

THE JAMMU AND KASHMIR KHADI AND VILLAGE  
INDUSTRIES BOARD

N O T I F I C A T I O N

SRINAGR, THE.....1980

In exercise of the powers conferred by Section 35 of the Jammu and Kashmir Khadi and Village Industries Board Act 1965 read with regulation 6 of the Jammu and Kashmir Khadi and Village Industries Board Regulations, 1967, the Jammu and Kashmir Khadi and Village Industries Board with the previous sanction of the Government \*hereby makes the following regulations, namely :-

1. **Short title and commencement.**-(1) These regulations may be called the Jammu and Kashmir Khadi and Village Industries Board Staff Regulations, 1981.

(2) They shall come into force from the date of their publication in the Government Gazette.

2. **Application.**-These regulations shall apply to all the employees of the Board except ;

- (a) Chairman
- (b) Vice-Chairman
- (c) Secretary
- (d) Financial Advisor
- (e) Deputationists from the Government, the Central Government or the Commission, unless these regulations are specifically made applicable to them.

3. **Definitions.**-In these regulations, unless the context otherwise requires :

- (i) 'Act' means the Jammu and Kashmir Khadi and Village Industries Board Act, 1965;

- (ii) 'Board' means the Jammu and Kashmir Khadi and Village Industries Board ;
- (iii) 'Chairman' means Chairman of the Board ;
- (iv) 'Employee' means an employee of the Board who receives his emoluments out of the funds by the Government ;
- (v) 'Executive Officer' means the Executive Officer of the Board ;
- (vi) 'Financial Advisor and Chief Accounts Officer' means Financial Advisor and Chief Accounts Officer of the Board ;
- (vii) 'Government' means the Government of Jammu and Kashmir ;
- (viii) 'Schedule' means the schedule annexed to these regulations ;
- (ix) 'Secretary' means the Secretary of the Board ;
- (x) 'Service' means the Jammu and Kashmir Khadi and Village Industries Board ;
- (xi) 'Member of the Service' means a person appointed to a post in the Service under the provisions of these regulations ;
- (xii) 'Vice Chairman' means the Vice-Chairman of the Board;

(2) All other expressions used in these regulations but not defined shall have same meaning as assigned to them in the Act.

4. **Constitution of Service:-**(1) From the date of commencement of these regulations, there shall be constitution of the Jammu and Kashmir Khadi and Village Industries Board Service.

(2) The Board may, at the commencement of these regulations, appoint to the service any person who at the commencement of these regulations is holding any post in its sanctioned scale of pay included in the cadre of the Service ;

Provided that from the purpose of initial constitutions of the service the persons holding any such 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 regulations if he is fully qualified to hold the post.

5. **Strength and composition of the service:-**(1) The service shall comprise the posts, classes, categories and grades as are indicated in the schedules I and II.

(2) The posts included in the service shall consist of such number of permanent and temporary posts as may be declared by the Government from time to time.

6. **Qualification and Method of Recruitment.-**(1) No person shall be eligible for appointment or promotion to any class, category or grade in the service unless he possesses the qualifications as laid down in schedule II and fulfils the 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 promotion by Selection

(b) By direct recruitment ; and

(c) Partly by promotion/selection and partly by direct recruitment.

In the ratio and in the manner as mentioned against each post in Schedule II.

(3) In case suitable candidates are not available for promotion the posts shall be filled up by direct recruitment with the prior approval of the Government.

7. **Probation:-** persons appointed to the service either by promotion/selection or by direct recruitment shall be on probation for two years.

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

(3) The Board may in the case of any person extend the period of probation or trial upto the maximum period of four year.

Explanation: - Appointment of 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 of probation/trial.

Where the period of probation/trial is extended beyond two year for reasons not directly attributable to the probationer he shall be allowed to draw the second and third increment after the expiry on 2<sup>nd</sup> and 3<sup>rd</sup> year of probation/trial.

Provided that where a person has immediately before such appointment, been holding a post under the Board in a substantive capacity and was drawing therein pay 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 of the Jammu and Kashmir Civil Service Regulations.

(5) In respect of a person who immediately before such appointment held a post under the Board 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 Civil Service Regulations, treating his presumptive pay as substantive pay for purpose 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 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 may 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 Board may prescribe.

Provided that the Board may exempt, either wholly or partly from such training or departmental examination persons who have passed a departmental examination or undergone

training declared by the Board to be equivalent to the Departmental Examination or training, if any prescribed under these rules.

