



**Government of Jammu and Kashmir**  
**Home Department Civil Secretariat**

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**NOTIFICATION**

Jammu, the 18<sup>th</sup> January, 2019

**SRO 59** In exercise of the powers conferred by the provisions 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 will be called the Jammu and Kashmir Sainik Welfare (Subordinate) Service Recruitment Rules, 2019.
- (2) These rules 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 Departmental Recruitment Board of Jammu and Kashmir Sainik Welfare Department;
- (c) '**Cadre**' means cadre of the service;
- (d) '**Ex-Serviceman**' means a person covered under the expression of ex-servicemen as defined by the Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training;
- (e) '**Government**' means the Government of Jammu and Kashmir;
- (f) '**Head of the Department**' means the Major Head of the Department holding the control of the organization;
- (g) '**Member of the Service**' means a person appointed to a post in the service under the provisions of these rules;
- (h) '**Post**' means a permanent post carrying a definite time scale sanctioned by the competent authority;
- (i) '**Rules**' means the Jammu and Kashmir Sainik Welfare Department (Subordinate) Service Recruitment Rules, 2019;
- (j) '**Schedule**' means the schedule(s) annexed to these rules;
- (k) '**Service**' means the Jammu and Kashmir Sainik Welfare (Subordinate) Service;
- (l) '**Zila Sainik Welfare Office**' means a District level Sainik Welfare Office;

- (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 Service Regulations.

3. **Constitution of Service:-** (1) From the date of commencement of these rules, there shall be constituted the "Jammu and Kashmir Sainik Welfare Department (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.

(3) Provided that for the purposes of initial constitution of service, the person holding any post in substantive capacity to which he was appointed by the competent authority under rules, be 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 /she is fully qualified to hold the post under these rules unless he/she opts otherwise within 15 days from the commencement of these rules.

**Explanation:-** The word 'holding' means a person holding a post included in the cadre of the Jammu and Kashmir Sainik welfare Department (Non Gazetted) Services 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 authorised permanent and temporary post 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 the schedule-I annexed 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 alterations therein as it deems fit.

(3) Each Zila Sainik Welfare Office will have the following staff, with the prerogative of the Govt. to increase/ decrease the staff as per the guidelines issued by the High Level Committee, Ministry of Defence, New Delhi dated 16<sup>th</sup> March, 1981.

**For Zila Sainik Boards with a population of 7500 and over of Ex-Servicemen and families:-**

- |     |                                |     |  |
|-----|--------------------------------|-----|--|
| (a) | Secretary                      | - 1 |  |
| (b) | Assistant Secretary            | - 1 | (for Zila Sainik Boards where the population of Ex-Servicemen and Families is more than 20,000). |
| (c) | Lady Assistant, Welfare Office | - 2 | One each at Jammu and Srinagar)  |
| (d) | Head Assistant                 | - 1 |  |

- |     |                     |     |  |
|-----|---------------------|-----|--|
| (e) | Senior Assistant    | - 1 |  |
| (f) | Junior Assistant    | - 2 |  |
| (g) | Welfare Organizer   | - 1 | (Add one for every additional 10,000 ESM and families of serving/deceased personnel) |
| (h) | Driver              | - 1 | (Where an independent transport is authorized )                                      |
| (i) | Peon-cum- Chowkidar | - 2 |  |
| (j) | Chowkidar           | - 1 |  |

**For Zila Sainik Boards with a Population of below 7500 Ex-servicemen and families:-**

- |     |                    |     |   |
|-----|--------------------|-----|---|
| (a) | Secretary          | - 1 |   |
| (b) | Head Assistant     | - 1 |   |
| (c) | Senior Assistant   | - 1 |   |
| (d) | Junior Assistant   | - 1 |   |
| (e) | Welfare Organizer  | - 1 | (Add one for every additional 10,000 ESM and families of serving/ deceased personnel) |
| (f) | Driver             | - 1 | (Where an independent transport is authorised)  |
| (g) | Peon-cum-Chowkidar | - 1 |   |

**5. Qualification and Method of Recruitment:-**

- (1) No person shall be eligible for appointment or promotion to any post in the service unless he possess the requisite qualification as indicated in Schedule-II and is permanent resident of the State besides fulfilling other requirements of the recruitment as provided in the rules for the time being in force.
- (2) No direct recruitment/ appointment of any person against any vacancy in the service shall be made unless he is an Ex-servicemen and permanent resident of the State.
- (3) First appointment to a service of class may be made as under:-
  - (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 in (Subordinate) Service shall be filled through Departmental Recruitment Board comprising of the following:-

- |    |   |                    |
|----|---|--------------------|
| 1. | Director, Sainik Welfare Department             | : Chairman         |
| 2. | Two Zila Sainik Welfare Officers                | : Members          |
| 3. | Representative of the Administrative Department | : Member           |
|    | ( not below the rank of Under Secretary)        |                    |
| 4. | Assistant Director, Sainik Welfare Department   | : Member Secretary |

6. **Age of Recruitment:-**

No person who is less than 34 years or more than 52 years of age on the 1<sup>st</sup> day of January of the year in which applications are invited, shall be eligible for appointment to any post in the service by direct recruitment.

Provided that the minimum age limit shall not be applicable to the Ex-Servicemen who have 50% or more disability attributable/ aggravated to military service and who are in receipt of disability pension for re-employment in Sainik Welfare Department.

7. **Probation :-**

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.

8. **Eligibility of Government Servants for direct Recruitment:-**

An Ex-serviceman who is already in 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 qualifications prescribed for recruitment to such class or category of posts as indicated in Schedule-II of these rules.

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

9. **Training and Departmental Examination:-**

Persons appointed to the service shall be required to undergo such training from time to time and to pass such departmental examinations, as the Government may prescribe.

10. **Promotions:-**

Promotions will be strictly as per Departmental Seniority Roster and eligibility criteria as mentioned in Schedule-II to these rules, and by the Departmental Promotion Committee constituted for the purpose..

11. **Maintenance of Seniority:-**

Seniority of the members 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.

12. **Residuary Matters:-**

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 Services in general.

13. **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.

14. **Repeal and Savings:-**

The Jammu and Kashmir Department of Sainik Welfare Sub-ordinate Service Recruitment Rules, 2003 are hereby repealed.

Notwithstanding such repeal, any appointment order made or action taken under the provisions of these rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**By order of the Governor.**

**Sd/-**

**(R. K. Goyal) IAS**

Principal Secretary to Government  
Home Department

**No:- Home/SSB/29./2000/Part-III**

**Dated:- 18.01.2019**

**Copy to:-**

1. Commissioner/Secretary to the Government, General Administration Department.
2. Commissioner/Secretary to the Government, ARI & Trainings Department.
3. Secretary to the Government, Department of Law, Justice & Parliamentary Affairs.
4. Director, General Resettlement, Govt. of India, Ministry of Defence, New Delhi.
5. Director, Sainik Welfare, Department, J&K, Jammu.
6. General Manager, Ranbir Government Press, Jammu for publication in the Government Gazette. He is also requested to furnish 25 copies of these rules.
7. Stock file.

*Waseem Raja*  
18.01.2019.

**(Waseem Raja) KAS**

Deputy Secretary to Government  
Home Department, J&K Jammu

**Schedule – I to Notification SRO 59 Dated 18-01-2019**

S. No	Designation of the Post	Pay Band with Grade Pay	No of Posts
<b>State Cadre (Directorate of Sainik Welfare)</b>			
1.	Section Officer	9300-34800+ 4600 Grade pay	01
2	Head Assistant	9300-34800+ 4220 Grade pay	01
3	Accountant	9300-34800+ 4220 Grade pay	01
4	Stenographer	9300-34800+ 4200 Grade pay	01
5	Senior Assistant	5200-20200+ 2400 Grade pay	04
6	Junior Assistant	5200-20200+ 1900 Grade pay	04
7	Peon-cum-Chowkidar	4440-7440+1300 Grade pay	03
<b>Total</b>			<b>15</b>
<b>District Cadre (Zila Sainik Welfare offices)</b>			
1	Assistant Secretary	9300-34800+ 4280 Grade pay	08
2	Lady Assistant, Zila Sainik Welfare Office	9300-34800+ 4280 Grade pay	02
3	Head Assistant	9300-34800+ 4200 Grade pay	11
4	Senior Assistant	5200-20200+ 2400 Grade pay	11
5	Junior Assistant	5200-20200+ 1900 Grade pay	25
6	Welfare Organizers	5200-20200+ 1900 Grade pay	18
7	Driver Grade-1	5200-20200+ 2400 Grade pay	05
8	Driver Grade-11	5200-20200+ 1900 Grade pay	
9	Peon-cum-chowkidar	4440-7440+1300 Grade pay	27
<b>Total</b>			<b>107</b>
<b>Grand Total</b>			<b>122</b>

Class	Category	Designation of the post	Pay Band with Grade Pay	Minimum Qualification for direct recruitment	Method of recruitment
I	A	Section Officer	9300-34800+4600	-	100% by promotion from Class-I category "B".
I	B	Assistant Secretary	9300-34800+4280	(i) Graduate or above or having certificate of graduation from Defence services. (ii) Should be retired Hony. Lt./Subedar Major in the Army or equivalent in Navy or Air Force. (iii) Should be preferably from Clerical Cadre or Education Corps. (iv) Should bear an exemplary character at the time of retirement from Defence Services. (v) Should qualify entrance test as per prescribed syllabus.	(i) 25% by direct recruitment. (ii) 75% by promotion from class-I category "D" from among the persons having not less than three years service as such.
I	C	Lady Assistant, Zila Sainik Welfare Office	9300-34800+4280	(i) Should be Civil Graduate. (ii) Should have served in the Defence Forces/ Widow of Armed Forces Personnel/ Wife of Ex-Servicemen/ Wife of Serving Armed Forces Personnel. (iii) Minimum age 21 years and maximum age 52 years. (iv) Should have qualified entrance test as per prescribed syllabus.	100% by direct recruitment on contractual basis for three years extendable with stipulation that lady can serve for maximum 12 years or upto 58 years.
I	D	Head Assistant	9300-34800+4200	(i) Should be deemed to be Graduate from Defence Services/Any Recognized University. (ii) Should be retired JCO or of equivalent rank	i) 25% by direct recruitment. (ii) 75% by promotion from Class-II Category "A" from among the persons

				<p>from Navy/Air Force.</p> <p>(iii) Should preferably have knowledge of accounts.</p> <p>(iv) Should possess exemplary character as per his discharge book.</p> <p>(v) Should qualify entrance test as per prescribed syllabus.</p>	having not less than three years service as such and having good knowledge of drafting.
I	E	PA/ Stenographer	9300- 34800+4200	<p>(i) Graduate or having certificate of graduation from the Defence Services.</p> <p>(ii) Should be retired PA in the Army or Hony. Lt. Or Subedar Major PA cadre or of equivalent rank in Navy or Air Force.</p> <p>(iii) Should have minimum speed of 65 words and 35 words per minute in short hand and type writing respectively</p> <p>(iv) Should have six months certificate course in computer applications from recognized institution.</p> <p>(v) Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>(vi) Should qualify entrance test as per prescribed syllabus.</p>	100% by direct recruitment.
I	F	Accountant	9300-34800+ 4220		By Deputation from Finance Department.
II	A	Senior Assistant	5200- 20200+2400	<p>(I) Graduate or above or having certificate of Graduation from the Defence Services.</p> <p>(II) Should be retired JCO/NCO from the Army or equivalent in Navy or Air Force.</p> <p>(III) Should bear an Exemplary character at the time of retirement from the Defence Services.</p> <p>(IV) Should have</p>	<p>(i) 25% by direct recruitment.</p> <p>(ii) 75% by promotion from Class-II Category "B".</p>



				<p>minimum speed of 35 words per minute in type writing and have done six months certificate course in computer applications from recognized institution.</p> <p>(V) Should qualify entrance test as per prescribed syllabus</p>	
II	B	Junior Assistant	5200-20200+1900	<p>i) Should deemed to be Graduate from Defence Forces/ any recognized University with knowledge of Type Writing having not less than 35 words speed per minute.</p> <p>ii).Should be an Ex-Servicemen retired in the rank of JCO/NCO</p> <p>iii) Should bear an Exemplary character at the time of retirement from the Defence Services.</p> <p>iv) Possess six months certificate course in computer applications from recognized institution.</p> <p>v) Should qualify entrance test as per prescribed syllabus</p>	<p>i) 75% by direct recruitment.</p> <p>(ii) 25% by promotion from among matriculate orderlies having not less than 5 years of service as such and having type speed of 25 words per minute.</p>
II	C	Welfare Organizer	5200-20200+1900	<p>i) Should deemed to be Graduate from Defence Forces/ any recognized University with knowledge of Type Writing having not less than 35 words speed per minute..</p> <p>ii).Should be an Ex-Servicemen retired in the rank of JCO/NCO from Army or equivalent from Navy or Air Force.</p> <p>iii) Should bear an Exemplary character at the time of retirement from the</p>	100% by direct recruitment

				<p>Defence Services.</p> <p>iv) Should have six months certificate course in computer applications from recognized institute.</p> <p>v) Should qualify entrance test as per prescribed syllabus</p> <p>vi) Should be medical category AYE (SHAPE-I)</p>	
III	A	Driver Grade I/Grade-II	5200-20200+2400/1900	<p>i). Should be Matric and above or having certificate from Defence Services.</p> <p>ii). Should be an Ex-Servicemen of Driver Trade in the Army.</p> <p>iii). Should possess Civil valid Hill Driving License.</p> <p>iv). Should bear an exemplary character at the time of retirement from Defence Services.</p> <p>v). Should be medical category AYE (SHAPE-I) should pass driving test conducted by the Directorate.</p>	<p>i). 100% by direct recruitment in Grade-II and</p> <p>ii) on completion of five years service in Grade-II, 40% of the total no of posts of Drivers will be placed in Grade-I</p>
IV	A	Peon-cum-Chowkidar	4400-7440+1300	<p>(i) Should be Matric and above or having equivalent certificate from Defence Service.</p> <p>(ii) Should be an Ex-servicemen.</p> <p>(iii) Should bear an exemplary character at the time of retirement from Defence Service.</p> <p>(iv) Should qualify the entrance test as per the prescribed syllabus.</p>	100% by direct recruitment