Local Body Institutions (management) Service Recruitment Rules, 2008;
- (h) "Schedule" means the schedule(s) annexed to these rules;



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- (i) "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post of the services;
- (j) "Service" means the Jammu and Kashmir Local Body Institutions (Management) Service;
- (k) "State" means the Jammu and Kashmir State;
- (l) "Local Body Institution" means Municipal Councils and Municipal Committees Constituted under Jammu and Kashmir Municipal Act, 2000;
- (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 Urban Local Body Institutions (Management) 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 service; and

Provided that for the purposes of initial constitutions of the 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 a substantive capacity under these rules unless he/she opts otherwise within 15 days from the commencement of these rules.

Explanation:

The words holding means a person holding a post included in the cadre of The Jammu and Kashmir Urban Local Body Institutions (Management) Service in its sanctioned scale of pay on regular basis under orders of the competent authority and will not cover the persons holding a post on ex-cadre/deputation basis or on ad hoc basis or in a stop gap arrangement.

4. Strength and composition of the service:- (1) The authorized permanent and temporarily strength of the service 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 temporarily posts in any 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 the cadre of the service and make such alteration 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 qualification 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 recruitment; 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;

Provided that all posts to be filled up by promotion/direct recruitment shall be referred to the Department Promotion Committee(s)/ Selection Agency as the case may be.

(2) The competent authority for making appointments to the posts under these rules shall be the Government in the case of Class-I and Class-II posts and respective Head of department in other cases.

6. Probation:- (1) Persons appointed to the service, either by direct recruitment or by promotion shall be on probation for two years and their confirmation to class or category shall be made under the provision of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

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

7. Reservation in appointments:- While making appointments either by promotion or by direct recruitment reservation shall be given to the

Members of Schedule Caste/Schedule Tribe/ Backward Classes or any other reserved category(ies) of permanent residents of State strictly as per the Jammu and Kashmir Reservation Act, 2004 and the rules framed thereunder.

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

Provided that the Government may exempt either wholly or partly from such training or departmental examination person(s) who has/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 Servant or employee of Local Body Institutions for direct recruitment under the J&K Municipal Act, 2000:- A Person(s) already in a Government service or in the employment of the Local Body Institutions/Municipal Corporations 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 the recruitment to such a class or category of posts. The upper age limit of such Government servants/employees shall be as provided in the general rules;

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

10. Maintenance of the seniority lists:- Seniority of the members of the service shall be regulated under provisions of the Jammu & Kashmir Civil Services (Classification, Control and Appeal) Rules 1956. The Government shall maintain an up-to-date and final seniority list of the members of the service in respect of Class-I and Class-II and respective Head of the Department shall maintain an up-to-date and final seniority list of members of the service other than Class-I and Class-II.

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 Services in general. However, for purpose of grant of pension and allied benefits relevant to retirement of the members of the service, the Local Fund Examiner/Auditor shall be the competent Authority.



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, if any, are hereby repealed.

(2) Notwithstanding such repeal, any appointment made or action taken under the provision 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/-
(Naseem Lankar), IAS
Commissioner/Secretary to Government,
Housing and Urban Development Department.

Dated:- 18 - 12 - 2008.

No:-LSG/JJ/67/07

Copy to the-

1. Principal Secretary to Government, Law Department.
2. Director, Urban Local Bodies, Kashmir/Jammu.
3. General Manager, Ranbir Government Press, Jammu for publication in the Government Gazette.
4. Special Assistant to Advisor(B) to H.E. the Governor for information of the Advisor.
5. Private Secretary to Commissioner/Secretary to Government, Housing and Urban Development Department for information of the Commissioner/Secretary.
6. PA to Special Secretary to Government, Housing and Urban Development Department for information of Special Secretary.
7. Master file.

(Mohammad Yasin), KAS
Deputy Secretary to Government,
Housing and Urban Development Department.

