

Government of Jammu and Kashmir
Transport Department Civil Secretariat

J&K,

NOTIFICATION

SRINAGAR, THE 20th July, 2018

SRO 316 :- In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir, the Government hereby makes the following rules, namely :-

1. **Short Title and Commencement.**- (1) These rules may be called the Jammu and Kashmir State Motor Garages (Subordinate) Service Recruitment Rules, 2018.

(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) "Board" means the Jammu and Kashmir State Services Selection Board";
- (c) "Cadre" means the cadre of the service;
- (d) "Government" means the Government of Jammu and Kashmir;
- (e) "Head of the Department" means the Major Head of the Department holding the Administrative control of the organization;
- (f) "Member of the Service" means a person appointed to a post in the (Subordinate) Service under the provisions of these rules;
- (g) "Post" means a post borne on the establishment of the Department;
- (h) "Rules" means the Jammu and Kashmir State Motor Garages (Subordinate) Service Recruitment Rules; 2018
- (i) "State" means the Jammu and Kashmir State;
- (j) "Selection Agency" means the agency constituted by the Government for making recruitment to a particular class of post;
- (k) "Schedule" means the schedule annexed to these rules;
- (l) "Service" means the Jammu and Kashmir State Motor Garages (Subordinate) Service;
- (m) 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/Jammu and Kashmir Civil Services Regulations.

3. **Constitution of Service:-** (1) From the date of commencement of these rules, there shall be constituted the "Jammu and Kashmir State Motor Garages (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 the services.

Provided that for the purposes of initial constitution of the services, 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 services 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 under these rules unless he/she opt 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 State Motor Garages (Non-Gazetted) 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 adhoc basis or in a stop gap arrangement.

4. **Strength and Composition of the Service:-** (1) The authorized permanent and temporary strength of the cadre and the nature of the posts 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 temporary posts in the cadre of the service for specified period or purpose 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 alternations therein 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 qualifications as laid down in Schedule-II and fulfills other requirements of recruitment as provided in the rules and orders for the time being in force.

(2) First appointment to a service or class may 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 the posts under direct recruitment shall be filled through Jammu and Kashmir Services Selection Board as per the rules/orders of the Government issued for the purpose:

Provided further all posts to be filled by promotion/direct recruitment shall be filled through Board / Departmental Promotion Committee as the case may be unless any post/category of posts is exempted from the purview of the Services Selection Board.

(3) The Department shall refer vacancies in the direct/promotion quota to Services Selection 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 by direct recruitment shall be on probation for a period of two years and their confirmation shall be governed under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

(2) The pay of a person appointed to the service under these rules shall be regularized as per the provisions of Jammu and Kashmir Civil Services Regulations.

7. **Reservation in Appointments:-** While making appointments, reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Caste/Scheduled Tribes/Backward Classes or any other category or class of permanent residents of State under the provisions of Jammu and Kashmir Reservation Act, 2004 and the Reservation Rules in force.

8. **Training and Departmental Examinations:-** Persons appointed to the service by competitive examination shall be required to undergo such training from time to time during the course of probation 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 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 to 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 post. The upper age limit of such Government servants shall be as provided in the general rules.

Provided that in the case of a post which requires a higher degree of specialization and or experience, the Government may prescribe higher age limit.

10. **Maintenance of Seniority List:** - Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956. The Head of Department shall maintain an upto date and final seniority list of members of the service.
11. **Residuary Matters:-** In regard to the matters not specifically covered by these rules, the members of the service shall be governed by rules/regulations and orders applicable to the State Civil Service 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 decisions thereon shall be final and binding.
13. **Repeal and Savings:-** (1) The Jammu and Kashmir State Motor Garages (Subordinate) Service Recruitment Rules, 2004 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/-

(Dr. Asgar Hassan Samoon) IAS
Principal Secretary to Government,
Transport Department.

Dated: - 20-07-2018

TR-13/SMG/2015

Copy to the:-

1. Commissioner/Secretary to Government, Finance Department.
2. Commissioner/Secretary to Government, General Administration Department.
3. Secretary to Government, Department Law Justice & Parliamentary Affairs.
4. Secretary to Government, ARI Department,
5. Director, State Motor Garages Department.
6. General Manager, Government Press Jammu/Kashmir.
7. Private Secretary to Chief Secretary J&K.
8. Private Secretary to Secretary to Government, Transport Department.
9. SRO file.
10. Stock file.



