

**REGD. NO. JK-33**

**THE  
JAMMU & KASHMIR GOVERNMENT GAZETTE**

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a separate compilation.

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**PART III**

**Laws, Regulations and Rules passed thereunder.**

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**THE JAMMU & KASHMIR SCHEDULED CASTE, SCHEDULED  
TRIBES AND OTHER BACKWARD CLASSES DEVELOPMENT  
CORPORATION LIMITED JAMMU.**

The Board of Directors of the Jammu and Kashmir Scheduled Castes, Scheduled Tribes and other Backward Classes Development Corporation Limited has approved the following rules in its 31<sup>st</sup> Meeting held on 20-10-2004, namely :-

**1. Short title and commencement :**

- (a) These rules may be called “ Jammu and Kashmir Scheduled Castes, Scheduled Tribes and Other Backward Classes Development Corporation Limited Employees (Ministerial and Executive) Recruitment and Other Service Condition Rules, 2004.”

- (b) These rules shall come into force from the date of their publication in the Govt. Gazette.

## **2. Definitions :**

In these rules, unless the context otherwise requires :-

- (a) 'Act' means Central companies Act, 1956.
- (b) 'Board' means Board of Directors of the Corporation.
- (c) 'Company' means registered company under section 25 of the Act.
- (d) 'Corporation' means the J&K Scheduled Castes, Scheduled Tribes and other Backward Classes Development Corporation Limited, registered under the companies Act, 1956.
- (e) 'Chairman' means Chairman of the Board of Directors.
- (f) 'Cadre' means the cadre of service in the Corporation.
- (g) 'Employee' means a person whether an officer or any other employee working against any substantive post of the Corporation.
- (h) 'Government' means the Govt. of Jammu and Kashmir.
- (i) 'Managing Director' means the person who is the Chief Executive of the Company.
- (j) 'Member of the Service' means a person appointed to a post in the service under the provision of these rules.
- (k) 'special Pay' means an addition to the emoluments of an employee granted in consideration of :-
- (i) Special arduous nature of his/her duties, or
  - (ii) A special addition to his/her work or responsibility.
- (l) 'Schedules' means Schedules appended to these rules.
- (m) 'Service' means J&K SC, ST and OBC Development Corporation Service.

### **3. Application :**

These rules shall apply to all the employees of the Corporation appointed to posts under the Corporation, whether before or after the commencement of these rules.

### **4. Initial Constitution of the Service :**

Any person who at the time of commencement of these rules is holding or is appointed to any post included in the cadre of the service of the Corporation in its sanctioned scale of pay and satisfies the requirements as to qualifications and experience laid down in the Rules and Schedules for holding or being appointed to such post, shall be deemed to have been holding, or been appointed to, such post under these Rules and to have fulfilled all other conditions prescribed for requirement to that post.

**5. (i)** The authorized strength of the cadre and nature of the posts included therein shall be determined by the Corporation from time to time and the initial constitution of the service in the Corporation under these rules shall be as specified in the Schedules annexed to these rules.

(ii) The Board shall at the interval of every three years or at such other intervals, as may be considered necessary, re-examine the strength and composition of the cadre service in the Corporation and make such alterations therein as it may deem fit. Provided that nothing in this sub-rule shall be deemed to affect the power of the Board to alter the strength and composition of the cadre at any time.

### **6. Qualification and method of recruitment :**

(i) No person shall be eligible for appointment or promotion to any post in any class, category or grade in the service of the Corporation unless he possesses the qualifications as laid

down in the Schedules to these rules and fulfills other requirements as provided therein. Provided that nothing in this rule shall be deemed to affect the power of the Board to alter or relax the qualifications as provided in these rules.

- (ii) Appointment to the service shall be made :-
  - (a) by direct recruitment (which will include appointment by transfer),
  - (b) by promotion, and
  - (c) Partly by promotion and partly by direct recruitment in the ratio and in the manner mentioned against each post in the Schedules.

