

**GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT**

NOTIFICATION

Jammu, the 17th, December, 2025

S.O. 319 .- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Lieutenant Governor hereby makes the following rules, namely:-

1. Short title and Commencement:-

- 1) These rules may be called "The Jammu and Kashmir Accounts Inter-Organization Service Recruitment Rules, 2025".
- 2) These rules shall come into force from the date of their publication in the Government Gazette.

2. Definition: In these Rules, unless the context otherwise requires:-

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- a. "Administrative Department" means the Finance Department.
 - b. "Board" means the Jammu and Kashmir Services Selection Board or any other agency notified by the government.
 - c. "Cadre" means the Cadre of the Service as indicated in Schedule-I.
 - d. "Government" means the Government of Jammu and Kashmir.
 - e. "Head of Department" means the Major Head of Department holding the administrative control of Inter-Organization Staff for Accounts & Treasuries Organization, J&K Funds Organization, Directorate of Audit & Inspections and J&K Local Fund, Audit & Pensions.
 - f. "Member of the Service" means a person appointed to a post in the Service under the provisions of these Rules and
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shall include the person (s) holding such post on commencement of these rules.

- g. **"Inter-organization"** means J&K Accounts & Treasuries Organization, J&K Funds Organization, Directorate of Audit & Inspections and J&K Local Fund Audit & Pensions or one or more of these Organizations/Departments as may be notified.
- h. **"Post"** means a permanent post carrying a definite Pay Band and Grade Pay/Pay Level sanctioned by the Competent Authority.
- i. **"Rules"** means "the Jammu and Kashmir Accounts Inter-Organization Service Recruitment Rules, 2025".
- j. **"Schedule"** means the Schedule(s) annexed to these Rules.
- k. **"Selection Agency"** means the agency constituted by the Government for making recruitment to a particular class of post;
- l. **"Service"** means "the Jammu and Kashmir Accounts Inter-Organization Service".
- m. **"UT"** means the Union Territory of Jammu and Kashmir.
- n. **"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, and Jammu and Kashmir Civil Service Regulations.

3. Constitution of the Service.

- i. From the date of commencement of these Rules, there shall be constituted the "Jammu and Kashmir Accounts Inter-Organization Service".
- ii. The Government may, at the commencement of these Rules, appoint to the service any person who at the commencement of these Rules is holding in a substantive capacity any post included in the cadre of the service:



Provided that for the purposes of initial constitution of the Service, the person holding any post in substantive capacity to which he was appointed by the Competent Authority under Rules included in the cadre of the service in its sanctioned Pay Band and Grade Pay/Pay Level shall be deemed to have been appointed to the service under these Rules if he/she is fully qualified to hold the post under these Rules unless he/she opts otherwise within 15 days from the commencement of these Rules.

Explanation:- The word "holding" means a person holding a post included in the Cadre of "The Jammu and Kashmir Accounts Inter-Organization Service Recruitment Rules, 2025" in its sanctioned Pay Band and Grade Pay/Pay Level on regular basis under orders of the Competent Authority and will not cover the person holding a post on ex-cadre/deputation basis or on adhoc basis or in a stop-gap arrangement.

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4. **Strength and Composition of the Service.**

(1) The authorized 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 or the service for specified period or purpose as may be considered necessary from time to time.

(2) The Government shall, at the interval of every five 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.

5. **Qualification & Method of Recruitment.**

(1) No person shall be eligible for appointment or promotion to any Class, Category in the Service unless he

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possesses the qualifications as laid down in Schedule-II of these Rules and fulfills the requirements for recruitment provided in the Rules and orders for the time being in force.

(2) Appointments to the Service shall be made:-

- i. by direct recruitment; or
- ii. by promotion; or

iii. partly by (a) and partly by (b) in the ratio and in the manner as indicated against each post in Schedule-II annexed to these Rules.

Provided that all posts to be filled by promotion/direct recruitment shall be filled through Departmental Promotion Committee/ J&K Services Selection Board or any other Recruitment Agency designated by the Government for the purpose from time to time.

(3) The Department shall refer vacancies in the direct recruitment quota to the prescribed Selection Agency in accordance with provisions of extant rules governing the subject.

6. Probation.

- (1) Persons appointed to the Service either by direct recruitment or by promotion shall be "on probation for two years" and their confirmation for Class or Category shall be made under the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- (2) The pay of a person appointed to the Service under these Rules shall be regulated as per the provisions of Jammu and Kashmir Civil Service Regulations or General Rules as issued by the Government from time to time.

7. Reservation in Appointments.

While making appointments either by promotion or by direct recruitment, reservation shall be made in accordance with the

rules and orders issued from time to time for members of Scheduled Caste/Scheduled Tribe/Backward Classes or any other category or under the Provisions of the Jammu and Kashmir Reservation Act, 2004 and the rules framed there under as amended from time to time.

