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PART III

Laws, Regulations and rules passed thereunder

J&K KHADI AND VILLAGE INDUSTRIES BOARD, JAMMU

Notification No. KVIB/26 of 1998

Dated 21-04-98.

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 with the previous sanction of the Government conveyed vide Administrative Department's No. IND/83/73-II-KVIB dated 02-03-1998 hereby makes the following Regulation, namely :-

1. Short title and commencement –(i) These regulations may be called the Jammu and Kashmir Khadi and Village Industries Board Staff Regulations (Ammended) 1998.

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

2. Application- These Regulations shall apply to all the employees of the Board except :-

- (a) Chairman
- (b) Vice Chairman
- (c) Secretary/Chief Executive Officer
- (d) Financial Advisor and Chief Accounts Officer
- (e) Deputationist from the State Government, the Central Government or the Commission, unless these Regulations are specifically made applicable to them.

2. Definition-(1) 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 the Chairman of the Board.
- (iv) 'Vice Chairman' means the Vice-Chairman of the Board.
- (v) 'Secretary/Chief Executive Officer' means the Secretary/Chief Executive Officer of the Board.
- (vi) 'Financial Advisor and Chief Accounts Officer' means the Financial Advisor and Chief Accounts Officer of the Board.
- (vii) 'Dy. Chief Executive Officer' means the Dy. Chief Executive Officer of the Board.
- (viii) 'Executive Officer' means the Executive Officer of the Board.
- (ix) 'Government' means the Government of Jammu and Kashmir.
- (x) 'Employee' means an employee of the Board who receives his emoluments out of the funds of the Board.
- (xi) 'Service' means the Jammu and Kashmir Khadi and Village Industries Board Service.

(xi) 'Schedule' means the schedule annexed to these Regulations.

(xii) 'Member of the service' means a person appointed to a post in the service under the provisions of these Regulations.

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

4. Constitution of Service –(i) From the date of commencement of these Regulations there shall be constitution of the Jammu and Kashmir Khadi and Village Industries Board Service.

(ii) 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 for the purpose of initial constitution 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 services-(i) The services shall comprise the posts, classes, categories and grades as are indicated in the schedules annexed.

(ii) 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-(i) No person shall be eligible for appointment or promotion to any class, category or grade in the service unless he possess the qualifications as laid down in schedules and fulfils the requirements of recruitment, as provided in the rules and orders for time being in force.

(ii) Appointment to the service shall be made :-

(a) By promotion/by selection by a departmental promotion committee which will be constituted by the Chairman from time to time ;

(b) By direct recruitment/selection by a selection committee to be constituted by the Chairman from time to time ; and

(c) Partly by promotion/selection and partly by direct recruitment or by deputation from State Government ;

In the ratio as specified against each post in schedules.

In case suitable candidates are not available for promotion the post shall be filled up by direct recruitment with the prior approval of the Board.

7. Probation –(i) Persons appointed to the service/either by promotion/selection or by direct recruitment shall be on probation for two years in the first instance.

(ii) If it appears at any time during or at the end of the 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 services and if appointed by promotion be reverted to the post on which he holds a lien.

(iii) The Board may in the case of any person extend the period of probation or trial up to the maximum period of four years

Explanations.- Appointment 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.

(iv) 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 the scale during remaining period of probation/trial.

Where the period of probation/trial is extended beyond two years for reasons not directly attributable to the probationer he shall be allowed to draw the second and third increment 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 Board in the 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 (a) (ii) of the Jammu and Kashmir Civil Service Regulations.

(v) 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 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.

In the case of persons who are appointed under these rules then by competitive examination, their fixation of pay shall be regulated under the normal rules relating to such fixation from time to time.

8. *Training and Departmental Examination.*-Persons appointed to the service by competitive examination may be required to undergo such training from the 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.

9. *Age at recruitment.*-Notwithstanding the provisions contained in the Act or Rules and Regulations framed thereunder the age of 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 not more than 35 years :

Provided that the upper age limit for direct recruitment in the case of scheduled caste candidates shall be 38 years and in case of physically handicapped 37 years :

Provided further that upper age limit for those already in Board service whether permanent or temporary shall be 38 years.

10. **Eligibility for direct recruitment.**—A person already in service may apply through his employer for direct recruitment to a vacant post for any particular class or category in the service if he possesses the educational and other qualifications prescribed for such class or category of post.

11. **Maintenance of Seniority List.**—Seniority of the members of the service shall be regulated under Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956. The Direction Office of the Board shall maintain up to date and final seniority list of the service.

12. **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.

13. **Repeal and Savings.**—(i) All rules corresponding to these Regulations and in force immediately before the commencement of these Regulations are hereby repealed

(ii) 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 corresponding provisions of these Regulations.