## **7. Eligibility of Corporation Employees for Direct Recruitment :**

A person already in the employment of the Corporation may apply through proper channel for direct recruitment to a vacant post in any particular class or category in the service of the Corporation if he possesses the educational and other qualifications prescribed for recruitment to such class or category of posts.

## **8. Miscellaneous :**

- (i) With regard to all matters governing the service conditions of the members of service like seniority, conduct, discipline etc., the provisions of the J&K Civil Services (Classification, Control and Appeal) Rules, 1956 ; J&K Govt. Servants Conduct Rules, J&K Govt. T.A. Rules, J&K Civil Service Leave Rules and general orders regarding reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes for the time being in force shall apply.
- (ii) The powers exercisable and vested in the Government and Heads of the Department under the aforesaid Rules shall be

exercised and vested in the Chairman and Managing Director of the Corporation respectively.

- (iii) The Board may relax any provision of these rules or grant any concession outside the rules in such cases where in the opinion of the Board, the rules apply harshly and require relaxation / grant of concessions in the interest of the working of the Corporation.

(Sd.) J. L. BHAGAT,

Managing Director

## SCHEDULE 'A'

| S.<br>No. | Designation | Grade | Existing<br>minimum<br>qualifications<br>and experience<br>for direct<br>recruitment | Recruitment /<br>promotion<br>and mode of<br>recruitment |
|-----------|-------------|-------|--|--|
| 1         | 2           | 3     | 4  | 5  |

### ADM. WING.

|    |                            |                     |  |  |
|----|----------------------------|---------------------|--|--|
| 1. | Managing<br>Director (1)   | 15450-<br>450-20450 | -----  | By deputation  |
| 2. | Secretary (1)              | 10000-<br>350-15250 | Membership<br>of the Institute<br>of Company<br>Secretaries of<br>India as prescribed<br>In the Company<br>Secretaries<br>Qualification<br>Rules, 1975 | By deputation from<br>General Adminis-<br>trative Department<br>or by direct recruit-<br>ment, having the<br>prescribed qualifica-<br>tions or by transfer /<br>deputation from<br>other Corporations. |
| 3. | Pvt. Secy. to<br>M. D. (1) | 6500-250<br>10250   | -----  | By deputation from<br>G. A. D  |
| 4. | Section Officer<br>(1)     | 6500-250<br>10250   | -----  | By deputation or<br>promotion from the<br>category of Head<br>Assistants with a<br>minimum service<br>of 5 years.  |
| 5. | Head Assistant             | 4650-160            | -----  | By promotion from  |

|    |                             |           |   |   |
|----|-----------------------------|-----------|---|---|
|    | (1)                         | 7050      |   | Sr. Assistants having 5 years service and having passed Secretariat Training Class.   |
| 6. | Junior Scale Stenographers  | -----     | Matriculation with speed of 60 w.p.m in Shorthand and 30 w.p.m. in Typing.                              | (a) 66.67% by promotion from amongst Sr.Asstts. possessing a minimum educational qualifications of 10+2 and having shorthand speed of 65 w.p.m. and typing speed of 35 w.p.m.<br><br>(b) 33.33% by deputation from G.A.D. |
| 7. | Senior Assistants (2)       | 4000-6000 | Graduation. preference being given to persons having worked in commercial organizations / Govt. Deptts. | 100% by promotion from the category of Jr. Asstts. having at least five years experience as Jr. Assistants  |
| 8. | Drivers (6)<br>Grade-II (3) | 3050-4000 | Matric Pass possessing Hill Driving License   | By 100% direct recruitment  |
|    | Grade-I (2)                 | 4000-6000 | -----   | By promotion from the Drivers (Grade-II) on completion of 5 years service in the pay Scale of 3050-4000 shall be eligible for promotion as Drives Grade-I in the pay scale of 4000-6000                                   |

subject to availability  
of posts of Drivers  
Grade-I.