8. Training and Departmental Examination.

Persons appointed to the Service by direct recruitment shall be required to undergo such training from time to time during the course of probation and to pass during the period of probation such Departmental Examinations, 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 an Examination or have undergone training, declared by Government to be equivalent to a Departmental Examination or training prescribed under these Rules.

9. 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, category in the service, if he/she possesses the educational and other qualifications prescribed for recruitment to such Class, Category of the post. The upper age limit of such Government servant shall be as provided in the general rules:

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

10. Maintenance of Seniority Lists.

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 General, Accounts &

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Treasuries shall maintain an up-to-date category-wise seniority list of members of the Service.

11. Residuary matters.

In regard to matters not specifically covered by these Rules, the members of the Service shall be governed by 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 Administrative Department whose decision thereon shall be final and binding.

13. Repeal and Savings

- a. All rules, if any, corresponding to these Rules and in force immediately before the commencement of these Rules are hereby repealed.
- b. Notwithstanding such repeal, any appointments made or action taken under the provisions of the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

By Order of the Government of Jammu and Kashmir.

Sd/-

(Santosh D. Vaidya), IAS,
Principal Secretary to Government,
Finance Department.

No. DGAT/PS/DR/7773598/443

Dated 17.12.2025

Copy for information to:

- 1- Additional Chief Secretary to Hon'ble Chief Minister
- 2- Commr/Secretary to Government, General Administration Department.
- 3- Secretary to Government, ARI and Trainings Department.
- 4- Secretary to Government Law, Justice & Parliamentary Affairs Department.


- 5- Director Generals J&K Funds Organization / Codes Division/ Audit & Inspections/ Local Fund, Audit & Pensions / Budget Division Finance Department.
- 6- Directors Information / Archives and Archaeology, J&K.
- 7- Secretary J&K Public Service Commission.
- 8- General Manager, Government Press, Jammu for publication in Government Gazette.
- 9- PS, to Principal Secretary to Government, Finance Department.
- 10- SRO Section (w.7.s.c).
- 11- Incharge Website.


Director General,
Accounts & Treasuries,
Finance Department.

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Schedule -I (Gazetted)

S. No	Designation of the post	Pay Scale/Level	No. of Posts
1.	System Analyst/ <i>Senior Programmer</i>	Pay Level-11 (67700-208700)	01
2.	Programmer	Pay Level-8 (47600-151100)	02
3.	Private Secretary	Pay Level-8 (47600-151100)	01


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Schedule -I (Non-Gazetted)

S. No.	Designation of the post	Pay Scale/Level	No. of Posts
1.	Section Officer	Pay Level-7 (44900-142400)	03
2.	Senior Scale Stenographer	Pay Level-7 (44900-142400)	14
3.	Network Engineer / <i>Assistant Manager Maintenance</i>	Pay Level-7 (44900-142400)	01
4.	EDP Supervisor / <i>Assistant Programmer</i>	Pay Level-6 F (40800-129200)	05
5.	Associate Law Officer	Pay Level-6 E (35900-113500)	03
6.	Head Assistant	Pay Level-6 B (35600-112800)	15
7.	Junior Scale Stenographer	Pay Level-6 B (35600-112800)	36
8.	Librarian Grade-I	Pay Level-5 (35400-112400)	02
9.	Head Cashier / Senior Tehvildar	Pay Level-6 (35400-112400)	31
10.	Senior Assistant	Pay Level-5 (29200-92300)	41
11.	Assistant EDP Supervisor/DEO	Pay Level-5 (29200-92300)	18
12.	Librarian Grade-II	Pay Level-4 (25500-81100)	01
13.	Government Cashier / Assistant Tehvildar	Pay Level-4 (25500-81100)	158
14.	Junior Assistant	Pay Level-4 (25500-81100)	49
15.	Senior Data Entry Operator/ DEO	Pay Level-4 (25500-81100)	08
16.	Driver	Pay Level-2 (19900-63200)	18

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17.	Head Multitasking Staff (HMTS)/ <i>Daftri</i>	Pay Level-2 (19900-63200)	02
18.	Multitasking Staff (MTS)	SL 1 (14800-47100)	291
19.	Sanitation Worker	SL 1 (14800-47100)	02

Note 1:- In case of Drivers, their placement to next higher grade shall be regulated in terms of SRO-297 dated 06.07.2018.

Note 2:- These Rules shall not be applicable to the J&K Subordinate Accounts (Unfunded Debt) Service Rules, 1980.