By order of the Board,

(Sd.) J. L. BHAGAT, KAS,

Secretary,
J&K Khadi and Village Industries Board

SCHEDULE-I

S.No.	Designation of the Post	Scale
“A”	Officers	
1	Chairman	
2	Vice-Chairman	
3	Secretary/Chief Executive Officer	3000-4500
4	Financial Advisor and Chief Accounts Officer	3000-4500
5	Dy. Chief Executive Officer	3000-4500
“B”	Administrative Wing (Ministerial Cadre)	

1	Administrative Officer	2125-3600
2	Section Officer	2000-3200
3	Personal Assistant	2000-3200
4	Head Assistant	1400-2600
5	Stenographer	1400-2600
6	Senior Assistant	1200-2040
7	Store Keeper	1200-2040
8	Driver	950-1500
9	Junior Assistant	950-1500
10	Cashier	950-1500
11	Urdu Copiest	950-1500
12	Jamadar	775-1025
13	Orderly/Chowkidar/Frash	750-940
“C”	Accounts Wing	
1	Accounts Officer	2125-3600
2	Senior Accountant-I	2000-3200
3	Senior Accountant-II	1600-2660
4	Accountant/Sr. Auditor	1400-2600
5	Accounts Assistant/Jr. Auditor	1200-2040
“D”	Statistical & Planning Wing	
1	Assistant Director	2125-3600
2	Statistical Officer	2000-3200
3	Statistical Assistant	1600-2600
4	Junior Statistical Assistant	1200-2040
“E”	Executive Staff	
1	Executive Officer	2125-3600
2	Development Officer (Khadi)	2125-3600
3	Assistant Executive Officer/Recovery Officer	2000-3400
4	Assistant Registrar	2000-3200
5	Assistant Development Officer (Leather)	2000-3200
6	Senior Zonal Organizer	1600-2660
7	Junior Zonal Organizer	1400-2600

8	Field Publicity Officer	1400-2600
9	Senior Supervisor	1200-2040
10	Supervisor (Oil)	1200-2040
11	Junior Supervisor	950-1500
12	Oil Mistry	950-1500

“F”

**Technical Wing
(Beekeeping Industry)**

1	Development Officer	2000-3500
2	Technician	2000-3200
3	Organizer	1400-2600
4	Supervisor/ Apiary Keeper	1200-2040
5	Assistant Apiary Keeper	950-1500
6	Fieldman	750-940

SCHEDULE-II

CLASS	CATEGORY	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
1	2	3	4	5	6
I.	Secretary/Chief Executive Officer	3000-4500	The appointment will be regulated under section 4 (4) of the Board Act.
II.	Financial Advisor & Chief Accounts Officer	3000-4500	Appointment will be regulated under section 5 of the Board Act.
III	Deputy Chief Executive Officer	3000-4500	100% by promotion from Executive/Ministerial cadres schedule III and IV on the basis of comparative seniority subject to merit and suitability having atleast five years service in the grade or by deputation from State Government.

SCHEDULE-III

ADMINISTRATIVE WING

MINISTERIAL CADRE

CLASS	CATEGORY	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
1	2	3	4	5	6
I.	Administrative Officer	2125-3600	100% by selection from Class II of Ministerial cadre (Adm. Wing) on the basis of seniority having passed secretariat training with atleast 5 years service as such or by deputation from State Government if qualified person is not available.
II	A.	Section Officer	2000-3200	100% by promotion from Class III Category A of Head Asstt. Ministerial cadre (Adm. Wing) having passed secretariat training course with 5 years service as such.
	B.	Personal Assistant	2000-3200	Graduate with 80 words speed in short hand and 40 words in typing, having 10 years service as stenographer in any Govt. Deptt./Board/ Corporation	50% by promotion from Class III of Stenographer category B of Ministerial cadre Adm. Wing with atleast 5 years service as Stenographer. 50% by direct recruitment.

1	2	3	4	5	6
III	A	Head Assistant	1400-2600		100% by promotion from class IV of Ministerial cadre (Adm. Wing) having passed secretariat training with 5 years service as such
	B	Stenographer	1400-2600	Graduate with 60 words speed in short hand & 40 words in type per minute.	100% by direct recruitment
IV	i.	Senior Asstt. / Typist	1200-2040	-	100% by promotion from class VI of Ministerial cadre viz, (Adm. Wing) with five years service of Jr. Asstt. & Jr. Cashier and having 35 words speed in type per minute.
	ii.	Store Keeper			
V		Drivers	950-1500	Middle pass having atleast two years experience with Driving Hill Licence	100% by direct recruitment
VI	A	i. Jr. Asstt. ii. Cashier	950-1500	Graduate and type knowing with 35 words speed per minute	25% by promotion from class VII and VIII of Ministerial cadre (Adm.wing) passed atleast Matric with 35 words speed in type per minute. 75% by direct recruitment
	B	Urdu Copiest	950-1500	Graduate with 35 words speed per minute in Urdu typing	100% by direct recruitment
VII		Jamadar	775-1025	-	100% by promotion from class VIII of Ministerial cadre (Adm.wing) with atleast five years service as such.
VII I		Orderly/Chowkidar	750-940	Middle Pass	100% by direct recruitment.

