



**Government of Jammu And Kashmir**  
**General Administration Department**  
Civil Secretariat, J&K

**Subject:** Appointment of Multitasking Staff (Orderlies) in the J&K Secretariat (Subordinate) Service.

**Reference:** i) O.M. No. GAD/MTGORBIV/267/2022-09-GAD dated 27.10.2022, and No. GAD/MTGORBIV/01/2023 (E-7098912) dated 09.06.2023 from Monitoring Section, General Administration Department.

ii) Letter No. SSB/Secy/Class-IV/2021/6273-78 dated 18.10.2022 & No. JKSSB-SD/38/2022-06-E7094885 dated 13.03.2023 from J&K Services Selection Board.

**Government Order No. 1033-JK(GAD) of 2023**  
**Dated:25.08.2023**

In continuation of Government Order No. 1292-JK(GAD) of 2022 dated 29.10.2022, No. 1360-JK(GAD) of 2022 dated 15.11.2022, No. 1375-JK(GAD) of 2022 dated 17.11.2022, No. 1420-JK(GAD) of 2022 dated 24.11.2022 & No. 502-JK(GAD) of 2023 dated 25.04.2023 and on the recommendations of the J&K Services Selection Board, sanction is hereby accorded to the appointment of following candidates as Multitasking Staff (Orderlies) in the J&K Secretariat (Subordinate) Service in the Pay Level SL-1 (14800-47100), notionally w.e.f 29.10.2022:

S.No.	Name Mr./Ms.	Parentage	Address	Category
1.	Aiuash Sudan	Kamlesh Kumar	House No. 309 Ward No. 15, Mohalla Basant Garh Poonch	OM
2.	Sahil Kumar	Ajeet Kumar	Ward No 13 Chak Manga Rakwal Samba	SC
3.	Rubina Koser	Ali Mohd	Kanthol Rajouri	ST
4.	Rohit Kumar	Madan Lal	Null Rajouri	PSP

The appointees shall report to the Additional Secretary to the Government, General Administration Department (Establishment), within a period of twenty one (21) days from the date of issuance of this order failing which they shall forego their right to appointment, and the same shall be deemed to have been cancelled *ab-initio* without any further Notice.

The appointees shall be allowed to join only on the production of the following certificates (in original) to be verified subsequently:

- Academic/Qualification Certificates.
- Matriculation/Date of Birth Certificate.
- Health Certificate from the concerned Chief Medical Officer of the District.
- Domicile Certificate issued by the Competent Authority.
- Valid relevant Category Certificate, if any applicable.

The appointment of the above candidates shall further be subject to the following conditions:

- a. The appointees shall furnish an Undertaking in the shape of an Affidavit as per Annexure-A to this Order.
- b. That if the candidate has taken loan for self employment from DIC/Employment Department, to be ascertained from the District Industries Centre (DIC) and District Employment & Counseling Centre of the domicile District, he/she shall relinquish the proprietorship of unit/enterprise and also stakes, if any, in such self-employment unit/enterprise before joining the Government service. He/she shall be required to repay the entire loan liability in suitable EMIs to be worked out by the DDO concerned from his/her salary. DDO concerned shall obtain an affidavit from the concerned appointee regarding both relinquishment of proprietorship and stakes, if any, in such a self-employment unit/enterprise and recovery to be made and also personally monitor its recovery.
- c. The salary of the appointees shall not be drawn and disbursed to them unless the satisfactory reports in respect of genuineness of Qualification/Date of Birth/Relevant Category Certificate is received from the concerned Authorities/Agency.
- d. The appointees shall be on probation for a period of two years.
- e. The appointment of the candidates shall be governed by the "New Pension Scheme" as notified vide SRO-400 of 2009 dated 24.12.2009.
- f. The inter-se-seniority of the appointees in the J&K Secretariat (Subordinate) Service shall be determined as per the J&K Civil Services (Classification, Control and Appeal) Rules, 1956.
- g. The appointment of the above appointees shall be cancelled ab-initio, if it is found that they possess higher qualification than the prescribed one at any stage and they shall also be liable for criminal prosecution under law.
- h. The appointment of the above appointees shall be subject to outcome of writ petition(s), if any, pending before Competent Court of law.

*Handwritten initials*

**By order of the Government of Jammu and Kashmir.**

Sd/-

(Sanjeev Verma) IAS

**Commissioner/Secretary to the Government**

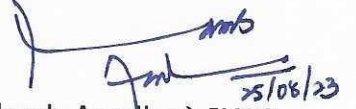
Dated:25.08.2023

No. GAD-ESTB/351/2022-09-GAD

Copy to:

1. Director, Archives, Archaeology and Museums, J&K.
2. Director, Information, J&K, with the request to kindly get this order published in two leading News Papers both at Srinagar and Jammu for information of the concerned.
3. Director Finance, General Administration Department.
4. Director, Estates Department, Jammu/Kashmir.
5. Secretary, J&K Services Selection Board.
6. Senior Superintendent of Police (Security), J&K Civil Secretariat.
7. Private Secretary to Chief Secretary, J&K.
8. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.

8. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
9. In-charge Website, GAD.
10. Concerned candidates for information and compliance.
11. Government Order/Stock/Personal files. " *Hindi and Urdu versions shall follow*"

Handwritten signature in blue ink, appearing to read 'Shakeeb Arsalan' with a date '25/06/23' written below it.

(Shakeeb Arsalan) JKAS

**Under Secretary to the Government**

## **Affidavit**

I \_\_\_\_\_ S/o, D/o, Shri \_\_\_\_\_  
R/o \_\_\_\_\_ Aadhaar No. \_\_\_\_\_ do hereby  
undertake as under:

1. That, if on verification, my qualification/Date of Birth/Reserved Category Certificates from the concerned issuing authorities is found fake/forged, my appointment as Orderly in the J&K Secretariat (Subordinate) Service shall be deemed to have been cancelled *ab-initio*.
2. That, I have no criminal records and do not face any criminal proceedings in any Court of Law. If this is found to be incorrect, I shall be liable for removal from the provisional appointment as Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service;
3. That, if at any later stage, it is found that I am in possession of lower/higher than the prescribed qualification, my appointment as Multitasking Staff (Orderly) shall be liable for cancellation;
4. That, in case any statement as at (1) to (3) above is proved to be false, I shall be liable for disciplinary proceedings under law.

Deponent

Verification:

The averments mentioned herein above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent