

EXTRAORDINARY

REGD. NO. JK—33



**THE
JAMMU & KASHMIR GOVERNMENT GAZETTE**

Vol. 128] Srinagar, Mon., the 3rd Aug., 2015/12th Srav., 1937. [No. 18-f

Separate paging is given to this part in order that it may be filed as a separate compilation.

PART III

Laws, Regulations and Rules passed thereunder.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—TOURISM AND CULTURE
DEPARTMENT

Notification

Srinagar, the 3rd August, 2015.

SRO-248.—In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor hereby makes the following Rules, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Jammu and Kashmir Archives, Archaeology and Museums (Subordinate) Service Recruitment Rules, 2015.

(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 Service 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 permanent post carrying a definite time scale sanctioned by the competent authority ;
- (h) “Rules” means the Jammu and Kashmir Archives, Archaeology and Museums (Subordinate) Service Recruitment Rules, 2015 ;
- (i) “Schedule” means the schedule annexed to these rules ;
- (j) “Service” means the Jammu and Kashmir Archives, Archaeology and Museums (Subordinate) Service ;
- (k) “State” means the Jammu and Kashmir State ;

- (1) 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 Archives, Archaeology and Museums (Subordinate) Service Recruitment Rules, 2015.

(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 service.

(3) Provided that for the purpose of initial constitution of 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 services in its sanctioned scale of pay shall be deemed to have been appointed to the service under these rules unless he/she is fully qualified to hold the post under these rules unless he/she opt 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 Archives, Archaeology and Museums (Subordinate) 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 stopgap arrangement.

4. *Strength and composition of the Services.*—(1) The authorized 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 shall, at the initial constitution of the services 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 or 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.*—First appointment to service of class may be made,—

- (a) by promotion or by transfer from another service of class ; or
- (b) by direct recruitment ; or
- (c) partly by (a) and partly (b) in the ratio and in the manner as mentioned against each post in Schedule-II ; provided that all the posts under direct recruitment shall be filled through J&K SSB as per the rules/orders of the Government issued for the purpose :—
 - (i) Provided further all posts to be filled by promotion/ transfer shall be filled through Departmental Promotion Committee/J&K SSB unless any post/category of posts is exempted from the purview of the J&K SSB ;
 - (ii) The department shall refer vacancies in the direct/ promotion quota to J&K SSB and Departmental Promotion Committee as the case may be in terms of SRO-166 dated 14-6-2005.

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 for class or category shall be made 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 or general rules as issued from time to time.

7. *Reservations in appointments.*—While making appointment either by promotion or by direct recruitment reservation shall be made in accordance with the rules and orders issued from time to time for members of Scheduled Castes/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 rules framed thereunder.

8. *Training and Departmental Examination.*—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 possesses the educational and other qualification 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 member of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The Head of the Department shall maintain an up-to-date and final seniority list of members of the service.

11. *Residuary matter.*—In regard to 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 saving.*—(1) The Jammu and Kashmir Archives, Archaeology and Museums (Non-Gazetted) Services Recruitment Rules, 2003 or any other rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.

(2) Notwithstanding such repeal, any appointment made or order/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.) SHAIENDRA KUMAR, IAS,

Commissioner/Secretary to Government.
Tourism and Culture Department.

Annexure to Notification SRO-248 dated 03-08-2015.

Schedule-I (Ministerial)

S. No.	Name of the post	Pay Band with Grade Pay	No. of posts
01.	Section Officer	9300-34800+4600	01
02.	Statistical Officer	9300-34800+4600	01
03.	Senior Stenographer	9300-34800+4600	01
04.	Head Assistant	9300-34800+4200	01
05.	Accountant	9300-34800+4200	01
06.	Jr. Scale Stenographer	9300-34800+4200	01
07.	Statistical Asstt.	9300-34800+4200	02
08.	Senior Assistant	5200-20200+2400	06
09.	Accounts Assistant	5200-20200+2400	02
10.	Jr. Assistant	5200-20200+1900	13
11.	Driver	5200-20200+1900	01
12.	Jamadar	4440-7440+1300	01
13.	Orderly	4440-7440+1300	11
14.	Chowkidar	4440-7440+1300	02

Schedule-I B (Executive)

S. No.	Name of the post	Pay Band with Grade Pay	No. of posts
1	2	3	4
01.	Superintendent	9300-34800+4280	03
02.	Conservation Asstt.	9300-34800+4260	02
03.	Modellor	9300-34800+4260	01
04.	Field Asstt./Surveyor	9300-34800+4260	04
05.	Head Asstt.	9300-34800+4200	02
06.	Pr. Asstt. (Grade-I)	9300-34800+4200	01
07.	Research Asstt.	9300-34800+4200	03
08.	Surveyor/Excavation Asstt.	9300-34800+4200	02
09.	Museum Asstt.	9300-34800+4200	04
10.	Chemical Asstt.	9300-34800+4200	01
11.	Photographer	9300-34800+4200	04
12.	Calligrapher	9300-34800+4200	02
13.	Librarian	9300-34800+4200	01
14.	Jr. Engineer	5200-20200+2800	04
15.	Indexer	5200-20200+2400	12
16.	Pr. Asstt. (Grade-II)	5200-20200+2400	02
17.	Store Keeper	5200-20200+2400	04
18.	Lab. Asstt.	5200-20200+2400	02
19.	Jr. Librarian	5200-20200+2400	01