(Agya Anand)

Under Secretary to Government,

**Jammu and Kashmir State Motor Garages (Subordinate) Service
Recruitment Rules, 2018**

SCHEDULE-I

S. No. 1	Designation of the Post 2	Pay Band with Grade Pay 3	No. of posts 4
MINISTERIAL			
1.	Section Officer	9300-34800 + 4600/=	06
2.	Senior Scale Stenographer	9300-34800 + 4600/=	01
3.	Assistant Accounts Officer	9300-34800 + 4600/=	01
4.	Head Assistant	9300-34800 + 4200/=	10
5.	Accounts Assistant	5200-20200 + 2800/=	03
6.	Senior Assistant / Store Keeper / Job Card Clerk	5200-20200 + 2400/=	18
7.	Junior Assistant	5200-20200 + 1900/=	15
8.	Store Attendant	5200-20200 + 1900/=	04
9.	Orderly	4440-7440 + 1300/=	08
10.	Chowkidar	4440-7440 + 1300/=	22
11.	Safaiwala	4440-7440 + 1300/=	06
Technical			
12.	Stores Officer	9300-34800 + 4280/=	02
13.	Foreman (General)	9300-34800 + 4260/=	02
14.	Foreman (Machine)	9300-34800 + 4260/=	02
15.	Foreman	9300-34800 + 4260/=	13
16.	Inspector	9300-34800 + 4260/=	02
17.	Latheman	9300-34800 + 4260/=	02
18.	Fuel Pump Operator	9300-34800 + 4260/=	01
19.	Mechanic	9300-34800 + 4200/=	41
20.	Painter	5200-20200 + 2400/=	02
21.	Upholster	5200-20200 + 2400/=	02
22.	Tin Smith	5200-20200 + 2400/=	02
23.	Black Smith	5200-20200 + 2400/=	02
24.	Electrician	5200-20200 + 2400/=	08
25.	Welder	5200-20200 + 2400/=	13
26.	Dent Beater	5200-20200 + 2400/=	02
27.	Solderer	5200-20200 + 2400/=	02
28.	Tyre Mechanic	5200-20200 + 2400/=	02
29.	Fitter	5200-20200 + 2400/=	28
30.	Greaser Washer	5200-20200 + 1900/=	46
31.	Helper	4440-7440 + 1400/=	35
32.	Cleaner	4440-7440 + 1400/=	31
Crew			
33.	Chauffeur	9300-34800 + 4240/=	97
34.	Driver Grade-I	5200-20200 + 2400/=	144
35.	Driver Grade-II	5200-20200 + 1900/=	240
Total No. of posts:			815

(Agya Anand)

Under Secretary to the Government
Transport Department

Jammu and Kashmir State Motor Garages (Subordinate) Service Recruitment Rules, 2018

Schedule-II

Class	Category	Designation	Pay Band with Grade Pay	Minimum Qualification for Direct Recruitment	Method of Requirement
1	2	3	4	5	6
MINISTERIAL					
I		Section Officer	9300-34800 + 4600	-	100% by promotion from Class-IV having 3 years service, as such.
II		Senior Scale Stenographer	9300-34800 + 4600	-	By deputation from Jammu and Kashmir Secretariat (Subordinate) Service.
III		Assistant Accounts Officer	9300-34800 + 4600	-	By deputation from Jammu and Kashmir Accounts (Subordinate) Service.
IV		Head Assistant	9300-34800 + 4200	-	100% by promotion from Class-VI having at least 3 years service as such and having passed Secretariat Assistants Examination. 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 Assistants Examination, but have crossed the age of 50 years as on 1st January of the year in which such promotions are being considered. Provided further that a Senior Assistant who has qualified the Secretariat Assistants Examination during the period of probation as Junior Assistant shall not be required to qualify the said examination again.

1	2	3	4	5	6
V		Accounts Assistant	5200-20200 + 2800	-	By deputation from Accounts (Subordinate) Service.
VI		Senior Assistant/Store Keeper/ Job Card Clerk	5200-20200 + 2400	-	100% by promotion from Class-VII having 03 years service in that class.
VII		Junior Assistant / Store Attendant	5200-20200 + 1900	Graduate from any recognized University with knowledge of Computer typing having not less than 35 words speed per minute. Six months certificate course in Computer Application from a recognized institute.	i) 75% by direct recruitment. ii) 25% by promotion from Class-VIII, Category (A) & (B) possessing Matric qualification and having at least 3 years service as such, who qualify Computer type test requiring a minimum speed of 25 words per minute. 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 probation.
VIII	A	Orderly	4440-7440 + 1300	Minimum Matric and Maximum 10+2	100% by direct recruitment.
	B	Chowkidar	4440-7440 + 1300	Minimum Matric and Maximum 10+2	
	C	Safaiwala	4440-7440 + 1300	Matric Pass	
TECHNICAL					
I		Stores Officer	9300-34800 + 4280	Degree / 03 years Diploma in Automobile Engineering from a recognized University/ Institute.	i) 50% by direct recruitment. ii) 50% by promotion from amongst Class-II Category (A) & (B) having 3 years service as such with matriculation.

