

**Government of Jammu & Kashmir
Industries & Commerce Department
Civil Secretariat, J&K**

**Notification
11th September, 2025.**

Whereas, instructions have been issued by the General Administration Department/ARI & Trainings Department, from time to time impressing upon therein for finalization/up-dation of Recruitment Rules of Subordinate/Gazetted Cadres of the Departments;


Whereas, the General Administration Department vide Government Order No. 635 JK(GAD) of 2024 dated 16.02.2024, authorized commencement of recruitments in respect of various posts by virtue of "Executive Orders", with the stipulation that the ARI & Trainings Department shall issue guidelines along with a checklist for considering such proposals to be submitted by the Administrative Department for seeking concurrence; and

Whereas, the ARI & Trainings Department vide Government Order No. 25-JK(ARI & Trgs) of 2024 dated 21.06.2024 notified detailed guidelines for method of recruitment through Executive Orders; and

Whereas, the process of finalization and notification of formal recruitment rules for posts of various categories has been initiated and consultations with various Government Departments like Finance Departments, ARI & Trainings Departments, etc. are presently going on; and

Whereas, delay in filling various posts of pivotal nature, for want of non-availability/ finalization of recruitment rules is causing hindrance in smooth functioning of the Industries and Commerce Department; and

Whereas, in pursuance of Clause 1(f) and Clause 2(e) of the guidelines issued by ARI & Training Department vide Govt. Order No. 25-JK (ARI & Trgs) of 2024 dated 21.06.2024 and in view of the administrative exigencies, it is hereby notified that the following posts shall be deemed to be the posts of **Critical Nature owing to essential nature of duties associated with these posts, and vacant status of these posts is likely to cause serious disruption to the** uninterrupted delivery of essential departmental services and smooth functioning of the Department. The said



post (s) shall be filled in consonance with terms and conditions/rules notified for such posts by the General Administration Department.

S.No.	Name of the post	Pay Scale/ Grade Pay (Pre-revised) & 7 th PC	Directorates of I&C, J&K	DI&C Jammu	DI&C Kashmir
			(Total)		
1	Section Officer	9300-34800 (4600) Level 7 44900-142400	14	07	07
2	Senior Scale Stenographers	9300-34800 (4600) Level 7 44900-142400	04	02	02
3	Head Assistant	9300-34800 (4220) Level 6B 35600-112800	14	8	6
4	Junior Scale Stenographer	9300-34800 (4220) Level 6B 35600-112800	25	13	12
5	Senior Assistant	5200-20200 (2800) Level 5 29200-92300	44	24	20
6	Junior Assistant	5200-20200 (2400) Level 4 25500-81100	143	60	83
7	Jamadar	4440-7440 (1400) Level 2 19900-63200	02	01	01
8	MTS	4440-7440 (1300) SL 1 14800-47100	209	94	115
9	Sanitation worker	4440-7440 (1300) SL 1 14800-47100	11	07	04

Sd/-

(Vikramjit Singh), IPS

Commissioner Secretary to the Government

Dated: 11.09.2025

No. IC-HRM/36/2024-02

Copy to the:-

1. Director Information J&K with the request to kindly publish the notification in two local dailies each in Kashmir and Jammu Division.
2. Director, Industries & Commerce Department, Jammu/Kashmir.
3. Private Secretary to Commissioner/Secretary to the Government, I&C Department for information.
4. PA to Secretary in the I&C Department for information.
5. In-charge website I&C Department for necessary action.


(Surjeet Singh)

Under Secretary to the Government

A. Ministerial

Schedule-I

S. No.	Name of the post	Pay Scale/ Grade Pay (Pre-revised) & 7 th PC	Directorates of I&C, J&K	DI&C Jammu	DI&C Kashmir
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(Surjeet Singh)

Under Secretary to the Government

**Proposed Schedule II to J&K Industries & Commerce (Subordinate) Services
Recruitment Rules.**

Class	Category	Designation of the post	Pay scale with Grade	Grade Pay	Minimum Qualification for Direct Recruitment	Proposed mode of Recruitment.
I	A	Section Officer	9300-34800 (4600)	-		100% by promotion from Class-II Category A (Head Assistant) having not less than three years service in that category.
	B	Senior Scale Stenographer	9300-34800	4600	-	100% by promotion from Class-II Category B (Junior Stenographer) having not less than five years service in that category.
II	A	Head Assistant	9300-34800	4220	-	<p>100% by promotion from class-III category "A" (Senior Assistants) having at least three years service in that category and having passed Secretariat Assistants Examination.</p> <p>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.</p>
II	B	Junior Scale Stenographer	9300-34800	4220	Graduate from any recognized University having Minimum Speed of 65 & 35 words per	100% by Direct Recruitment.

					minute in shorthand and typing respectively.	
III	A	Senior Assistant	5200-20200	2800	-	100% by promotion from Class-III category-D (Junior Assistant) having at least three years service as such.
	D	Junior Assistant	5200-20200	2400	Graduate from any recognized University with typewriting knowledge having not less than 35 words speed per minute;	75% by direct recruitment. 25% by promotion from 10+2 Class-IV (all categories in the ministerial category) having at least three years service as such, on the recommendation of DPC, who qualify type test requiring a minimum speed of 25 words per minute. Provided that a person appointed by Direct recruitment or promotion shall undergo and qualify Foundation Course during period of probation.
IV	A	Jamadar	4440-7440	1400	-	100% by promotion from class IV (all categories) having 05 years service in that category.
	B	Orderly/ Chowkidar	4440-7440	1300	Minimum Matric and maximum 10+2	100% by direct recruitment.
	F	Sanitation worker	4440-7440	1300	Minimum 8th pass and maximum 10+2	100% by direct recruitment.


(Surjeet Singh) 11/9/2025

Under Secretary to the Government