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Schedule - I

Name of the posts	Pay Scale	No. of sanctioned Posts	
		Kashmir Div	Jammu Div.
Deputy Director	10000-15200	1	1
Chief Executive Officer	10000-15200	4	4
Health Officer	8000-13500	3	3
Executive Officer	7500-12000	43	30
Food Inspector	6700-10700	47	34
Assistant Sanitation Officer	6700-10700	12	9
Secretary	6500-10500	47	34
Section Officer	6500-10500	3	3
Assistant Accounts Officer	7450-11500	3	3
Legal Assistant	6500-10500	12	9
Revenue Officer	6500-10500	3	3
Enforcement/ Khilafwarzi Officer	6500-10500	3	3
Sanitary Inspector	5700-10100	53	40
Head Assistant	5000-8000	47	34
Tax Inspector	5000-8000	97	71
Khilafwarzi Inspector	5000-8000	53	40
Statistical Assistant	5000-8000	3	3
Senior Assistant	4000-6000	47	34
Accounts Assistant	4500-7000	47	34
Works Supervisor G-I	4000-6000	12	12
Electrician	4000-6000	47	34
Junior Assistant	3050-4910	106	80
Computer Assistant	3050-4910	47	34
Birth & Death Reporter	3050-4910	47	34
Tax Collector	3050-4910	106	80
Works Supervisor G-II	3050-4590	88	62
Sanitary Supervisor	3050-4590	174	116
Khilafwarzi Assistant	3050-4590	178	116
Lineman	3050-4590	47	34
Driver	3050-4590	194	142
Multipurpose Worker/Disinfecter	2610-3540	47	34
Orderly	2550-3200	194	142
Chowkidar	2550-3200	47	34
Cleaner	2550-3200	194	142
Demolition Guard/Gardener	2550-3200	247	185
Laderman	2550-3200	47	34
Safaiwallas	2550-3200	1544	1035

(Mohammad Yasin), KAS
Deputy Secretary to Government,
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Schedule -II

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Class	Category	Name of the posts	Pay Scale	Minimum qualification for direct recruitment	Method of Recruitment
1	2	3	4	5	6
	(a)	Deputy Director	10000-15200	-	By deputation from KAS
	(b)	Chief Executive Officer	10000-15200	-	By promotion from Class-I Category (d) having at least five years service as such.
	(c)	Health Officer	8000-13500	-	By deputation from Health Department.
	(d)	Executive Officer	7500-12000	Bachelors Degree from a recognized University with Diploma in Local Self Government (LSGD) or MBA from any recognized University/ Institution.	(i) 30% by Direct Recruitment (ii) 70% by promotion from Class-II Category a, b, c, f & g proportionate to their cadre strength with at least five years substantive service in that class and category.
II	(a)	Food Inspector	6700-10700	Degree in Medicine with at least one months training in Food inspection and sampling work approved for the purpose by the Government of India or a State Government OR Degree in Science with Chemistry as one of the subject or degree in Agriculture or public Health or Pharmacy or in Veterinary Sciences or a graduate in Food Technology or dairy Technology from a University or Institution established in India by law or has equivalent qualification recognized and notified by the Central Government for the purpose with three months satisfactory training in food inspection and sampling work under a food (Health Authority) or in an institution approved for the purpose by the Central Government.	(i) 75% by Direct Recruitment (ii) 25% by promotion from Class III Category(a) with three years substantive service in that class and having qualification as per Rule-8 of Prevention of Food Adulteration Rules, 1955.

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	(b)	Assistant Sanitation Officer	6700-10700		By promotion from Class-III category (a) having 5 years service in that class and Category.
	(c)	Secretary / Section Officer	6500-10500		By promotion from Class-III category (b) having 5 years substantive service in that class and category.
	(d)	Assistant Accounts Officer	7450-11500		By deputation from J&K Accounts (Subordinate) Service.
	(e)	Legal Assistant	6500-10500		By deputation from J&K Law Officers (Subordinate) Service. (Law Department).
	(f)	Revenue Officer	6500-10500		By promotion from Class-III category (c) having 5 years substantive service in that class and Category.
	(g)	Enforcement/ Khilafwarzi Officer	6500-10500		By promotion from Class-III category (d) having 5 years substantive service in that class and category.
III	(a)	Sanitary Inspector	5700-10100	10+2 in Science with One year's Sanitary Inspector's diploma course from recognized institution.	(i) 75% by direct recruitment (ii) 25% by promotion from Class-V category (f) having 10 years experience as such and having passed 10+2 with Science & One year's Sanitary Inspector's Diploma course from a recognized institution.
	(b)	Head Assistant	5000-8000		By promotion from Class-IV category (a) with 5 years service as such and having passed the Secretariat Assistants Examination. However, 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 Assistants Examination, but have crossed the age of 50 years as on 1 st January of the year in which such promotions are being considered.
	(c)	Tax Inspector	5000-8000	Graduate from a recognized University.	(i) 50% by direct recruitment (ii) 50% by promotion from Class-V category (d) having 5 years substantive service in that class and category.

