

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

**Sub: Referral of vacancies to recruiting agencies-Notification of timelines thereof.**

**Circular No.01–JK(GAD) of 2024  
Dated:01.01.2024**

Attention of all the Administrative Secretaries is invited towards the Jammu and Kashmir Civil Services (reference of vacancies and holding of meetings of Departmental Promotion Committees), Rules, 2005, wherein, among others, following provisions have been notified relating to referral of vacancies falling under direct recruitment quota to Jammu and Kashmir Public Service Commission (JKPSC) and Jammu and Kashmir Services Selection Board (JKSSB):-

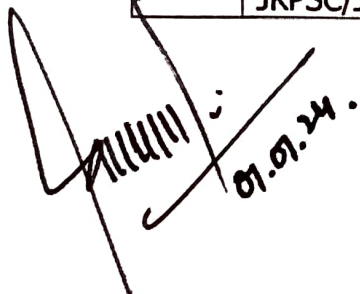
**"2. Reference of vacancies-** (1) The Departments shall refer vacancies falling under direct recruitment quota to the Public Services Commission and Services Selection Board, as the case may be, by 15th of January every year;

Provided that the reference of vacancies under Combined Competitive Services shall continue to be governed as per the existing procedure."

However, it has been observed that the Departments are not following the above provisions, resulting in delay in referral of vacancies to the concerned recruiting agencies. This has been seen as a major bottleneck in the filling up of the vacancies in the Government Departments in a timely manner.

Accordingly, all the Administrative Departments are requested to ensure referral of vacancies to the concerned recruiting agencies as per the timelines notified in terms of the Jammu and Kashmir Civil Services (reference of vacancies and holding of meetings of Departmental Promotion Committees), Rules, 2005. Further, following timelines are hereby notified for timely referral of vacancies to J&K PSC/JKSSB:

<b>S.No.</b>	<b>Actionable (s)</b>	<b>Timelines to be followed</b>
1.	Process of identification of vacancies to be referred under direct recruitment quota.	Two months prior to 15 <sup>th</sup> January of every calendar year i.e. 15th November of preceding calendar year.
2.	Referral of proposal for concurrence of Finance Department in case of Non-Gazetted/Class-IV (MTS) vacancies.	One month prior to 15 <sup>th</sup> January of every calendar year i.e., 15th December of the preceding calendar year.
3.	Referral of vacancies to JKPSC/JKSSB.	15 <sup>th</sup> January of every calendar year.

  
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4.	Submission of Annual Status Report to General Administration Department in terms of Rule 5 of SRO 166 of 2005	31 <sup>st</sup> January of every calendar year.
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Besides, all Administrative Departments shall nominate a Nodal Officer not below the rank of Special/Additional Secretary, who shall be responsible for completion of procedures within the notified timelines as required in terms of Rule 4 of the Jammu and Kashmir Civil Services (reference of vacancies and holding of meetings of Departmental Promotion Committees), Rules, 2005. The details of such Nodal Officers shall be provided to General Administration Department within 7 days of notification of these instructions.

Sd/-  
(Sanjeev Verma) IAS

**Commissioner/ Secretary to the Government**

No.: GAD-MTG/RB0IV/240/2023(7357877)

Dated:01.01.2024

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K, Institute of Management, Public Administration and Rural Development.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. Principal Resident Commissioner, J&K, Government, New Delhi.
7. Chief Electoral officer, J&K.
8. All Commissioners/Secretaries to the Government.
9. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Kashmir/Jammu.
11. Chairperson, Special Tribunal, J&K.
12. All Deputy Commissioners.
13. All Heads of Departments/Managing Directors.
14. Director, Archives, Archaeology and Museums, J&K.
15. Director, Estate, Kashmir/Jammu.
16. Secretary, JKPS/SSB.
17. General Manager, Government Press, Jammu/Srinagar.
18. Private Secretary to Advisor (B) to Lieutenant Governor.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to Commissioner/Secretary to the Government, GAD.
21. I/c Website, GAD.
22. Circular/Stock file.

(Irfan Manzoor)

**Under Secretary to the Government**

01.01.24