

THE JAMMU AND KASHMIR HANDLOOM DEVELOPMENT
(SUBORDINATE) SERVICE RECRUITMENT RULES, 1993

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(SUBORDINATE) SERVICE RECRUITMENT RULES, 1993

Issued by the Industries and Commerce Department under Notification SRO 164 dated : 1st. September, 1993 and published in Government Gazette dated : 1st. September, 1993.—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 Handloom Development (Subordinate) Service Recruitment Rules, 1993.

(2) They shall come into force from the date of their publication in 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 Subordinate Services Recruitment Board ;

(c) 'Cadre' means the cadre of the service ;

(d) 'Member of the Service' means a person appointed to a post in the service under the provisions of these rules ;

(e) 'Schedule' means the schedule annexed to these rules ;

(f) 'Service' means the Jammu and Kashmir Handloom Development Department (Subordinate) Service ; and

(g) 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.

3. *Constitution of service.*--(1) From the date of commencement of these rules there shall be constituted the Jammu and Kashmir Handloom Development Department (non-Gazetted) 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 any post in its sanctioned scale of pay included in the cadre of the service :

Provided that for the purpose of initial constitution of the service the person holding any post 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 is qualified to hold the post.

4. *Strength and composition of the service.*--(1) The authorised 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 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 as may be considered necessary from time to time.

(2) The Government shall, at the interval of every two 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 :

Provided that nothing in this sub-rule shall be deemed to effect the power of the Government to alter the strength and composition of the cadre at any time.

5. *Qualifications 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 possesses the qualifications as laid down in Schedules II, III and IV annexed to these rules 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 which will include appointment by transfer ;

(b) by promotion ; and

(c) partly by direct recruitment and partly promotion in ;

the ratio and in the manner mentioned against each post in the Schedules annexed hereto.

6. *Probation.*--(1) Persons appointed to the service, either by direct recruitment or by promotion shall be on probation or trial for two years.

(2) If it appears at any time during or at the end of period of probation or of trial that an officer has not made sufficient use of his opportunities or if he has otherwise failed to give satisfaction and has not passed the prescribed departmental examination or training, if any, if directly recruited, be discharged from the service and if appointed by promotion be reverted to the post on which he holds a lien.

(3) The Government may in the case of any person, extend the period of probation or trial up to the maximum period of four years.

Explanation :--Appointments on probation will be made against substantive vacancies only. All other appointments will be on trial :

Provided that any period of officiating appointment, shall be reckoned as period spent on probation when a person appointed on trial is given regular appointment to the service.

(4) A candidate appointed to the service by competitive examination shall be allowed the minimum of the time-scale during the first year and at the second stage of that scale during the remaining period if probation/trial is extended beyond two years for reasons not directly attributed to the probationer he shall be allowed to draw the second and third increments after the expiry of 2nd and 3rd year of probation/trial :

Provided that where a person has immediately before such appointment, been holding a post under the Government in a substantive capacity and was drawing pay therein equal to or more than the minimum of the time-scale, his initial pay at the time of his appointment to the service, shall be regulated under Art. 77 (a) (ii) read with Art. 67 (a) (ii) of the Jammu and Kashmir C.S.R's.

(5) In respect of a person who immediately before such appointment hold a post under the Government in an officiating capacity and draw his presumptive pay equal to or higher than the minimum of the time-scale, his initial pay at the time of appointment to the service shall be regulated under Art. 77(a) (ii) of the Jammu and Kashmir C.S.R's. treating his presumptive pay as substantive pay for purposes of such fixation alone. He shall not, however, get the benefit of Art. 67(a) (ii) either at the time of initial fixation or subsequently.

(6) In the case of persons who are appointed under these rules other than by competitive examination their fixation of pay shall be regulated under the normal rules relating to such fixation from time to time.

7. 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 service 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 departmental examination or training prescribed under these rules.

8. 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 qualifications prescribed for recruitment to such class or category of posts. The upper age limit of such Government servant shall be as provided in the general rules :

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

1[**9. Power to relax.**—Where the Government is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing and in consultation with the Administrative Reforms and Inspection Department relax any of the provisions of these rules with respect to any class, category, persons or posts :

Provided that while exercising this discretion the Government may keep the following principle in view :--

- (a) that such an exercise specifies objective considerations ; and
- (b) that the power should be vested with Chief Minister only.]

10. Maintenance of seniority list.—Seniority of the members of the service shall be regulated under the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The Director Handloom shall maintain an up-to-date and final seniority list of the service.

11. Residuary matters.—In regard to matters not specifically covered by these rules the member of the service shall be governed by the rules, regulations and orders applicable to the State Civil Services in general.

12. Interpretation.--If any question arises relating to the interpretation of these rules, the matter shall be referred to the Government 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 are hereby repealed.

