

**THE AZAD JAMMU AND KASHMIR PUBLIC SERVICE
COMMISSION (PROCEDURE) RULES, 1994**

“Muzaffarabad”

Dated: 05th September, 1994

NOTIFICATION:

No. S&GAD/R/A-4(272)/92. In exercise of the powers conferred by Section 11 of the Azad Jammu & Kashmir Public Service Commission Act, 1986, the Government is pleased to make the following rules, namely:-

1. (1) These rules may be called the Azad Jammu and Kashmir Public Service Commission Procedure Rules, 1994.
- (2) They shall come into force at once.
2. (1) In these rules, unless the context otherwise requires:-
 - (a) **“Act”** means the Azad Jammu and Kashmir Public Service Commission Act, 1986;
 - (b) **“Committee” or “Panel”** means a Committee or Panel of two or more members constituted by the Chairman, to conduct written test, quiz test, viva voce and interviews, for selection of candidate for the specified post;
 - (c) **“Requisition”** means the requisition sent to the Commission under rule 23(1) of the Azad Jammu and Kashmir Civil Servants (Appointment and Conditions of Service) Rules, 1977;
 - (d) **“Secretary”** means the Secretary of the Public Service Commission;
 - (e) **“Subject Specialist”** means a person who in the opinion of the Commission has acquired perfect knowledge or skill in a subject, trade, art or occupation on account of research or experience.
- (2) Words and expressions used but not defined in these rules shall have the same meaning as are assigned to them in the Act.
3. (1) When a post, which is to be filled on the basis of competitive examination falls vacant, the Department concerned shall send a requisition on the prescribed form duly signed by the Administrative Secretary of the Department to the Commission by 1st day of September and for posts other than those to be filled on the basis of competitive examination by 1st day of December every year. It shall be accompanied

by a copy of departmental rules relevant to the post to which recruitment is to be made. Exceptional cases may, however, be sent at any time during the calendar year to the Commission.

- (2) Once post has been advertised by the Commission, the Administrative Secretary shall not be competent to withdraw requisition or reduce number of posts without the orders of the Government stating reasons therein.
4. (1) An eligible candidate may submit an application to the Commission on a prescribed form before the last date fixed by the Commission. The application received after the last date shall stand rejected:

Provided that if a candidate satisfies the Chairman that the circumstances preventing him to submit the application in time were beyond his control, the Chairman may for the reasons to be recorded, allow him to submit the application after the due date.
- (2) Applications which are incomplete or not on a prescribed form shall be rejected by the Commission:

Provided that the candidate outside Pakistan may apply on simple paper and submit prescribed application form and fee before test and interview.
- (3) A candidate shall have three chances for a particular post.
- (4) The aggrieved candidate may apply to the Commission for review against the rejection order and the decision made by the Commission shall be final.
5. The syllabus for various posts and the mode of determination of the eligibility shall be such as may be notified by the Commission ¹[with the previous sanction of the Govt.] in its instructions from time to time.
6. The attested photostat copies of documents will be acceptable on the condition that the candidate shall produce the original documents on the demand or at the time of interview.
7. Date of birth of the candidate mentioned in his Matriculation or equivalent certificate shall only be accepted, however, if such certificate is not available due to the circumstances beyond his control, the Commission may in very exceptional cases accept any other authentic proof in that behalf.
8. When any post is re-advertised before finalizing the earlier case with the direction that the candidates who have already applied need not apply again, the age shall be calculated as under:

¹ Added vide notification No. S&GAD/R/A-4 (272) dated 08.08.2003.

