

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



"Muzaffarabad"
Dated: March 05, 2020

NOTIFICATION

No.S&GAD/R/A-4(403)2020 P-II. In exercise of the powers conferred by Section 40 of the Azad Jammu & Kashmir Mangla Dam Housing Authority Act, 2009, the Azad Govt. of the State of Jammu & Kashmir is pleased to make the following rules, namely:-

1. These rules may be called the "Azad Jammu & Kashmir Mangla Dam Housing Authority (MDHA) Mirpur Employees Service Rules, 2020".
2. These rules shall come into force at once.
3. The method of appointment/recruitment, promotion, transfer and other matters related thereto shall be applicable to the employees of MDHA as prescribed in the **SCHEDULE** (annexed herewith) and in accordance with provisions of the Azad Jammu & Kashmir Mangla Dam Housing Authority Act, 2009.
4. The cases for appointment in the service of authority if made by transfer on deputation basis from other departments shall be routed through/notified by S&GAD.
5. Pursuant to Section 22 of the Azad Jammu & Kashmir Mangla Dam Housing Authority Act, 2009, if suitable person is not available from other departments for appointment in Grade 5 & above, the vacancies may be filled in by initial recruitment and preference shall always be given to Mangla Dam Affectees.

Abr 5.3.2020
(Ambreen Asghar)
Section Officer S&GAD
(Regulations)

Copy to:-

1. Secretary to the President, Azad Jammu & Kashmir.
2. Secretary to the Prime Minister, Azad Government of the State of Jammu & Kashmir.
3. PSO to Chief Secretary, GoAJ&K.
4. PSO to Additional Chief Secretary (Gen.)/Chairman Rules Committee.
5. Senior Member Board of Revenue.
6. Secretary, S&GAD.
7. Accountant General, Azad Jammu & Kashmir.
8. Controller, Govt. Printing Press for publication in the extra-ordinary Gazette.
9. System Administrator, S&GAD.
10. Master File.

Abr
Section Officer S&GAD
(Regulations)

Schedule
Annexed to Notification No.S&GAD/R/A-4(403)2020 P-II dated 05.03.2020

| Sr. No. | Name of the Department | Statutory Organization/ Functional Unit | Name of the Post with Grade | Appointing Authority | Maximum Qualification for Appointment by | | Method of Recruitment | Age for Initial Recruitment | | Exam/Training or other conditions for confirmation |
|---------|------------------------|--|---|----------------------|---|-----------|---|-----------------------------|----------|--|
| | | | | | Initial Recruitment or Transfer | Promotion | | Min. | Max. | |
| 1 | 2 Board of Revenue | 3 Mangla Dam Housing Authority (Administration) | 4 Director General BS-20 | 5 Government | 6 -- | 7 -- | 8 By transfer on deputation basis of a suitable officer already working in BS-20 from any Govt. Department and having 10 years' experience in Management / General Administration. | 9 -- | 10 -- | 11 -- |
| 2. | -do- | MDDHA (Admin./ Estate/ Finance) | Director Estate/ Admin./ Accounts BS-19 | -do- | -- | -- | By transfer on deputation basis of a suitable officer already working in BS-19 from any Govt. Department and having 05 years' experience in Management / General Administration. | -- | -- | -- |
| 3. | -do- | -do- | Deputy Director Estate BS-18 | Minister In-charge | -- | -- | By transfer on deputation basis of a suitable officer already working in BS-18 from Revenue Deptt. | -- | -- | -- |
| 4. | -do- | -do- | Assistant Commissioner BS-17/18 | -do- | -- | -- | By transfer on deputation basis of a suitable officer of AJK Administrative Service / Revenue Department. | -- | -- | -- |
| 5. | -do- | -do- | Horticulture Officer BS-17 | -do- | B.S (Horticulture) from any University recognized by HEC. | -- | By transfer on deputation basis of a suitable officer working in BS-17 from Agriculture Department having 03 years' relevant experience and qualification as per col. 6. | -- | -- | -- |
| 6. | -do- | -do- | Admin. Officer BS-17 | -do- | Bachelor degree from any University recognized by HEC | -- | By transfer on deputation basis of a suitable officer already working in BS-17 from any | -- | -- | -- |