1	2	3	4
20.	Draftsman	5200-20200+2400	01
21.	Mistry	5200-20200+2400	02
22.	Guide	5200-20200+1900	03
23.	Binder/Mender	5200-20200+1900	05
24.	Taxidermist	5200-20200+1900	01
25.	Lib. Asstt.	5200-20200+1900	02
26.	Record Keeper/Jr. Asstt.	5200-20200+1900	15
27.	Museum Asstt. (Lower Grade)	5200-20200+1900	01
28.	Attendant	4440-7440+1300	11
29.	Basta Packer	4440-7440+1300	14
30.	Cleaner	4440-7440+1300	02
31.	Lab. Bearer	4440-7440+1300	02
32.	Monument Chowkidar	4440-7440+1300	31
\ 33.	Gunman	4440-7440+1300	01
34.	Gardener	4440-7440+1300	01
35.	Sweeper-cum-Farash	4440-7440+1300	01

Annexure to Notification SRO-248 dated 03-08-2015.

Schedule (II-A) (Ministerial)

S. No.	Category	Designation of Post/Grade	Minimum Qualification for direct recruitment	Method of Recruitment
1	2	3	4	5
I	a	Section Officer (9300-34800+4600)		By promotion from Class II category (a) having not less than 3 years service in that category.
	b	Senior Stenographer (9300-34800+4600)		By selection from Class II category (b) having 5 years service in that category.
	c	Statistical Officer (9300-34800+4600)		By deputation from Statistics Deptt.
II	a	Head Asstt. (9300-34800+4200)		By promotion from Class III category (a) having not less than 3 years service in that category. 75% from those having passed Sectt. Asstt. Training Exam. and 25% from those who have not passed

			Sectt. Asstt. Exam. but have attained age of 50 years or above.
	b	Jr. Stenographer (9300-34800+4200)	Graduation with speed of 65 & 35 words per minutes in shorthand and typewriting respectively and have 6 months certificate course in computer application from recognized institute
	c	Accountant (9300-34800+4200)	100% by direct recruitment.
	d	Statistical Assistant (9300-34800+4200)	By deputation from J&K Subordinate Accounts Service.
III	a	Senior Assistant (5200-20200+2400)	By deputation from Economics and Statistics (Subordinate) Service.
	b	Accounts Assistant (5200-20200+2400)	By promotion from Class IV category (a) having not less than 3 years substantive service as such.
			By deputation from J&K Subordinate Accounts Service.

1	2	3	4	5
IV	a	Jr. Asstt. (5200-20200+1900)	Graduation with 6 months certificate course in computer application from any recognized institution and 35 words speed per minute of typewriting on computer keyboard	75% by direct recruitment. 25% by selection from Class-V category (a) and Class-VI category (a) and (b) who have passed Matriculation and qualify type test on computer keyboard with required minimum speed of 30 words per minutes in order of seniority.
	b	Driver (5200-20200+1900)	Matriculation with license to drive heavy passenger vehicle	100% by direct recruitment.
V	a	Jamadar (4440-7440+1400)		By promotion from Class VI category (a) in order of seniority having 5 years substantive service as such.

VI	a	Orderlies (4440-7440+1300)	Matriculation (Minimum) (Maximum) 10+2	100% by direct recruitment.
	b	Chowkidar (4440-7440+1300)	Matriculation (Minimum) (Maximum) 10+2	100% direct recruitment.

Annexure to Notification SRO-248 dated 03-08-2015.

Schedule (II-B) (Executive)

S. No.	Category	Designation of Post/Grade	Minimum Qualification for direct recruitment	Method of Recruitment
1	2	3	4	5
I	a	Superintendent, State Archives, Respositories (9300-34800+4280)		By promotion from Class III category (a) and (e) having 5 years substantive service on those categories with training in records Management/ Archives Administrative/servicing and repair of records from National Archives of India, New Delhi, proportionate to the sanctioned strength in the feeding categories.
II	a	Conservation Assistant (9300-34800+4260)	M. Sc. Chemistry with training in Conservation Musicology from recognized institution	50% by direct recruitment. 50% by promotion from Class III category (c), (d) and (h) having 5 years substantive service in those categories

			with short term training course in any discipline of Museology from a recognized institution, proportionate to the sanctioned strength in the feeding cadres.
	b	Modellor (9300-34800+4260)	Graduation in Fine Arts in Sculpture/Painting/Modeling from a recognized University 100% by direct recruitment.
	c	Field Assistant/ Surveyor (Archives) (9300-34800+4260)	Postgraduation in following subjects :— Jammu Region, M. A. Sanskrit, Ladakh Region M. A. Bodhi, Kashmir Region M. A. Persian/ Arabic 50% by direct recruitment. 50% by promotion from Class-III category (b) and (e) with 5 years substantive service in those categories from amongst graduates having certificate training course in oriental language application to the vacancy, proportionate to the sanctioned strength in the feeding categories.
III	a	Head Assistant Archives, Repository (9300-34800+4260)	By promotion from Class-V, category (a) having 5 years substantive service as such with training in Archives from National Archives of India.