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Secretary General,
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Schedule – II (Gazetted)

Class	Category	Pay Scale/ level	Designation	Minimum Qualification for Director Recruitment	Method of Recruitment
I	A	Pay Level-11 (67700-208700)	System Analyst/ Senior Programmer	-	By deputation from Information Technology Department
II	A	Pay Level-8 (47600-151100)	Programmer	-	By deputation from Information Technology Department
III	A	Pay Level-8 (47600-151100)	Private Secretary	-	By deputation from General Administration Department

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Schedule – II (Non-Gazetted)

Class	Category	Pay Scale/ level	Designation	Minimum Qualification for Director Recruitment	Method of Recruitment
I	A	Pay Level-7 (44900-142400)	Section Officer	-	100% by promotion from Class 'IV', Category 'A' having not less than three years service as Head Assistant.
	B	Pay Level-7 (44900-142400)	Senior Scale Stenographer	-	100% by promotion from Class 'IV', Category 'B' having not less than five years service as Junior Scale Stenographer.
	C	Pay Level-7 (44900-142400)	Network Engineer/ Assistant Manager Maintenance	-	By deputation from Information Technology Department.
II	A	Pay Level-6F (10800-129200)	EDP Supervisor/ Assistant Programmer	-	By deputation from Information Technology Department.
III	A	Pay Level-6E (35900-113500)	Associate Law Officer	-	By deputation from Department of Law, Justice and Parliamentary Affairs.
IV	A	Pay Level-6B (35600-112800)	Head Assistant	-	<p>100% by promotion from Class 'VI', Category 'A' 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 Assistant who have not qualified the Secretariat Assistants Examination but have crossed the age of 50</p>

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					years as on 1 st January of the year in which such promotions are being considered. Provided further that a Senior Assistant who has qualified the Secretarial Assistants Examination during his period of probation as Junior Assistant shall not be required to qualify the said examination again.
	B	Pay Level-6B (35600-112800)	Junior Scale Stenographer	Graduation in any discipline from a recognized University with a minimum speed of 65 words in Shorthand and 35 words in Typing on Computer Board per minute.	100% by Direct Recruitment.
V	A	Pay Level-6 (35400-112400)	Librarian Grade-I	B.Lib from a recognized University.	ai) 50% by Direct Recruitment. ii) 50% by promotion from Class 'VII', Category 'A' having not less than five years service as Librarian Grade-II.
	B	Pay Level-6 (35400-112400)	Head Cashier/ Senior Tehvildar	-	100% by promotion from Class 'VII, Category 'B' having not less than five years continuous service as Government Cashier in accordance with the Seniority.
VI	A	Pay Level-5 (29200-92300)	Senior Assistant	-	100% by promotion from Class 'VII, Category 'C' having at least three years service in that category.

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	B	Pay Level-5 (29200-92300)	Assistant EDP Supervisor/ DEO	-	By deputation from Information Technology Department.
VII	A	Pay Level-4 (25500-81100)	Librarian Grade-II	B.Lib from a recognized University.	100% by Direct Recruitment
	B	Pay Level-4 (25500-81100)	Government Cashier/ Assistant Tehvidar	-	100% by promotion from Matriculate Multitasking Staff (MTS) as per seniority and having completed three months Cashier's Training.
	C	Pay Level-4 (25500-81100)	Junior Assistant	Graduation in any discipline from a recognized University with a minimum speed of 35 words per minute in typewriting on Computer Key Board.	i) 75% by Direct Recruitment. ii) 25% by promotion from Matriculate Multitasking Staff (MTS)/ Head Multitasking Staff having passed type test three years service as such, on the recommendation of DPC who qualify type test requiring a minimum speed of 25 words per minute in order of seniority. Provided that a person appointed by the Direct Recruitment or by promotion shall undergo and qualify the Secretariat Assistants Examination/Training during the period of probation.
	D	Pay Level-4 (25500-81100)	Senior Data Entry Operator/ DEO	-	By deputation from Information Technology Department.
VIII	A	Pay Level-2	Driver	Matriculation or above from a	i) 90% by Direct Recruitment.

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		(19900-63200)		recognized Board of School Education/ University and having Passenger / Hill Driving License from the Competent Authority.	ii) 10% by promotion from Matriculate Multitasking staff (MTS) having continuous service of five years possessing a Passenger / Hill Driving License from the Competent Authority.
	B	Pay Level-2 (19900-63200)	Head Multitasking Staff (HMTS)/Daftari	-	100% by promotion from Multitasking staff (MTS) in accordance with their seniority having rendered not less than five years of service in that Category.
IX	A	SL-1 (14800-47100)	Multitasking Staff (MTS)	Minimum academic qualification as Matric and maximum 10+2 from any recognized Board of School Education	100% by Direct Recruitment.
	B	SL-1 (14800-47100)	Sanitation Worker	Minimum 8 th pass and maximum 10+2 from any recognized Board of School Education	100% by Direct Recruitment.

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