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

(3) Notwithstanding anything contained in these rules the incumbents of posts shown in Schedule-IV (Co-operative Sector) of these rules who are otherwise borne on the establishment of Handloom Development Department Co-operative Sector shall continue to hold these posts for the time being in their personal capacities till promotions take place according to these rules. The resultant vacancies so caused in the lowest rank i.e. Supervisors will henceforth be filled up by deputation from the Co-operative Department so that during the course of time all posts shown in Schedule-IV are filled up (by deputation) from Co-operative Department and not by any other mode of appointment.

SCHEDULE-I

Refer rule 4 of J&K Handloom Development Department
(Non-Gazetted) Service Recruitment Rules, 1993

S. No.	Designation of the post	Scale	No. of posts [†]
1	2	3	4
1.	Section Officer	2000-3200	1
2.	Personal Assistant	2000-3200	1
3.	Head Assistant	1400-2600	4
4.	Jr. Scale Stenographer	1400-2600	3
5.	Senior Assistant	1200-2040	9
6.	Junior Assistant	950-1500	7
7.	Driver	1200-2040	3
8.	Orderlies	750-940	10

EXECUTIVE STAFF

1.	Superintendent Weaving Centel Kargil.	2000-3200	1
2.	Supervisor	2000-3200	3
3.	Extension Officer	2000-3200	3
4.	Asstt. Extension Officer	1400-2600	11
5.	Accountant-cum-Store Supervisor	1400-2600	90
6.	Asstt.Registrar (Co-operative)	1760-3200	3
7.	Inspector (Co-operative)	1400-2600	2
8.	Supervisor	1200-2040	12
9.	Dying Master	2000-3400	1
10.	Finishing Master	2000-3400	1
11.	Scouring Foreman	1760-3200	1
12.	Manager Pashmina Centre	1760-3200	1
13.	Textile Technician	1760-3200	2
14.	Electric Foreman	1760-3200	1
15.	Head Weaver	1400-2600	66
16.	Tailor Master	1400-2600	22
17.	Spining Master	1400-2600	2

1	2	3	4
18.	Master Weaver	1400-2600	1
19.	Head Warper	1400-2600	1
20.	Knitting Instructor	1400-2600	1
21.	Textile Designer	1400-2600	1
22.	Asstt. Tailor Master	1200-2040	22
23.	Boilerman	1200-2040	1
24.	Fitter	1200-2040	2
25.	Jobbers	1200-2040	4
26.	Electrician	1200-2040	1
27.	Warper-cum-Winder	950-1500	66
28.	Asstt. Spining Master	1200-2040	2
29.	Dyeing Instructor	1200-2040	1
30.	Spining Master	950-1500	1
31.	Assistant Jobber	950-1500	5
32.	Wireman	950-1500	1
33.	Spinners	750-940	2
34.	Operator	750-940	7
35.	Assistant Boilerman	750-940	1
36.	Weaver	750-940	5
37.	Orderlies/Chowkidars	750-940	96

(Ministerial)

SCHEDULE-II

**Refer Rule 5 of J&K Handloom Development Department
(Non-Gazetted) Service Recruitment Rules, 1993**

Class	Category	Designation	Grade	Minimum Qualification for direct recruitment	Method of recruitment
1	2	3	4	5	6
I	A	Section Officer	2000-3200	...	By promotion from Class-II, category A having not less than five years service in that category.
	B	Personal Assistant	2000-3200	...	By promotion from Class-II, category B having not less than five years service in that category.
II	A	Head Assistant	1400-2600	...	By promotion from Class-III, category A having not less than five years service in that category and having passed Secretariat Training Class.
	B	Jr. Scale Stenographer	1400-2600	10+2, Higher Secondary Part II or its equivalent.	By direct recruitment. On the basis of test in Stenography and typewriting with minimum speed of 65 and 35 words per minute respectively.
III	A	Senior Assistant	1200-2040	...	By promotion from Class-IV having at least five years service in that class.

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IV	A	Junior Assistant	950-1500	Matric with type-writing knowledge not less than 35 words speed per minute.	75% by direct recruitment 25% by promotion from Matriculate Orderlies who have qualified the type test of a speed not less than 30 words per minute.
	B	Driver	1200-2040	Middle pass having Hill Driving Licence issued by competent authority.	By direct recruitment.
V		Orderly	750-940	Middle Pass.	By direct recruitment.

SCHEDULE--III

(Executive)

**Refer Rule 5 of J&K Handloom Development Department
(Non-Gazetted) Service Recruitment Rules, 1993**

Class	Cate- gory	Designa- tion	Grade	Minimum qualification for direct recruitment	Method of recruitment
1	2	3	4	5	6
I	A	Dying Master	2000-3400	Degree/Diploma in Textile Technology from any recognised Institution.	50% by direct recruitment 50% by pro- motion from Class-III, category A&B with minimum 5 years service in that category in the ratio of 50 : 50.
	B	Finishing Master	1[2000-3400]	Degree/Diploma in Textile Technology from any recognised Institution.	50% by direct recruitment 50% by pro- motion from Class-III, category A&B with minimum 5 years service in that category in the ratio of 50 : 50.
II	A	Supervisor	2000-3200	..	By promotion from Class-IV, category A with minimum 5 years service in that category.
	B	Extension Officer	2000-3200	...	33% by promotion from Class-IV, category H having at least five years service as such 67% by promotion from Class-IV, category I with at least 5 years service as such.

i. Substituted by SRO-47 dated: 14-3-1995.