1	2	3	4	5	6
II	A	Foreman (General) / Foreman (Machine) / Foreman	9300-34800 + 4260	Degree/03 years Diploma in Automobile Engineering from a recognized University/ Institute.	i) 35% by direct recruitment. ii) 50% by promotion from Class-V (Mechanics) having 3 years service as such and having passed Matriculation. iii) 15% by promotion from Class-V (Non-Matriculate Mechanics) having 5 years service as such and to pass departmental trade test.
	B	Inspector	9300-34800 + 4260	-	100% by promotion from VI, VII, VIII, XI and XIV having at least 3 years service in that category with Matriculation.
III		Latheman	9300-34800 + 4260	-	100% by promotion from Class-V having 5 years service as such and subject to passing departmental trade test.
IV		Fuel Pump Operator	9300-34800 + 4260	-	100% by promotion from Class-V having 5 years service as such and subject to passing departmental trade test.
V		Mechanic	9300-34800 + 4200	Matric Pass and ITI trained in respective trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-X with 3 years service in that category and having adequate knowledge of the respective trade provided that 5% of the vacancies under promotion quota shall be filled-up from amongst Matriculate ITI trained personnel with minimum 3 years service in Class-X.
VI		Black Smith / Tin Smith Dent Beater / Solderer / Welder	5200-20200 + 2400	Matric Pass & ITI trained in the respective trades.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII with 3 years service in that category having adequate knowledge of the respective

1	2	3	4	5	6
					trade and to passing of departmental trade test.
VII		Electrician	5200-20200 + 2400	Matric Pass & ITI trained in Auto Electric trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII with 5 years experience in that category as such with sufficient knowledge of said job.
VIII		Painter	5200-20200 + 2400	Matric Pass & ITI trained in Painting trades.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII with 3 years experience in that category and to pass departmental trade test.
IX		Upholster	5200-20200 + 2400	Matric Pass & ITI trained in upholster trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII with 3 years experience in that category and to pass departmental trade test.
X		Fitter	5200-20200 + 2400	Matric Pass & ITI trained in Motor Mechanism trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII having 5 years service in that Class and having sufficient knowledge of the job requirement of the post provided that 10% vacancies out of promotion quota shall be filled-up from amongst Matriculate ITI trained personnel with 5 years service in Class-XII.
XI		Tyre Mechanic	5200-20200 + 2400	Matric Pass & ITI trained in Motor Mechanism trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XII having 5 years experience in that Class and to pass departmental trade test.

1	2	3	4	5	6
XII		Greaser Washer	5200-20200 + 1900	Matric Pass & ITI trained in Motor Mechanism trade.	i) 50% by direct recruitment. ii) 50% by promotion from Class-XIII Category (A) & (B) having 5 years service in that category and to pass departmental trade test.
XIII	A	Helper	4440-7400 + 1400	Minimum Matric and Maximum 10+2.	i) 90% by direct recruitment. ii) 10% by promotion from Chowkidars having 3 years service in that category.
	B	Cleaner	4440-7400 + 1400	Matric Pass	i) 90% by direct recruitment. ii) 10% by promotion from Chowkidars and having 3 years service in that category.
CREW					
XIV		Chauffeur	9300-34800 + 4240	-	100% by promotion from Class XV having 5 years service as such.
XV		Driver Grade-I	5200-20200 + 2400	-	100% by promotion from class XVI having 5 years service as such.
XVI		Driver Grade-II	5200-20200 + 1900	Minimum Matric and Maximum 10+2 having valid HGV/PSV driving license.	i) 90% by direct recruitment. ii) 10% by promotion from Helpers, Cleaners and having valid HGV/PSV driving license with 5 years service in that category and to pass departmental driving test.

(Agya Anand)
Under Secretary to Government
Transport Department