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|----|------|-----------------------|--|------|----|---|---|---|--|----|----|----|----|
| 7. | -do- | MDHA (Ministerial) | Personal Assistant BS-16 | -do- | -- | with at least 3 years' relevant experience | i) Bachelor degree from any University recognized by HEC; and ii) 06 Months Computer Diploma having typing speed of 40 wpm in English & Urdu with at least 03 years experience. | Govt. Department having 03 years' relevant experience and qualification as per col. 6. | i. 25% by transfer of a suitable officer already working in BS-16 from any Government Department having 05 years' service and qualification as per col. 7. ii. 75% by promotion on the basis of seniority cum-fitness from amongst Senior Clerks BS-14 with at least 05 years' service in the authority and having qualification as per col. 7. | -- | -- | -- | -- |
| 8. | -do- | -do- | Office Assistant / Head Clerk BS-16 | -do- | -- | Bachelor degree from any University recognized by HEC with 03 years' experience. | i. 25% by transfer on deputation basis of a suitable officer in BS-16 from any Government Department working as such. ii. 75% by promotion on the basis of seniority cum-fitness from amongst Senior Clerks BS-14 with at least 05 years' service in the authority and having qualification as per col. 7. | By transfer on deputation basis of a suitable official working as such from any Government Department and having qualification as per col. 6. | -- | -- | -- | -- | |
| 9. | -do- | -do- | Data Entry Operator/ Key Punch Operator BS-12 | -do- | -- | i. Intermediate. ii. 6 months diploma in Computer Science from any recognized institution. iii. Typing Speed of | | | | | | | |

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|-----|------|------------------|---|---------------------|--|----|---|----|----|
| | | | | | 40 WPM in English and Urdu. | | | | |
| 10. | -do- | -do- | Caretaker BS-11 | -do- | Bachelor degree from any University recognized by HEC. | -- | By transfer on deputation basis of a Caretaker BS-11 from any Government Department and having qualification as per col. 6. | -- | -- |
| 11. | -do- | MDHA (Estate) | Tehsildar BS-16 | -do- | -- | -- | i. 25% by transfer on deputation basis of a suitable officer already working in BS-16 from Revenue Department as such. ii. 75% by promotion on the basis of seniority cum-fitness from amongst the Naib Tehsildars BS-14 with at least 05 years' service in the Authority. | -- | -- |
| 12. | -do- | -do- | Naib Tehsildar BS-14 | Director General | -- | -- | By transfer on deputation basis of a suitable official working as such from Board of Revenue. | -- | -- |
| 13. | -do- | -do- | Girdawar BS-11 | -do- | -- | -- | By transfer on deputation basis of an official working as such from Revenue Department. | -- | -- |
| 14. | -do- | -do- | Field Assistant BS-11 | -do- | i. Matriculate with Science. ii. At least 03 years' diploma in Agriculture Sciences from any recognized University/Institute. | -- | By transfer on deputation basis of a Field Assistant BS-11 from Agriculture Department and having qualification as per col. 6. | -- | -- |
| 15. | -do- | -do- | Encroachment Control Inspector BS-10 | -do- | Bachelor degree from any University recognized by HEC | -- | By transfer on deputation basis of a suitable official already working in BS-10 from any Government Department and having qualification as per col. 6. | -- | -- |

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| 16. | -do- | -do- | Parwari BS-09 | Officer in BS-19 | -- | -- | By transfer on deputation basis of an official working as such from Revenue Department. | -- | -- | -- |
| 17. | -do- | MDHA (M&E Coordination/ Revenue) | Director M&E/ Coordination BS-19 | Govt. | -- | -- | By transfer on deputation basis of a suitable officer already working in BS-19 from any Govt. Department and having 05 years' experience in Management / General Administration. | -- | -- | -- |
| 18. | -do- | MDHA (Budget & Accounts) | Deputy Director Finance / Senior Accounts Officer BS-18 | Minister In-charge | -- | -- | By transfer on deputation basis of a suitable officer already working in BS-18 from Audit and Accounts Department. | -- | -- | -- |
| 19. | -do- | -do- | Senior Auditor BS-16 | Chairman | Bachelor degree preferably in Commerce or Business Administration from any University recognized by HEC. | As per col. 8 | i. One time by promotion on the basis of seniority cum-fitness from amongst the Senior Auditors BS-14 and Senior Clerks BS-14 with at least 03 years' service as such in the organization. ii. 50% by initial recruitment as per col. 6. | 21 | 35 | -- |
| 20. | -do- | MDHA (Audit & Accounts) | Junior Auditor / Junior Clerk BS-11 | Director General | -- | -- | By transfer on deputation basis of a suitable official already working in BS-11 from any Govt. Department. | -- | -- | -- |
| 21. | -do- | MDHA (Engineering / Works) | Deputy Director Building Control BS-18 | Minister In-charge | -- | -- | By transfer on deputation basis of a suitable officer already working in BS-18 from Communication & Works Department. | -- | -- | -- |
| 22. | -do- | -do- | Town Planner / Architect BS-17/18 | -do- | B.Sc. Architecture/ Town Planning from any University recognized by HEC. | -- | By transfer on deputation basis of a suitable officer working in BS-17/18 from any Government Department and having qualification as per col. 6. | -- | -- | -- |