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II	C	Superintendent Weaving Centre	2000-3200	...	By promotion from Class-IV categories A&I having at least 5 years service as such on probate basis.
III	A	Scouring Foreman	1760-3200	Diploma in Textile Technology from any recognised Institution.	By direct recruitment.
	B	Manager Pashmina Centre	1760-3200	...	By promotion from Class-IV, category A having at least five years service as such.
	C	Textile Technician	1760-3200	...	By promotion from Class-IV, categories C, D, F and G having at least five years service as such.
	D	Electric Foreman	1760-3200	...	100% by promotion from Class-V, category E having at least 10- years service as such.
IV	A	Head Weaver	1400-2600	Matric with ITI in Weaving.	50% by direct recruitment 50% by promotion from Class-V, category F and Class VI, category B in the ratio of 20 : 80 with minimum 5 years service in that category. The incumbents of the posts of Warper-cum-Winder shall first be placed in the grade of 1200-2040 and after completing 5 years service in that grade shall become eligible for the grade of 1400-2600.

1	2	3	4	5	6
B	Tailor Master	1400-2600	Matric with ITI in Cutting and Tailoring.		50% by direct recruitment . 50% by promotion from Class-V, category A with 5 years service as such.
C	Spinning Mas- ter Grade-I	1400-2600		...	By promotion from Class-V, category F with minimum 5 years service as such.
D	Master Weaver	1400-2600		...	By promotion from Class-VI, category B with at least 5 years service as such.
E	Head Warper	1400-2600		...	By promotion from Class-V, category D with minimum 5 years service as such.
F	Knitting Instructor	1400-2600	Matric with Diploma in Knitting.		By direct recruitment.
G	Textile Designer	1400-2600	Diploma in Textile Technology from any recognised Institution.		By direct recruitment.
H	Assistant Extension Officer	1400-2600		-do-	-do-
I	Accountant- cum-Store keeper	1400-2600	Graduate from any recognised Univer- sity.		-do-

V	A	Assistant Tailor Master	1200-2040	Matric with ITI in Tailoring.	By direct recruitment.
	B	Boilerman	1200-2040	...	By promotion from Class-VII, category C with 5 years service as such.
	C	Fitters	1200-2040	Matric with ITI in Fitter Trade.	By direct recruitment.
	D	Jobber	1200-2040	...	By promotion from Class-VI, category G with 5 years service as such.
	E	Electrician	1200-2040	Matric with ITI in Electrician.	By promotion from Class-VI, category D with 5 years service as such.
	F	Assistant Spinning Master	1200-2040	...	(i) 80% by promotion from Class-VI, category B with minimum 5 years service as such.
	G	Dyeing Instructor	1200-2040	Matric with ITI in Dyeing.	(ii) 20% by promotion from Class-VI, category A with 7 years experience as such.
VI	A	Spinning Master Grade-II (UNDP)	950-1500	Matric with ITI in Dyeing.	By direct recruitment. 50% by direct recruitment 50% by promotion from Class-VII, category A with minimum 5 years service.

1	2	3	4	5	6
	B	Warper-cum-Winder	950-1500	Matric with ITI in weaving.	50% by direct recruitment 50% by promotion from Class-VII, categories A&D with minimum 5 years knowledge in the line.
	C	Assistant Jobber	950-1500	Matric with ITI.	100% by direct recruitment.
	D	Wireman	950-1500	Matric with ITI in Electric trade.	100% by direct recruitment.
VII	A	Spinner	750-940	ITI in Weaving.	100% by direct recruitment.
	B	Operator	750-940	ITI in Mechanic.	100% by direct recruitment.
	C	Assistant Boilerman	750-940	ITI in Boiler operation.	100% by direct recruitment.
	D	Weaver	750-940	ITI in Weaving.	100% by direct recruitment.
	E	Orderlies/ Chowkidars	750-940	Middle Pass.	100% by direct recruitment.
	B				
A	A				

SCHEDULE-IV

CO-OPERATIVE SECTOR

Class	Cate- gory	Designa- tion	Grade	Minimum qualification for direct recruitment	Method of recruitment
1	2	3	4	5	6
I		Assistant Registrar	1760-3200	...	(i) 33% by promotion from Class-II hav- ing minimum qualification as graduate preferable holding higher diploma in Co- operation with at least 4 years service in that category. (ii) 67% by deputation from Co-operative Department.
II		Inspector	1400-2600	...	(i) 50% by promotion from Class-III from amongst persons having at least 4 years service in that class and co-operative trained till existing supervisors are phased out. (ii) 50% by deputation from Co-operative Department.
III		Supervisor	1200-2040	...	To be drawn on deputation from Co-operative Department.

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