B. ACCOUNTS WING

CLASS	CATEGORY	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
1	2	3	4	5	6
I.	Accounts Officer	2125-3600	-	100% by selection from Class II of Accounts wing having atleast 5 years service as such and passed S.A.C part-II or by deputation from Finance Department.
II	A.	Senior Accountant	2000-3200	-	100% by promotion from category-B class II of Accounts wing having atleast five years service as such and also having passed S.A.C II or by deputation from Finance Department.

	B.	Senior Accountant	1600-2660	-	100% by promotion from class III of Accounts wing having passed S.A.C part-I with five years service as such.
III	-	Accountant / Sr. Auditor	1400-2600	-	100% by promotion from class-IV of Accounts wing having passed ACC & S.A.C part-I with five years service as such
IV	-	Accounts Assistant/Jr. Auditor	1200-2040	Graduate desirable Degree/Diploma in commerce/ commercial accounting or mathematics as one of the subjects in graduation for knowledge of typing preferably preparation of accounts on computer	By direct recruitment.

C-STATISTICAL AND PLANNING WING

CLASS	CATEGORY	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
1	2	3	4	5	6
I.	Assistant Director	2125-3600	-	By selection from Class II of Statistical Wing having passed Statistical Officers course with atleast five years service as such or by deputation from Planning Department, if qualified person is not available.
II	Statistical Officer	2000-3200		100% by promotion from Class III of Statistical Wing having passed prescribed Statistical Officer's training course with five years service as such or by deputation from Planning Department, if qualified candidate is not available.
III	Statistical Asstt.	1400-2600		100% by direct promotion from class IV of Statistical Wing having passed prescribed Statistical Training course with five years service as such.
IV.	Jr. Statistical Asstt.	1200-2040	Graduate with Economics or Statistics as one of the subject	100% by direct recruitment.

				desirable knowledge of typing preferably from preparation of statement on computer	
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SCHEDULE-IV

EXECUTIVE CADRE

(Field Staff)

CLASS	CATEGORY	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
1	2	3	4	5	6
I.	A.	Executive Officer	2125-3600	Post graduate or M.Com/ Economics preferably M.B.A	50% by selection from class-II of Executive cadre (Field staff wing) with atleast five years service as such 50% by direct recruitment
	B.	Dev. Officer (Khadi)	2125-3600		100% by promotion from class-II of Executive cadre (Field staff wing) having atleast five years service as such and trained in Khadi through any recognized institution
II.	-	Asstt. Executive Officer / Recovery Officer	2000-3400	Post graduate or M.Com/ Economics preferably M.B.A	50% promotion from: A/ 25% from class III Executive cadre B/25% from class II of Ministerial cadre with five years service as such in either case. 50% by direct recruitment
III.	A.	Asstt. Registrar	2000-3200	M.Com/M.A Economics with higher diploma in cooperative	50% by promotion from class IV of Executive cadre (Field staff wing) having atleast 5 years service as such and passed higher Diploma in Cooperative. 50% by direct recruitment
	B.	Asstt. Development Officer (Leather)	2000-3200		100% by promotion from: Class IV Executive cadre (Field staff wing) having atleast 5 years service as

					such and passed Diploma in leather technology.
IV.	-	Sr. Zonal Organisor	1600-2660	-	100% by promotion from class V of Executive cadre (Field staff wing) having atleast 5 years service in the field.
V.	A.	Jr. Zonal Organisor	1400-2600	-	100% by promotion from class VI or Executive cadre (Field staff wing) with 5 years service as such
	B.	Field Publicity Officer	1400-2600	Graduate with Diploma in Journalism	100% by direct recruitment
VI.	A.	Senior Supervisor	1200-2040	-	100% by promotion from class-VII of Executive cadre (Field staff wing) with 5 years service as such
	B.	Supervisor (Oil)			
VII.	A.	Junior Supervisor	950-1500	Graduate	25% by promotion from class VII and VIII of Adm. Wing having passed Matriculation examination with five years service as such 75% by direct recruitment.
	B.	Oil Mistry	950-1500	Graduate with Diploma in concerned line	100% by direct recruitment

TECHNICAL WING

(BEEKEEPING INDUSTRY)