- (a) For the candidates who had applied in response to the original advertisement, the date would be the last date of the original advertisement.
 - (b) For the candidates who had applied in response to the subsequent advertisement, after increasing the number of posts of the original advertisement, the date would be the last date of the subsequent advertisement.
 - (c) Candidates who had applied in response to the original advertisement and were found under age would be eligible if they attain the requisite lower age limit on the last date of subsequent advertisement.
9. If the requisitioning authority intimates additional vacancies to the Commission before the date of test/examination or interview is fixed, keeping in view the time factor, a fresh advertisement/amendment to previous advertisement shall be issued and fresh applications shall be invited. The candidates, who had already applied in response to the original advertisement, may not be required to apply again.
10. (1) The quorum for the meeting of the Commission shall be three members including the Chairman.
- (2) Candidates for all posts in BPS-18 and above shall be interviewed by the full Commission.
- (3) The Commission may at the time of interview or selection of candidates for appointment to any post, associate one or more specialists for assessing the knowledge, ability and suitability of the candidates in the relevant field.
11. (1) The Chairman may for the performance of the functions of the Commission, constitute one or more committees each comprising of not less than two members of the Commission.
- (2) During the interview the subject specialist and the representative of the department concerned where required shall be present.
12. (1) The quota fixed by the Government from time to time, shall be strictly followed by the Commission.
- (2) When various posts belong to the same service or cadre but are in different subjects (such as those of Lecturers), advertised and filled up in one lot, separate merit lists in each subject shall be prepared, but for the purposes of inter-se-seniority a combined merit list shall also be prepared in accordance with the respective merit, of each recommended candidate for appointment in various subjects based on the marks given by the Commission. In cases of Education Department quota shall be

determined by the Department, after receipt of recommendations from Public Service Commission.

13. (1) A person appointed on the recommendation of Commission fails to join the service or is declared medically unfit, a candidate next in the merit from the waiting list shall be recommended, on the request of the department concerned, and for this purpose the Commission shall prepare a waiting list.
- (2) The waiting list prepared under sub-rule (1) shall remain valid for 180 days from the date of selection of the candidate.
- (3) The waiting list shall not be valid in case of fresh vacancies referred to Commission just after tests and interview of the previous vacancy.
14. The Secretary shall be its incharge Officer who shall work under the directions of the Chairman. All correspondence with the Commission shall be addressed to him.
15. The Commission may, from time to time, revise its formulated and laid down policy, review the allocation of marks, pass marks for any test, interview or viva voce or to re-allocate the marks to heads or sub heads to assess the suitability of the candidates.
16. Keeping in view, the nature of posts, the number of applications received for disposal the Commission may hold written test or quiz tests in the subject and the qualified candidates shall be called for interview.
17. (1) Canvassing in any form shall disqualify a candidate for interview and test.
- (2) A candidate may be disqualified or excluded from any examination, test or interview for any post held or to be held by the Commission and he may be prosecuted or debarred from employment under Government if the candidate:-
 - i) Knowingly furnishes any particular which is false;
 - ii) Suppresses material information;
 - iii) Attempts to influence the Members or officers of the Commission, Specialists, advisers and departmental representative called as Member of a Selection panel;
 - iv) Attempts to obtain support by any means;
 - v) Submits forged certificates or documents;
 - vi) Misbehaves in the examination hall;
 - vii) Is found guilty of misconduct during examination;

- viii) Fails to observe the instructions issued by the officers of the Commission.

Sd/--
(Kh. GhulamNabi Zia)
Deputy Secretary Services
(Regulations)



SYLLABUS, PROCEDURE AND POSTS FOR INITIAL RECRUITMENT

“Muzaffarabad”
Dated: 4th August, 1990

NOTIFICATION:

No. S&GAD/A-4 (170)/VI-/R/90. In exercise of the powers vested in this behalf under Rule 16 of the Azad Jammu and Kashmir Civil Servants (Appointment and Conditions of Service) Rules 1977, the Government is pleased to prescribe the syllabus, procedure, and posts for initial appointment, as per Schedules A, B & C respectively.

2. Any Rules or instructions issued from time to time, to regulate the initial appointment to the posts shall stand superseded to the extent indicated by this notification.
3. No person shall be appointed to the service by initial recruitment who is below 21 years or above 28 years of age.
4. ²[These rules shall be applicable to the posts to be advertised after the enforcement of this notification.]

Sd/--
(Ch. Mohammad Latif)
Additional Secretary Services
(Regulations)

² Syllabus issued vide No PSC/2803-04/2004 dated 21.08.2004.

SCHEDULE 'A'

SYLLABUS

(Written Tests).