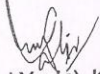
	(d)	Khilafwarzi Inspector	5000-8000	Three years Diploma in Civil Engineering/ Architecture from any recognized institution.	(i) 50% by direct recruitment. (ii) 50% by promotion from Class-V category (g) having 8 years substantive service in that class and category.
	(e)	Statistical Assistant	5000-8000		By deputation from J&K Economics and Statistics (Subordinate) Service.
IV	(a)	Senior Assistant	4000-6000		By promotion from Class-V category a, b & c having the 5 years service as such in the ratio of 40:40:20 respectively.
	(b)	Accounts Assistant	4500-7000		By deputation from J&K Accounts (Subordinate) Service.
	(c)	Works Supervisor G-I	4000-6000		By promotion from Class-V category (e) having 5 years substantive service in that class and category.
	(d)	Electrician	4000-6000	Matric with ITI Diploma course in relevant trade.	50% by direct recruitment and 50% by promotion from Class-V category (h) having 5 years substantive service in that class and category.
V	(a)	Junior Assistant (which includes Slaughter House Assistant/ Cattle Pond Assistant)	3050-4910	(i) Graduation from any recognized University with knowledge of type writing having not less 35 words speed per minute. (ii) Six months certificate course in computer applications from a recognized Institute.	(i) 75% by direct recruitment (ii) 25% by promotion from Matriculate Class-VI category (b) having at least 5 years service as such, who qualify the type test requiring a minimum speed of 25 words per minute.
	(b)	Computer Assistant	3050-4910	(i) Graduation from any recognized University with knowledge of type writing having not less 35 words speed per minute. (ii) Six months certificate course in computer application from a recognized Institute.	100% by direct recruitment.

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(c)	Birth & Death Reporter	3050-4910	(i) Graduation from any recognized University with knowledge of type writing having not less 35 words speed per minute. (ii) Six months certificate course in compute applications from a recognized Institute.	(i) 75% by direct recruitment (ii) 25% by promotion from Matriculate Class-VI category (b) having at least 5 years service as such, who qualify the type test requiring a minimum speed of 25 words per minute.
(d)	Tax Collector	3050-4910	(i) Graduation from any recognized University with knowledge of type writing having not less 35 words speed per minute. (ii) Six months certificate course in computer applications from a recognized Institute.	100% by direct recruitment
(e)	Works Supervisor G-II	3050-4910	Matric with ITI Diploma course in relevant trade.	100% by direct recruitment.
(f)	Sanitary Supervisor	3050-4910	Matric with Diploma course in relevant trade from a recognized institute.	(i) 75% by direct recruitment (ii) 25% by promotion from Matriculate Class-VI category (a) having the requisite technical qualification as indicated against the post in Column 5.
(g)	Khilafwarzi Assistant	3050-4910	Two years Draftsman course from any recognized institution.	(i) 75% by direct recruitment (ii) 25% by promotion from Matriculate Class-VI category (d) having certificate course in Building Construction from a recognized institution.
(h)	Lineman	3050-4910	Matric with ITI course in relevant trade from a recognized Institute.	(i) 75% by direct recruitment (ii) 25% by promotion from Class-VI category (e) with three years experience as such and having the requisite technical qualification as indicated against the post in Column 5.
(i)	Driver	3050-4910	Matric pass with valid Hill Driving licence issued by the Competent Authority.	100% by direct recruitment.
VI	(a) Multipurpose Worker/ Disinfecter	2610-3540	Minimum Matric and Maximum 1Q+2	50% by direct recruitment and 50% by promotion from Class-VI category (f).

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(b)	✓ Jerty/ C. owkidar	2550-3200	Minimum Matric and Maximum 10+2	100% by direct recruitment.
(c)	Cleaner	2550-3200	Minimum Matric and Maximum 10+2	100% by direct recruitment.
(d)	Demolition Guard/Gardener	2550-3200	Minimum Matric and Maximum 10+2	100% by direct recruitment.
(e)	Ladder-man	2550-3200	Minimum Matric and Maximum 10+2	100% by direct recruitment.
(f)	Safai-wallas	2550-3200	Middle Pass	100% by direct recruitment from the concerned community.


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