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| 23. | -do- | -do- | Assistant Director (Civil) BS-17 | -do- | B.Sc. Engineering (Civil) from any University recognized by HEC. | -- | By transfer on deputation basis of a suitable officer already working in BS-17 from Communication & Works Department and having qualification as per col. 6. | -- | -- | -- |
| 24. | -do- | -do- | Assistant Director (Mechanical) BS-17 | -do- | B.Sc. Engineering (Mechanical) from any University recognized by HEC. | -- | By transfer on deputation basis of a suitable officer already working in BS-17 from Communication & Works Department and having qualification as per col. 6. | -- | -- | -- |
| 25. | -do- | -do- | Head Draftsman BS-13 | Director General | -- | -- | By transfer on deputation basis of a suitable official working as such from Communication & Works Department already working in BS-13 | -- | -- | -- |
| 26. | -do- | -do- | Surveyor BS-11 | -do- | Matric with Science and Diploma from a recognized institution with at least 3 years relevant experience in the respective field. | -- | By transfer on deputation basis of a suitable official already working as such from Communication & Works Department and having qualification as per col. 6. | -- | -- | -- |
| 27. | -do- | -do- | Sub Engineer (Civil) BS-11 | -do- | 3 year Diploma in Civil Engineering from a recognized institution. | -- | By transfer on deputation basis of a suitable official already working as such from Communication & Works Department and having qualification as per col. 6 | -- | -- | -- |
| 28. | -do- | -do- | Draftsman BS-11 | -do- | 3 years' Diploma in Civil Engineering or Architecture from any recognized institution with at least 03 years' relevant experience. | -- | By transfer on deputation basis of a suitable official already working as such from Communication & Works Department and having qualification as per col. 6. | -- | -- | -- |

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| 29. | -do- | MDHA (Ministerial) | Senior Clerk BS-14 | Director General | Intermediate | -- | By transfer on deputation basis of a suitable official from Revenue Department working as such. | -- | -- | -- |
| 30. | -do- | -do- | Junior Clerk BS-11 | -do- | Matriculation from any recognized board with typing speed of 40WPM in English & Urdu. | -- | By transfer on deputation basis of a suitable official already working in BS-07 from any Govt. Department and having qualification as per col. 6. | -- | -- | -- |
| 31. | -do- | -do- | Electrician BS-05 | Officer in BS-19 | Matric with certificate in Electrical Trade and 04 year experience in Electrical Trade. | -- | By transfer on deputation basis of an official working as such from any Govt. Department. | -- | -- | -- |
| 32. | -do- | -do- | Driver BS-04 | -do- | i. Middle. ii. Having LTV License with at least 5 years driving experience | -- | By initial recruitment preferably from Mangla Dam affectees having qualification as per col. 6. | 18 | 35 | -- |
| 33. | -do- | -do- | Sanitary Mate BS-02 | Officer in BS-18 | Literate | -- | -do- | 18 | 35 | -- |
| 34. | -do- | -do- | Watchman BS-02 | -do- | Middle. | -- | -do- | 18 | 35 | -- |
| 35. | -do- | -do- | Encroachment Control Staff BS-02 | -do- | Middle. | -- | -do- | 18 | 35 | -- |
| 36. | -do- | -do- | Ground man BS-02 | -do- | -- | -- | -do- | 18 | 35 | -- |
| 37. | -do- | -do- | Sanitary Worker BS-01 | -do- | -- | -- | -do- | 18 | 35 | -- |
| 38. | -do- | -do- | Nalb Qasid BS-01 | -do- | Literate | -- | -do- | 18 | 35 | -- |
| 39. | -do- | -do- | Mali BS-01 | -do- | Middle with 2 years relevant experience. | -- | -do- | 18 | 35 | -- |
| 40. | -do- | -do- | Chowkidar BS-01 | -do- | Literate | -- | -do- | 18 | 35 | -- |