


NOTICE

The draft for revision of the Jammu & Kashmir Institute of Management and Public Administration Service Regulations-1992, notified vide Notification issued under No: IMPA/Adm/R-B/92/846-69 dated 06-06-1992 is currently under consideration in the Department of ARI & Trainings, J&K Government for framing the Draft J&K IMPARD Recruitment Rules (other than faculty) in accordance with model recruitment rules as advised by the General Administration Department, so that the same are placed before the J&K IMPARD Executive Council for its approval. In terms of standing instructions issued by ARI & Training Department vide Circular No: 03-ARI & Trgs of 2023 dated 22-09-2023, under endorsement No: ARI-RR/11/2023-01 dated 22-09-2023, before framing of these rules, the Draft Recruitment Rules of J&K IMPARD (other than Faculty) need to be circulated for inviting objections of all the stakeholders concerned within 07 days.

Accordingly, as directed, the Draft J&K IMPARD Recruitment Rules (other than faculty) have been uploaded on the official website of the Institute www.jkimpa.nic.in for objections/suggestions, if any. The objections/suggestions, if any, shall reach this office within 07 days from the publication of this notice in the official website of J&K Impard. No objections/suggestions in the matter shall be entertained/considered after expiry of the stipulated period.


(Mir Zahida)JKAS
Deputy Director, J&K IMPARD
03/09/24 Srinagar.

No: IMPARD/D-29/2023/250
Dated: 03-09-2024

Copy to:-

01. Joint Director, J&K IMPARD
02. Financial Advisor & CAO, J&K IMPARD
03. P.A. to Director General, J&K IMPARD flio Director General.
04. Notice Board.

Jammu and Kashmir Institute of
Institute of Management Public Administration and Rural Development
Main Campus, Maulana Azad, Road, Srinagar/ Regional Campus-Sidhra, Jammu

Schedule –II

DRAFT J&K IMPARD RECRUITMENT RULES (OTHER THAN FACULTY)

General Administration Gazetted Cadre:

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	A	Director General	Level 14 (144200-218200)		By deputation from General Administration Department J&K
II	A	Joint Director	Level 12 (78800-209200)		By deputation from General Administration Department J&K
II	B	Financial Advisor & CAO	Level 11 (67700-208700)		By deputation from J&K Accounts Gazetted Service
III	A	Deputy Director	Level 11 (67700-208700)		By deputation from General Administration Department J&K

General Administration Subordinate Service Cadre:

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	A	Administrative Officer	Level 08 (47600-151100)	100% by promotion from amongst Class-III Category-A (Section Officer) of General Administration Cadre of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that category. OR By Deputation from General Administration Department, if none of the official is eligible for promotion in next one year.
II		Estates Officer (to be redesignated as Training Officer Central).	Level 08 (47600-151100)	100% by promotion from Class-III Category-A (Section officer) and Class-II Category –B (Sr. Scale Stenographer) of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that Class and category.
III		Section Officer	Level 07 (44900-142400)	100% by promotion from Graduate Class-IV Category-A having not less than 03 Years substantive service in that category.