**8. Age of Recruitment:**-Notwithstanding the provisions contained in the Act or Rules and Regulations framed thereunder the age of a direct recruit on the First day of January of the year in which notification inviting applications is issued by the Board in respect of a vacancy to which the direct recruitment is made shall not be less than 18 years and more than 30 years.

Provided that the upper age limit for direct recruitment in the case of scheduled caste candidates shall be 32 years.

Provided further that upper age limit for those already in Board Service whether permanent or temporary shall be 35 years.

**9. Eligibility for direct recruitment:**-A person already in service may apply through his employer 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 to such class or category of post.

**10. Maintenance of seniority list:**-Seniority of the members of the service shall be regulated under J&K Civil Services (Classification, control and Appeal) Rules 1956. The Head Office of the Board shall maintain an updated and final seniority list of the service.

**11. Interpretation:**-If any question arises relating to the interpretation of these regulations, the matter shall be referred to the Board whose decision thereon shall be final and binding.

**12. Repeal and Savings:**-(1) All rules corresponding to these regulations and in force immediately before the commencement of these regulations are hereby repealed.

(2) Notwithstanding such repeal any appointment, order made or action taken under the rules so repealed shall be

deemed to have been made or taken under the corresponding provisions of these regulations.

By order of the Board,

**(Sd.) ABDUS SATAR MIR,  
Secretary,**

#### **SCHEDULE I**

<u>S.No.</u>	<u>Designation of the Post</u>	<u>Scale</u>
<b>A</b>	<b>OFFICERS.</b>	
1	Chairman	1200/- P. M
2	Vice-Chairman	800/- P.M
3	Secretary/Chief Executive Officer	750/- 1350/-
4	Financial Advisor and Chief Accounts Officer	750/- 1350/-
<b>B</b>	<b>Executive staff</b>	
1	Executive Officer	520-900
2	Khadi Development Officer	520-900
3	Development Officer (Leather)	520-900
4	Asstt. Executive Officer	460-700
5	Recovery Officers	460-700
6	Assistant Registrars	450-700
7	Sr. District Organisor	300-580
8	Jr. District Organisor	280-520
9	Organisor Beekeeping	280-520

10	Sr. Supervisor	220-430
11	Supervisor Oil	220-430
12	Apiary Keeper	220-430
13	Supervisor Beekeeping	220-430
14	Jr. Supervisors	200-320
15	Assistant Apiary keeper	200-320
<b>C.</b>	<b>MINISTERIAL STAFF</b>	
1	Superintendent (Admn.)	450-700
2	Superintendent (Acctts)	450-700
3	Statistician	450-700
4	P.A's	340-700
5	Sr. Accountant	300-580
6	Jr. Accountant	280-520
7	Sr. Auditor	280-520
8	Field Publicity Officer	280-520
9	Head Assistants	280-520
10	Stenographers	280-520
11	Accounts Clerks	220-430
12	Jr. Auditors	220-430
13	Cashier	220-430
14	Sr. Assistants	220-430
15	Typists	220-430
16	Store keeper	220-430
17	Jr. Statistical Assistant	220-430
18	Gestetner Operator	220-430
19	Jr. Assistant	200-320
20	Record keeper	200-320
21	Cashiers	220-430
22	Drivers	220-430
23	Jamadar	180-250
24	Orderlies	170-230
25	Chowkidars	170-230
26	Frash	170-230
27	Mali-cum-Chowkidar	170-230



## SCHEDULE II

Class	Category	Designation of the Post	Grade	Minimum qualification for Direct Recruitment	Mode of Recruitment
I.	A	Secretary	750-1350		By promotion/Transfer on deputation from Govt. by promotion from Class II with atleast 5 years service as such The appointment will be regulated under section 4 (4) of the Act.
		Financial Advisor & Chief Accounts Officer	750-1350		By appointment/transfer on deputation from Government
II.	A	Executive Officer	520-900	M.A (Economics) with degree in law or Graduate with Diploma in Co-operation	i. 50% by promotion from Class III with atleast 3 years service as such ii. 50% by direct recruitment
	B	Khadi Dev. Officer	520-900	Graduate with Diploma in Textile / Handloom from recognized institute	100% by direct recruitment
	C	Dev. Officer (Leather)	520-900		100% by direct recruitment
III.	A	Asstt. Ex. Officer Recovery Officer	460-750	Law Graduate or Graduate with Diploma in Co-operation	i. 50% by promotion from A. 25% from Class IV B. 25% from Class I Category-A of ministerial service with 3 years service as such ii. 50% by direct recruitment
	B				
IV.	A	Asstt. Registrar	450-700	-do-	i. 50% by promotion from Class V having 3 years service as such. ii. 50% by direct recruitment
	B	Asstt. Development Officer (Leather)	-do-	Degree/Diploma in leather Technology having certificate course from a recognized Institute	100% by direct recruitment
V.	A	Sr. District Organisor	300-580		100% by promotion from Class VI.

Class	Category	Designation of the Post	Grade	Minimum qualification for Direct Recruitment	Mode of Recruitment
VI.	A	a. Jr. District Organisor	280-580	Graduate preferably trained in Cooperation	i. 50% by promotion from Class VII having 3 years service as such.  ii. 50% by direct Recruitment
		b. Organisor Beekeeping	-do-		
VII.	A	Sr. Supervisors	220-430		100% by promotion from Class VIII having 3 years service as such
	B.	Apiary Keeper	-do-		
	C.	Sup-Beekeeping	-do-		
VIII.	A.	Jr. Supervisors	200-320		100% by direct Recruitment
	B.	Asstt. Apiary Keeper	-do-		
<b>MINISTERIAL</b>					
I	A	Superintendent (Admn.)	450-700	-	By selection from Class IV category C have not less than 5 years experience in that Category and having passed Sectt. Assistants Examination.
	B	Superintendent (Acctts.)	-do-		By Selection from Class III Category C with 5 years experience as such having passed Accountancy Part II Examination
	C.	Statistician	-do-		By transfer/deputation from Planning Deptt
II	A.	Personal Assistant	340-700	Graduate with 80 words speed in shorthand & 40 words in typing	i. By selection from Class IV category D having not less than 5 years experience as such on the basis of test in shorthand and type writing for which minimum speed should be 80 and 40 words per minute respectively.  ii. 50% by direct Recruitment.
III	A	Sr. Accountant	300-580	-	100% by promotion from Class IV category

					A having passed Accountancy Examination, with 3 years experience as such
IV.	A	a) Jr. Accountants b) Sr. Auditors	280-520 280-520	-	100% by promotion from Class V Category A provided he has passed SAC Part I Examination and has 3 years experience as such

Class	Category	Designation of the Post	Grade	Minimum qualification for Direct Recruitment	Mode of Recruitment
IV	B	Field Publicity Officer	280-580	Graduate preferably with diploma in journalism	100% by direct Recruitment.
	C	Head Assistants	-do-	-	i. 75% by selection from Class V category B having at least 4 years service as such and having passed Sectt. Assistants Exam.  ii. 25% by direct Recruitment on the basis of competitive test to be conducted by the Board.
	D	Stenographers	280-520	PUC with 60 words speed in shorthand and 30 words in typing	100% by direct Recruitment
V.	A	a) Accounts Clerks	220-430	Commerce Graduate	i. 50% by promotion from Class VII Category B with at least 3 years service as such.  ii. 50% by direct Recruitment.
		b) Jr. Auditors			
c) Cashiers'					
	B.	a. Sr. Assistants b. Store-keeper	220-430	-	i. 75% by selection from Class VII i.e Jr. Assts. from among

					<p>persons having atleast 3 years service in that category. Preference will be given to those having passed Sectt. Assistant Examination.</p> <p>ii. 25% by direct Recruitment on the basis of competitive tests to be conducted by the Board in the manner hereinafter provided.</p>
	C.	Jr. Statistical Asstt.	220-430	Graduate having Economics/ Commerce/Statistics as one of the subjects	100% by direct Recruitment.
	D.	Gestetner Operator	220-430	Matric	100% by promotion from Class VII Category A with 3 years service as such

Class	Category	Designation of the Post	Grade	Minimum qualification for Direct Recruitment	Mode of Recruitment
VI.	A.	Drivers	220-430	<p>i. Two years Hill Driving experience</p> <p>ii. Preferably Middle pass</p>	100% by direct Recruitment.
VII.	A.	Junior Assistants	200-320	Matric preferably type knowing	<p>i) 25% by promotion from Class VIII &amp; Class V 3 years experience as such</p> <p>ii) 75% by direct Recruitment</p>

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	B	Cashiers	200-320	1 <sup>st</sup> Year T.D.C with Commerce	100% by direct Recruitment.
VII.	A	Jamadars	180-250	Middle Pass	100% by promotion from Class IX
IX.		a) Orderlies	170-230	-do-	100% by direct Recruitment
		b) Chowkidars	-do-	-do-	-do-