I. English Paper.	1. Essay English	50 Marks.
	2. English Précis & Composition and Letter Writing.	100 Marks
II. General Knowledge	Paper –I Every day Science.	50 Marks
	Paper –II Current Affairs.	100 Marks
	Paper-III Pakistan Affairs.	75 Marks
	(History of Kashmir: (from Amritsar Agreement 1846 till date.	25 marks
	Every Day Science. This will contain elementary knowledge regarding Physics, Chemistry, Biology, Psychology, Common-diseases and their remedies, Public Health and Hygiene and Physical Geography.	<u>Total:100]</u>
	Pakistan Affairs. This will cover facts regarding History, Administration, Eco, Social and Cultural Matters and Foreign Relations.	
III. Islamiyat	Paper –I Islamic History.	100 Marks
	Paper –II Islamic Fiqa, Hidayat Translation & Explanation of Holy Verses.	150 Marks
IV. Urdu	150 Marks

ISLAMIYAT PAPER, 'A' PART-I

Topic 01.	<p><u>Basic principles of Islam:-</u></p> <p>a) Articles of Faith.</p> <p>b) The concept & spirit of Tauheed.</p> <p>c) Finality of Prophethood.</p> <p>d) Practices of Islam.</p>
Topic 02.	<p><u>Outlines of Islamic History:-</u></p> <p>a) The Holy Prophet of Islam: Perfect personality, main events of his life, Conception of Sunnah.</p> <p>b) Brief survey of following: Khulfa-i-Rashideen, Umayyads. Abbasides, Muslims in Spain & North – Africa. Post-Mughal Muslim period (Persia, Ottoman, Turks, Muslims in Indo-Pakistan Sub-continent).</p> <p>Islam in the 19th & 20th centuries, the World of Islam today.</p>

ISLAMIYAT PAPER, 'B' PART-II

Topic 03	<p><u>The Holy Quran & Hidayas, Salient Characteristics:-</u></p> <p>a) It's revelation and compilation.</p> <p>b) Certain Basic Principles:-</p> <p>i) Duty towards Allah (submission to His Laws).</p> <p>ii) Duty towards Society (Equality, Justice, Haqooqulabad, Honesty- intellectual as well as financial).</p> <p>iii) Duty towards nature understanding (through experimentation) conquest and domination of the forces of nature in the service of Allah.</p> <p>iv) Duty towards self:- moral development & purification with an object to serve God's people).</p> <p>c) Certain injunctions:-</p> <p>i) Wealth- the permitted way of earning, illegal gratification, distribution, Zakat, Inheritance, Charity,</p>
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	<p>Waqf, Interest, giving away of spare wealth.</p> <p>ii) Concept of love in Islam.</p> <p>iii) Women:- Marriage, divorce, polygamy , right to inherit, treatment, education of all human necessity, position of all human necessity, position of women in Islamic society.</p> <p>iv) Administration:- Power a trust- selection of an administrator, efficiency and honesty.</p>	
Topic 04.	The Application of Islamic teachings to Socio-Economic development in the 20 th century.	
Urdu	Paper-I Urdu Essay, letter writing précis.	50 Marks
	Paper-II Composition and Urdu Adab	100 Marks



SCHEDULE 'B'

PROCEDURE

³ [Pass percentage in Each Subject.]	Aggregate marks	Viva Voce]
33%	45%	50%

SCHEUDLE 'C'

(POSTS)

- 1) Management Group (Assistant Commissioner).
- 2) Assistant Superintendent of Police.
- 3) Section Officer.
- 4) Misc. Non-Technical General Cadre Posts (BPS-17). i.e. Local Government, Food, Co-operatives, Industries, Usher and Zakat Departments and other posts included in this schedule by the Government from time to time.

Note:- The appointment to group 1 to 4 shall be made respectively on the basis of order of merit secured in the test and interview. The principle of district quota shall be regulated by interse merit in person at the top shall go to group 1 and others accordingly, however, the option of a merit holder candidate shall prevail for selection of any cadre of service.

Sd/--

Additional Secretary Services
(Regulations)

³ Percentage determined vide Notification No. S&GAD/R/A-4 (170)/2007-Part II dated 26.05.2007.