		Head Assistant	Level 6B(35600-112800)		100% by promotion from Class-V Category-A having at least 03 Years substantive service in that class & category and having passed (SATC) Secretariat Assistants Course Departmental Examination. 1). Provided that 25% of posts to be filled up in calendar year shall be earmarked for promotion of those Sr. Assistants who have not qualified the SATC Departmental examination but have crossed the age of 50 years as on 1st January of the year in which such promotions are being considered. 2). Provided further that a Sr. Assistant who has qualified SATC/FC Departmental Examination during his period of probation as Jr. Assistant shall not be required to qualify the said examination again.
V		Sr. Assistant	Level 5 (29200-92300)		100% by promotion from Class-VI Category-A having at least 03 Years substantive service in that category.
VI		Jr. Assistant	Level 4(25500-81100)	Graduation from any recognized University with knowledge of Typewriting having a speed of not less than 35 words per minute.	(i) 75% by Direct Recruitment. (ii) 25% by promotion from amongst matriculate MTS's and matriculate Sanitation Worker's having at least 03 years substantive services as such on the recommendations of DPC who qualify type test requiring a minimum speed of 25 words per minute in order of seniority. Provided that a person appointed by direct recruitment or by promotion after issuance of SRO 272 of 2008 dated 19-09-2008 shall have to undergo and qualify the SATC/FC Secretariat Assistant Course at the level of Junior Assistant for considering their promotion as Senior Assistant.
VII		Copying Machine Operator (Gestetner Assistant)	Level 2 (19900-63200)	100 % By promotion from Class VIII Category-A (Matriculate Multi-Tasking Staff) having at least 05 years experience in that category
VIII		Multitasking Staff (MTS)	SL 1 (14800-47100)	The minimum and maximum qualification shall be 10th pass and 10+2 respectively.	100% By Direct Recruitment
IX		Sanitation Worker	SL 1 (14800-47100)	The minimum and maximum qualification shall be 8th pass and 10+2 respectively.	100% By Direct Recruitment
Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	B	Private Secretary	Level 08 (47600-151100)	100% by promotion from amongst Class-II Category-B of J&K IMPARD Subordinate Service Cadre having not less than 05 Years substantive service in that category. OR By Deputation from General Administration Department, if none of the official is eligible for promotion in next one year.

Development, etc.

The draft Recruitment Rules of following departments were received

		Senior Scale Stenographers	Level 07 (44900-142400)		100% by promotion from amongst Class-III Category-B of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that class & category.
III		Junior Scale Stenographers	Level 6B(35600-112800)	a) Graduation from any recognized University having minimum speed of 65 and 35 words per minute in Shorthand and Type writing respectively.	100 % by Direct Recruitment.

Accounts Cadre


Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	C	Assistant Accounts Officer	Level 07(44900-142400)		100% on deputation from J&K Accounts Subordinate Service. However, the incumbent of the department shall be promoted from Class-II Category-C having qualified SAC Part I and part II examination and having not less than 03 Years substantive service in that Class and category.
II		Accountant	Level 6B (35600-112800)		100% on deputation from J&K Accounts subordinate Service. However, the incumbent of the department shall be promoted from Class III Category C having qualified SAC Part I examination and having not less than 03 Years substantive service in that Class and category.
III		Accounts Assistant	Level 5 (29900-92300)		100% on deputation from J&K Accounts subordinate Service. However the incumbent of the department shall be promoted from Class-IV Category- C having qualified ACC Departmental Examination and having not less than 03 Years substantive service in that Class and category.
IV		Cashier- Cum- Clerk	Level 4(25500-81100)	B.Com from any recognized University	100 % by Direct Recruitment.

Library Cadre

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	D	Librarian	Level 9 (52700-166700)	100% by promotion from amongst Class-II Category-D of Library Cadre of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that category and having Master's Degree in Library Science or Master's Degree in any discipline with B.Lib Science from any recognised government university. OR By Deputation from Libraries Department, if none of the official is eligible for promotion in next one year.

		Assistant Librarian	Level 07(44900-142400)	Master's Degree in Library Science OR Master's degree in any discipline with B.Lib Science from any govt recognized university	50 % by promotion from Class III Category-D having B.lib/ M.Lib integrated Course from any recognised government university with 05 years substantive service in that category. 50 % by direct recruitment.
III		Senior Library Assistant	Level 6B (35600-112800)	100 % by promotion from Class IV Category-D having at least 03 years substantive service in that category with the qualification of Bachelor's degree with B.Lib from any recognised government university.
IV		Junior Librarian	Level 4(25500-81100)	100 % by promotion from Class V Category-D having at least 05 years Substantive Service in that category.
V		Library Assistant	Level 2 (19900-63200)	Bachelor of Library Science from any govt recognized university.	75 % Direct Recruitment. ii) 25 % from Class VI Category-D having at least 05 years' service in that category.
VI		Library Attendant	SL 1 (14800-47100)	10+2 with Certificate course in Library Science	100 % Direct Recruitment.