CLASS	CATEGOR Y	DESIGNATION OF THE POST	GRADE	MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT	MODE OF RECRUITMENT
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1	2	3	4	5	6
I.		Development Officer (Beekeeping)	2000-3500	-	100% by promotion from class-II of technical wing (Beekeeping) having five years service as such with diploma in (Beekeeping) from any recognized institution
II.	-	Technician (Beekeeping)	2000-3200	-	100% by promotion from class-III of technical wing (Beekeeping) having diploma in the concerned line with atleast five years service as such.
III.	-	Organisor (Beekeeping)	1400-2600	-	100% by promotion from class IV technical wing (Beekeeping) having received training in the line with atleast five years service as such.
IV	A.	Supervisor Beekeeping	1200-2040	-	100% by promotion from class V of technical wing (Beekeeping) having atleast five years service as such and trained in line.
	B.	Apiary Keeper			100% by promotion from class VI having atleast five years service as such and trained in the line.
V.	-	Asstt. Apiary Keeper	950-15	-	100% by promotion from class VI having five years service as such and trained in the line being atleast Matric
VI.	-	Field Man	750-940	Matric preferably trained in basic Apiculture	100% by direct recruitment.

(Sd.) (J. L. Bhagat) KAS
Secretary,
J&K KHADI & VILLAGE INDUSTRIES BOARD

TO INCORPORATE CATEGORY-WISE NUMBER OF POSTS BORNE ON THE CADRE STRENGTH OF J&K KVIB IN THE SCHEDULE-I OF J&K KHADI AND VILLAGE INDUSTRIES BOARD STAFF REGULATIONS (AMENDED) 1998

Amendment to incorporate category-wise number of posts borne on the cadre strength of J&K KVIB, in the schedule-I of the J&K Khadi and Village Industries Board Staff Regulations amended 1998 was approved with inclusion of Grade pay in the respective Pay bands as given below:

S. NO:	Designation of the Post.	Pay Band + Grade pay	NO: of posts
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“A” OFFICERS

1	Chairman		1
2	Vice Chairman		1
3	Secretary / CEO.	15600-39100+6600	1
4	Financial Advisor & CAO	15600-39100+6600	1
5.	Dy. Chief Executive Officer	15600-39100+6600	4
	Total.		8

“B” ADMINISTRATIVE WING (MINISTERIAL CADRE)

1	Law Officer	9300-34800+4800	1
2	Administrative officer	9300-34800+4800	1
3	Section officer	9300-34800+4600	1
4	Personal Assistant	9300-34800+4600	2
5	Head Assistant	9300-34800+4200	12
6	Stenographer	9300-34800+4200	1
7	Senior Assistant	5200-20200+2400	19
8	Store Keeper	5200-20200+2400	1
9	Junior Assistant/Jr. Cashier	5200-20200+1900	39
10	Urdu Copiest	5200-20200+1900	1
11	Driver	5200-20200+1900	5
12	Jamadar	5200-20200+1800	1
13	Orderlies/Farash/Chowkidar	4440-7440+1300	53

Total:-	137
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“C” ACCOUNTS WING

1	Accounts Officer	9300-34800+4800	1
2	Senior Accountant (AAO)	9300-34800+4600	4
3	Accountant/Sr. Auditor	9300-34800+4200	8
4	Accounts Assistant/Jr. Auditor	5200-20200+2800	33
5	Sr. Cashier	5200-20200+2800	1
	Total.		47

“D” STATISTICAL & PLANNING WING

1	Assistant Director (P&S)	9300-34800+4800	1
2	Statistical Officer	9300-34800+4600	1
3	Statistical Assistant	9300-34800+4200	2
4	Jr. Statistical Assistant.	5200-20200+2400	8
	Total.		12

“E” EXECUTIVE WING

1	Executive Officer	9300-34800+4800	12
2	Development Officer (Khadi)	9300-34800+4800	1
3.	Publicity Officer.	9300-34800+4800	1
4	Assistant Executive Officer/ Recovery officer	9300-34800+4300	10
5	Assistant Registrar	9300-34800+4200	2
6	Assistant Dev. Officer (L)	9300-34800+4200	1
7	Senior Zonal Organizer	9300-34800+4200	4
8	Junior Zonal Organizer	9300-34800+4200	24
9	Field Publicity officer	9300-34800+4200	2
10	Sr. Supervisor	5200-20200+2400	36
11	Supervisor Oil	5200-20200+2400	1
12	Junior Supervisor	5200-20200+1900	52
13	Oil Mistry	5200-20200+1900	3
	Total.		149

“F” TECHNICAL WING

1	Development Officer (BK)	9300-34800+4300	1
2	Technician Beekeeping	9300-34800+4200	1
3	Organizer Beekeeping	9300-34800+4200	1
4	Supervisor Beekeeping	5200-20200+2400	1

5	Apiary Keeper.	5200-20200+2400	1
6	Assistant Apiary Keeper	5200-20200+1900	1
7	Field Man	4440-7440+1300	5
	Total.		11
	Grand Total:-		364