|     |  |           |   |  |   |
|-----|--|-----------|---|--|---|
|     | Chauffeur (1)  | 5500-9000 | -----   |  | Drivers Grade-I on<br>completion of<br>minimum 5 years<br>service in the pay<br>scale of Rs.4000-<br>6000 shall be eligible<br>for promotion as<br>chauffeurs in the pay<br>scale of Rs.5500-<br>9000 subject to avail-<br>ability of posts.  |
| 9.  | Junior Asstts./<br>Typists (20)                            | 3050-4820 | Graduate having<br>typing speed of<br>35 w.p.m. |  | (a) 75% by recruit-<br>ment and 25% by<br>promotion from the<br>category of<br>matriculate having at<br>least 5 years<br>experience from<br>orderlies having a<br>minimum speed of<br>35 w.p.m.<br><br>(b) Promotion will be<br>considered after the<br>candidate faces type<br>test to be conducted<br>by a committee. |
| 10. | Orderlies/<br>Chowkidars/<br>Night Watchmen/<br>Cooks (33) | 2550-3300 | Middle Pass                                     |  | By direct recruitment   |

(Sd.) -----



Managing Director  
J&K SC, ST, & BC Dev.  
Corporation Limited, Jammu.

### SCHEDULE 'B'

| S.<br>No. | Designation | Grade | Existing<br>minimum<br>qualifications<br>and experience<br>for direct<br>recruitment | Recruitment /<br>promotion<br>and mode of<br>recruitment |
|-----------|-------------|-------|--|--|
| 1         | 2           | 3     | 4  | 5  |

#### FINANCE WING

|    |                                       |                     |   |  |
|----|---------------------------------------|---------------------|---|--|
| 1. | Financial<br>Advisor and<br>CAO (1)   | 12325-325-<br>16000 | -----   | By deputation from<br>Finance Deptt.   |
| 2. | Assistant<br>Accounts<br>Officers (4) | 6600-275-<br>10450  | M.Com. or C.A.<br>(Inter)/ ICWA<br>(Inter) having<br>4 years experience<br>in a leading<br>commercial<br>organization /<br>Govt. Company/<br>Companies. | 66.67% by promotion<br>of Commercial<br>Accountants on<br>seniority basis and<br>33.33% by deputation<br>from Finance Deptt. |
| 3. | Statistician (1)                      | 6500-250-<br>10250  | M.A<br>(Statistics)   | 100% by promotion<br>from the Statistical<br>Asstts.(Category 5)<br>on the basis of<br>seniority.                            |
| 4. | Accountant<br>Commercial (6)          | 6400-225-<br>10000  | M.Com./ M.Com.<br>or C.A. (Inter).ICWA<br>(Inter),Preference  | 50% by promotion of<br>Accounts Asstts. and<br>50% by deputation   |

|    |                            |               |  |   |
|----|----------------------------|---------------|--|---|
|    |                            |               | being given to the persons having worked in commercial organization. | from the Finance Deptt.                         |
| 5. | Statistical Assistants (2) | 4650-160-7050 | Graduation with Statistics/ B/Com.                                   | By direct recruitment                           |
| 6. | Accounts Assistants (2)    | 4000-6090     | B.Com. with 3 years experience in commercial organizations.          | 50% by deputation and 50% by direct recruitment |
| 7. | Computer Operator (1)      | 4000-6090     | Graduation with Diploma in Computers.                                | By direct recruitment                           |

(Sd.) -----

Managing Director  
J&K SC, ST, & BC Dev.  
Corporation Limited, Jammu.

