

AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES & GENERAL ADMINISTRATION DEPARTMENT
(Regulations)

>◇><◇<

“Muzaffarabad”
Dated: March 02, 2020

NOTIFICATION

No. S&GAD/R/A-4(12)2019 P-IV: In exercise of the powers conferred by Section 23 of the Azad Jammu & Kashmir Civil Servants Act, 1976, the Azad Govt. of the State of Jammu & Kashmir is pleased to make and revise Departmental Service Rules of AJ&K Food Department, namely:-

1. These Rules may be called “The Azad Jammu & Kashmir Food Department Service Rules, 2020”.
2. These Rules shall come into force at once.
3. The method of recruitment, minimum qualification, age limit and other terms and conditions for the posts shall be as given in the **Schedule** herein annexed to these Rules.
4. In addition to application of AJK Civil Servants Act, 1976, provisions of all existing civil service laws in force in Azad Jammu & Kashmir, including the Azad Jammu & Kashmir Civil Servants (Appointment and Conditions of Service) Rules, 1977, shall apply while implementation of aforesaid Departmental Service Rules.
5. The existing Departmental Service Rules of Food Department alongwith all amendments made therein, shall hereby stand repealed and replaced by aforesaid Departmental Service Rules, 2020 except for the post of Deputy Director BS-18 issued vide Notification No. S&GAD/R/A-4(12)/86 dated 17.10.1991.

Abr 2.3.2020

(Ambreen Asghar)
Section Officer (Regulations)

Copy to the:

1. Secretary to the President, Azad Jammu & Kashmir.
2. Secretary to the Prime Minister, Azad Govt. of the State of Jammu and Kashmir.
3. PSO to Chief Secretary, GoAJ&K.
4. PSO to Additional Chief Secretary (General)/Chairman Rules Committee.
5. Secretary, S&GAD, GoAJ&K.
6. Secretary, Food Department.
7. Accountant General, Azad Jammu and Kashmir, Muzaffarabad.
8. Controller, Govt. Printing Press for publication in the official Gazette.
9. System Administrator, S&GAD.
10. Master File.

Abr
Section Officer (Regulations)

Schedule
Annexed to Notification No.S&GAD/R/A-4(12)2019 P-IV dated March 02, 2020

Sr.#	Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for		Method of Recruitment	Age for Initial Recruitment		Examination/ Training and other conditions for confirmation
					Initial Recruitment/ Transfer	Promotion		Min.	Max.	
1.	Food Department	Administration	Director Food BS-19	Government	--	Bachelor degree from any University recognized by HEC.	By promotion on the basis of selection on merit from amongst Additional Directors Food Department BS-19 with requisite length of service & qualification mentioned in col.7.	--	--	Mandatory Training Course
2.	-do-	-do-	Additional Director Food BS-19	-do-	--	As per col. 8.	By promotion on the basis of selection on merit from amongst Deputy Directors BS-18 having 12 years' service in the department.	--	--	-do-
3.	-do-	-do-	Assistant Director Food BS-17	-do-	--	Bachelor degree from any University recognized by HEC.	i. 80% by promotion on the basis of seniority cum- fitness from amongst District Food Controllers/ Storage Officers BS-16 having at least 03 years' service as such in the department and qualification as per col. No. 7. ii. 20% by promotion on the basis of seniority cum-fitness from amongst the Accounts Officer BS-17 or by transfer of Superintendents BS-17 having at least 05 years' service as such in the department and qualification as per col. No. 7.	--	--	-do-

4.	-do-	Audit & Accounts	Accounts Officer BS-17	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst Assistant Accounts Officers BS-16 with minimum 02 years' service as such.	--	--	--
5.	-do-	Ministerial	Superintendent BS-17	-do-	--	Bachelor degree from any University recognized by HEC.	i) 75% by promotion on the basis of seniority cum-fitness from amongst Head Clerks BS-16 with 03 years' service as such in the department and having qualification as per col. 7. ii) 25% by promotion on the basis of seniority cum-fitness from Stenographer BS-14 with 05 years' service as such in the department and having qualification as per col. 7.	--	--	--
6.	-do-	Audit & Accounts	Assistant Accounts Officer BS-16	Minister In-charge	B.Com/BB.A/B.Sc with Math./Statistics as a major subject from any University recognized by HEC.	As per col. 8	i) 30% by promotion on the basis of seniority cum-fitness from amongst the Senior Auditors BS-14 with minimum 07 years' service as such. ii) 30% by transfer from amongst the Head Clerks BS-16 with minimum 07 years' service as such. iii) 40% by initial recruitment as per col. 6.	18	35	--
7.	-do-	Administration	District Food Controller/ Storage Officer BS-16	Minister In-charge	Masters/B.Sc. (Hons.) / BS in Food Science & Technology / Food Technology / Food Agriculture / Food Science & Technology / Food Safety & Quality Management / Food Safety & Control / Food & Nutrition Sciences.	As per col. 8	i) 50% by initial recruitment as per col. 6. ii) 40% by promotion on the basis of seniority cum-fitness from amongst the Assistant Food Controllers BS-15 with 07 years' service in the department.	18	35	--