1	2	3	4	5
	b	Research Assistant (9300-34800+4200)		By promotion from Class-V, category (a) with 5 years substantive service as such.
	c	Museum Assistant (9300-34800+4200)	M. A. Museology/ Archaeology/ Ancient History	50% by direct recruitment. 50% by promotion from Class-V, category (c & d) with 5 years substantive service in those categories, proportionate strength in the feeding categories.
	d	Chemical Assistant (9300-34800+4200)	M. Sc. Chemistry	100% by direct recruitment.
	e	Preservation Assistant Grade-I (9300-34800+4200)		By promotion from Class-V, category (b) with 5 years substantive service in that category and training in Archives from National Archives of India.
	f	Librarian (9300-34800+4200)		By promotion from Class-V, category (f) with 5 years substantive service as such.

	g	Photographer (9300-34800+4200)	Graduate with Diploma in Photography/ Videography	100% by direct recruitment.
	h	Surveyor-cum- Excavation Assistant (Archaeology) (9300-34800+4200)	M. A. in Archaeology/ Ancient History	100% by direct recruitment.
	l	Calligrapher (9300-34800+4200)	Graduate in Arts with Diploma in Calligraphy from a recognized institute	100% by direct recruitment.
IV	a	Jr. Engineer (9300-34800+4200)		By deputation from PWD.
V	a	Indexer (Archives, Repository) (5200-20200+2400)		By promotion from Class-VI, category (a) having 5 years substantive service in that category with short term training in Archives Administration/Records Managements/servicing and repair of records from National Archives of India.

1	2	3	4	5
	b	Preservation Assistant Grade-II (5200-20200+2400)		By promotion from Class-VI, category (a) and (d) having 5 years service in those categories and having passed short term training course in Archives Management/ servicing and repairs of records from National Archives of India, New Delhi, proportionate to the sanctioned strength in the feeding categories.
	c	Storekeeper, Museum and Archaeology (5200-20200+2400)		By promotion from Class-VI, category (b), (c) and (f) having 5 years substantive service in those categories, proportionate to the sanctioned strength in the feeding categories.
	d	Lab. Assistant (5200-20200+2400)	B. Sc. with Chemistry as one of the subject	100% by direct recruitment.
	e	Mistry (5200-20200+2400)	ITI trained in Carpentry Trade	100% by direct recruitment.

	f	Jr. Librarian (5200-20200+2400)		By promotion from Class-VI, category (e) having 5 years substantive service as such.
	g	Draftsman (5200-20200+2400)		By deputation from PWD.
VI	a	Record Keeper (Archives Records) (5200-20200+1900)	Graduate with History as one of the subject. After appointment the candidates shall have to undergo training course in Record Management at National Archives of India	50% by direct recruitment. 50% by promotion from amongst matriculate candidates from Class-VII, category (a), (b) and (e) having 5 years substantive service in those categories, proportionate to the sanctioned strength in feeding categories.
	b	Guide (5200-20200+1900)		By promotion from Class-VII, category (c) and (d) with 5 years substantive service in those categories and having short term training course from NRLC, Lucknow, proportionate to the sanctioned strength in the feeding categories.
	c	Museum Assistant Grade-II (5200-20200+1900)	M. A. in Museology/ Archaeology/History	100% by direct recruitment.

1	2	3	4	5
	d	Binder/Mender (5200-20200+1900)	Graduation with certificate course in Binding/Mending from recognized institute	50% by direct recruitment. 50% by promotion from matriculation Class-VII, category (a & c) with 5 years experience in those categories and having knowledge of binding and mending, proportionate to the sanctioned strength in the feeding categories.
	e	Library Assistant	Bachelor's degree in Library Information Science	100% by direct recruitment.
	f	Taxidermist (5200-20200+1900)	B. Sc. with Zoology as one of the subject	100% by direct recruitment.
VII	a	Basta Packer (4440-7440+1300)	Min. Matric Max. 10+2	100% by direct recruitment.
	b	Cleaner (4440-7440+1300)	Min. Matric Max. 10+2	100% by direct recruitment.
	c	Attendant (4440-7440+1300)	Min. Matric Max. 10+2	100% by direct recruitment.

d	Lab. Bearer (4440-7440+1300)	Min. Matric Max.10+2	100% by direct recruitment.
e	Monument Chowkidar (4440-7440+1300)	Min. Matric Max. 10+2	100% by direct recruitment.
f	Gunman (4440-7440+1300)	Ex-serviceman with matric	100% by direct recruitment.
g	Gardener (4440-7440+1300)	Matric pass with crash course from Floriculture Deptt.	100% by direct recruitment.
h	Sweeper/Farash (4440-7440+1300)	Middle pass belonging to the sweeper community	100% by direct recruitment.