Hostel Cadre

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	E	Hostel Warden	Level 08 (47600-151100)	100% by promotion from Class-II Category-E of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that category. OR By Deputation from J&K School Education Department, or Higher Education or Social Welfare Department, if none of the official is eligible for promotion in next one year.
II		Estates Officer	Level 07 (44900-142400)	Graduation with Diploma in Hotel Management from any recognized Institute with at least 03 years of working experience in 03-05 Star Hotel.	i) 50% by promotion from Graduate Class-III Category-E (Hostel Supervisor) and Graduate Class IV Category-A (Head Assistant) having not less than 03 Years substantive service in that class & category. The seniority shall be determined by the length of the service of Head Assistants and Hostel Supervisor. ii) 50% Direct Recruitment
III		Hostel Supervisor	Level 6 (35400-112400)	100% by promotion from Class-IV & V Category-E of Hostel Cadre of J&K IMPARD Subordinate Service having not less than 08 Years substantive service in that category. The seniority shall be determined by the length of the service of Class-V & VI Category -E
IV		EPABX Operator/ Receptionist/ Protocol Assistant	Level 2 (19900-63200)	10+2 with three years diploma in Hotel Management from a recognized Institute.	100 % Direct Recruitment.
V		Storekeeper for Hostel	Level 2 (19900-63200)		100 % by promotion from matriculate Class-VIII Category-A and matriculate Class-IX Category -A of J&K IMPARD Subordinate Service having not less than 03 Years substantive subject to the passing of test of 25 words per minute in typewriting/ computer.

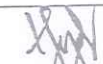
	Cook for Guest House	Level 2 (19900-63200)	Matriculation with diploma in Food & Beverage production from any recognized Institute	100 % Direct Recruitment
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Information Technology Cadre

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	F	Senior Informatics Officer	Level 08 (47600-151100)		100% by promotion from Class-II Category-F of Information Technology Cadre of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that category.
II		System Administrator	Level 07(44900-142400)	Bachelor of Engineering/ B.Tech. (Information Technology) or Electronics & Communication Engineering or MCA from recognized University/ Institution.	100% Direct Recruitment.

Technical Cadre

Class	Category	Designation	Pay Level	Minimum Qualification for Direct recruitment	Method of Recruitment
I	G	Project Operator	Level 4(25500-81100)	10+2 with diploma in Electronic Mechanic through ITI	100% Direct Recruitment.
II		Plumber	Level 2 (19900-63200)	Matriculation with diploma in Relevant trade from ITI	100% Direct Recruitment
III		Electrician	Level 2 (19900-63200)	Matriculation with diploma in Relevant trade from ITI	100% Direct Recruitment
IV		Chauffeur	Level 6C (35700-113100)	100% by promotion from Class-V Category-G of J&K IMPARD Subordinate Service having not less than 05 Years substantive service in that category.
V		Driver Grade I	Level 4(25500-81100)	100% by promotion from Class-VI Category-G of J&K IMPARD Subordinate Service having driving license for PSV/HGV and not less than 05 Years substantive service in that category & Class
VI		Driver Grade II	Level 2 (19900-63200)	Minimum Matriculation and Maximum 10+2 having Driving License for PSV/HGV.	75% Direct Recruitment. 25% by promotion from Class-VII Category-G of J&K IMPARD Subordinate Service having driving license for PSV/HGV and not less than 05 Years substantive service in that category & Class
II		Dispatch Rider	SL 1 (14800-47100)	Minimum Matriculation and Maximum 10+2 having Driving License for LMV or Motor Cycle with Gear.	100% Direct Recruitment


 Deputy Director
 J&K IMPARD