ABR

8.	-do-	Ministerial	Head Clerk BS-16	Minister In-charge	B. A/B. Sc./B. Com from any University recognized by HEC.	As per col. 8.	<p>iii) 10% by promotion from amongst the officials BS-12 to 15 or by transfer of officials BS-16 of Food Department having qualification as per col. 6.</p> <p>i) 30% by initial recruitment as per col. 6</p> <p>ii) 70% by promotion on the basis of seniority cum-fitness from amongst Senior Clerks BS-14 with 5 years' service as such.</p>	18	35	
9.	-do-	Administration	Assistant Food Controller BS-15	Secretary	B. Sc./BA/LLB from any University recognized by HEC. OR Masters/B. Sc. (Hons.) / BS in Food Science & Technology/ Food Technology/ Agriculture Food Science & Technology/ Food Safety & Quality Management/ Food Safety & Control/ Food & Nutrition Sciences from any University recognized by HEC.	As per col. 8	<p>i) 50% by initial recruitment as per col. 6</p> <p>ii) 50% by promotion on the basis of seniority cum-fitness from amongst the Food Grain Inspectors BS-12 with 05 years' service as such.</p>	18	35	
10.	-do-	Ministerial	Stenographer BS-14	Secretary	<p>i) Intermediate (2nd division).</p> <p>ii) A speed of 80/40 wpm in English shorthand/ typing or speed of 70/40 wpm in Urdu shorthand/typing respectively. OR i) Intermediate (at least 2nd division).</p>	As per col. 8	<p>i) 50% by initial recruitment as per col. 6.</p> <p>ii) 50% by promotion on the basis of seniority cum-fitness from amongst the Data Entry Operators BS-12 having at least 03 years' service as such in the department and qualification as per col. 6.</p>	18	35	--

Handwritten signature

11.	-do-	Audit & Accounts	Senior Auditor BS-14	Secretary	B.Com/B.BA from any University recognized by HEC.	--	By initial recruitment as per col. 6.	18	35	--
12.	-do-	Ministerial	Senior Clerk BS-14	Secretary	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst Junior Clerks BS-11 with 03 years' service in the department.	--	--	--
13.	-do-	Technical	Data Entry Operator BS-12	Secretary	i) Intermediate from any recognized board. ii) Having short training course in Computer Programming & Urdu/ English composing. OR One year experience in general data processing at File Access Management / Enterprise Management / Data Processing & specialized training in Data Processing or Computer Programming.	--	By initial recruitment as per col. 6	18	35	--

[Handwritten signature]

14.	-do-	Administration	Food Grain Inspector BS-12	Secretary	Bachelor degree from any University recognized by HEC. OR B.Sc. (Hons. /BS in Food Science & Technology/Food Technology/ Agriculture Food Science & Technology/ Food Safety & Quality Management/ Food Safety & Control/ Food & Nutrition Sciences from any University recognized by HEC.	As per col. 8	i) 30% by initial recruitment as per col.6 ii) 70% by promotion on the basis of seniority cum-fitness from amongst the Food Grain Supervisors BS-9 with 2 years' service.	18	35	--
15.	-do-	-do-	Food Grain Supervisor BS-09	Director	Bachelor degree from any University recognized by HEC	--	By initial recruitment as per col. 6	18	35	--
16.	-do-	Ministerial	Junior Clerk BS-11	-do-	Bachelor degree from any University recognized by HEC with speed of 25 wpm in English/Urdu typing.	As per col.8	i) 80% by initial recruitment as per col. 6 ii) 20% by promotion on the basis of seniority cum fitness from amongst the officials holding posts in BS-01 to BS-04 having qualification as per col. 6.	18	35	--
17.	-do-	-do-	Driver BS-04	i. Director Food ii. Officer in BS-18 in respective jurisdiction	Matric LTV/ PSV License holder having 3 years' experience of driving.	--	By initial recruitment as per col. 6.	18	35	--
18.	-do-	-do-	Daftri BS-02	-do-	--	As per col. 8.	By promotion on the basis of seniority cum-fitness from amongst Naib Qasids.	--	--	--
19.	-do-	-do-	Naib Qasid BS-01	i. Director Food ii. Officer in BS-16/17	Middle	--	By initial recruitment as per col. 6.	18	35	--

20/1

20.	-do-	Ministerial	Chowkidar BS-01	in respective jurisdiction i. Director Food ii. Officer in BS-16/17 in respective jurisdiction	Middle	--	By initial recruitment as per col. 6.	18	35	--
21.	-do-	-do-	Wazari BS-01	Officer in BS-16/17 in respective jurisdiction	Middle	--	By initial recruitment as per col. 6.	18	35	--

Handwritten signature