## SCHEDULE 'c'

| S. No. | Designation | Grade | Existing minimum qualifications and experience for direct recruitment | Recruitment / promotion and mode of recruitment |
|--------|-------------|-------|---|---|
| 1      | 2           | 3     | 4   | 5   |

### **EXECUTIVE WING**

|    |   |                 |   |  |
|----|---|-----------------|---|--|
| 1. | General Manager (1)   | 10950-350-15500 | -----   | By Promotion from the Divisional Managers on the basis of seniority cum merit and suitability having at least 10 years practical and good service at his / her back or by deputation from GAD. |
| 2. | Divisional Managers (2)                                       | 10000-350-15250 | -----   | 100% by promotion from District/Project/Recovery Managers (Category 3) having a Service pf at least 7 Years.   |
| 3. | District/<br>Project/<br>Recovery/<br>Managers<br>(14+1+1=16) | 7600-325-13450  | Post-Graduation in any subject preference being given to the candidates | 75% by promotion from Asstt. Managers with minimum 5 years service (Category 4) and  |

|    |                                |                    |   |  |
|----|--------------------------------|--------------------|---|--|
|    |                                |                    | having qualification<br>M.Com./M.B.A./<br>M.A. Economics/<br>L.L.B.                       | 25% by direct<br>recruitment.  |
| 4. | Assistant<br>Managers (3)      | 6600-275-<br>10450 | -----   | 100% by promotion<br>from supervisors<br>With 7 years service.   |
| 5. | Field<br>Supervisors<br>(28)   | 4650-160-<br>7050  | B.A./B.Sc./B.Com.<br>Preference being<br>given to persons<br>Who have worked<br>In field. | 50% by direct recruit-<br>ment and 50% by<br>promotion from<br>Senior Recovery<br>Asstts. with<br>5 years service. |
| 6. | Sr. Recovery<br>Assistants (3) | 4000-6090-         | -----   | By promotion from<br>Jr. Recovery Asstts.<br>Having five years<br>Experience.                                      |
| 7. | Jr. Recovery                   | 3050-4820          | -----   | By redesignation of<br>11 posts out of<br>Existing 20 posts of<br>Jr. Assistants.                                  |

(Sd.) -----

Managing Director  
J&K SC, ST, & BC Dev.  
Corporation Limited, Jammu.

## Annexure – I

STATEMENT SHOWING THE EXISTING PAY SCALES OF STATE PSUs  
(AS PER REVISED PAY RULES, 1998) AND THE REVISED VERSION  
W.E.F. 1-1-2006.

(In Rupees)

| Existing Scales |                        | Revised Pay Structure |                        |                         |
|-----------------|------------------------|-----------------------|------------------------|-------------------------|
| S.No.           | Existing Pay Scales    | Name of the Pay Band  | Corresponding Pay Band | Corresponding Grade Pay |
| (1)             | (2)                    | (3)                   | (4)                    | (5)                     |
| 1.              | 2550-55-2660-64-3300   | 1S                    | 4440-7440              | 1300                    |
| 2.              | 2610-70-3170-75-3695   |                       |                        | 1400                    |
| 3.              | 3000-85-4020-90-4560   | PB-1                  | 5200-20200             | 1800                    |
| 4.              | 3050-90-3680-95-4820   |                       |                        |                         |
| 5.              | 4000-110-6090          |                       |                        | 2400                    |
| 6.              | 4200-110-5080-120-6040 |                       |                        |                         |
| 7.              | 4650-160-7050          | PB-2                  | 9300-34800             | 2800                    |
| 8.              | 6400-225-10000         |                       |                        |                         |
| 9.              | 6500-250-10250         |                       |                        |                         |
| 10.             | 6600-275-10450         |                       |                        | 4200                    |
| 11.             | 6700-290-10760         |                       |                        |                         |
| 12.             | 7300-300-11800         |                       |                        |                         |
| 13.             | 7600-325-13450         |                       |                        |                         |
| 14.             | 10000-350-15250        | PB-3                  | 15600-39100            | 4600                    |
| 15.             | 10950-350-15500        |                       |                        | 6600                    |
| 16.             | 12375-375-16500        |                       |                        | 7000                    |
| 17.             | 12375-375-16875        |                       |                        | 7200                    |
| 18.             | 12000-400-17300        |                       |                        | 7400                    |

|     |                 |      |             |      |
|-----|-----------------|------|-------------|------|
| 19. | 15450-450-20400 | PB-4 | 37400-67000 | 8700 |
|-----|-----------------|------|-------------|------|