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

"Muzaffarabad"
Dated: September 08, 2021

NOTIFICATION:

No.S&GAD/R/A-4(11)/2020 Part-V dated 13.08.2021. In exercise of the powers conferred by Section 23 of Azad Jammu & Kashmir Civil Servants Act, 1976, the Azad Government of the State of Jammu & Kashmir is pleased to make the following rules, namely:-

1. These Rules shall be called the **Azad Jammu & Kashmir Directorate General of Public Relations Service Rules, 2021.**
2. These Rules shall come into force at once.
3. The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts are prescribed as per **Schedule** annexed herewith.
4. The Azad Jammu & Kashmir Civil Servants Act, 1976, the Azad Jammu & Kashmir Civil Servants (Appointment and Conditions of Service) Rules, 1977 and all other ancillary rules made thereunder including provisions of all existing Civil Service Rules in force, shall apply *mutatis mutandis* and be followed pursuant to application of aforesaid Departmental Service Rules.
5. The Azad Jammu & Kashmir Directorate General of Public Relations Service Rules, 1994 issued vide Notification No. S&GAD/A-4 (11)/91 dated 28.04.1994 as amended from time to time shall stand repealed henceforth.

(Qazi Munir Ahmed) ۸.۹.۲۱
Section Officer S&GAD
(Regulations-I)

Copy to:-

1. Secretary to the President, Azad Jammu & Kashmir.
2. Principal 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, Information Technology 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.

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Section Officer S&GAD
(Regulations)

Schedule
annexed with
Notification No.S&GAD/R/A-4(11)/2020 Part-V dated 08.09.2021

Sr. No.	Name of the Secretariat Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment		Exa/Trainin other conditions
					Initial Recruitment or Transfer	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10	11
1	Information, IT & Tourism	Public Relations	Director Press/ Information and Protocol BS-19	Government	Master's degree preferably in Hotel/ Hospitality Management from any recognized Institute	As per col. 8	By promotion on the basis of selection on merit from amongst the Deputy Director/Deputy Director Film Pictorial Publicity BS-18 with at least 10 years' service in BS-17 and above.	--	--	--
2	-do-	-do-	Deputy Director/ Deputy Director Film Pictorial Publicity BS-18	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst the Information Officers BS-17 and Assistant Directors (Advertisement) BS-17 on the basis of their cadre strength and having 05 years' service in BS-17.	--	--	--
3	-do-	-do-	Assistant Director (Advertisement) BS-17	Minister In-charge	Master's degree in Journalism/ Mass-Communication and Media Studies	--	i. 50% by initial recruitment as per col. 6. ii. 50% by promotion on the basis of seniority-cum-fitness from amongst Superintendent BS-17 and Advertising Officer BS-16 on the basis of their cadre strength with 03 and 05 years' service respectively as such.	22	35	--
4	-do-	-do-	Information Officer BS-17	-do-	Master's degree in Journalism/ Mass-Communication and	--	i. 75% by initial recruitment as per col. 6 ii. 25% by promotion on the	22	35	

					Media Studies		basis of seniority cum-fitness from amongst officials holding the post of Admin. Officer BS-16/ Photographer BS-16 on the basis of their cadre strength with 03 years' service in BS-16.			
5	-do-	-do-	Superintendent BS-17	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst the officials holding the posts of Admin. Officer/Senior Scale Stenographer BS-16 in the department on the basis of their cadre strength with 03 years' service as such.	--	--	--
6	-do-	-do-	Admin. Officer BS-16	-do-	--	As per col. 8	By transfer from officials holding post of Head Clerk BS-16 in the department on the basis of suitability and fitness to perform the job. If no suitable Head Clerk is available in the department then by transfer on deputation basis from any other department.	--	--	--
7	-do-	-do-	Advertising Officer BS-16	-do-	BS (Hons.) in Computer Sciences/ Information Technology/ Software Engineering/ MCS/MIT/ MBA (Finance)	--	i. 70% by initial recruitment as per col. 6. ii. 30% by promotion on the basis of seniority cum-fitness holding the post of Cameraman/ Photographer BS-14 in the department with 03 years' service as such in the relevant section.	22	35	--
8	-do-	-do-	Senior Scale Stenographer BS-16	-do-	--	--	By promotion on the basis of seniority cum-fitness from amongst	--	--	--

							Stenographer BS-14 in the department with 05 years' service as such.			
9	-do-	-do-	Photographer BS-16	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst officials holding the post of Photographer/ Cameraman BS-14 in the department with 03 years' service as such.	--	-	--
10	-do-	-do-	Head Clerk BS-16	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst the officials holding the posts of Senior clerk BS-14 in the department with 03 years' service as such.	--	--	--
11	-do-	-do-	Photographer/ Cameraman BS-14	Secretary	--	As per col. 8	i. 75% by promotion on the basis of seniority cum-fitness from amongst photographer BS-08 with 05 years' service as such. ii. 25% by promotion on the basis of seniority cum-fitness from amongst officials holding posts of Loud-Speaker Operator BS-08 in the department with 05 years' service as such.	--	--	--
12	-do-	-do-	Stenographer BS-14	-do-	i. Intermediate from any recognized Board. ii. A speed of 80/40 wpm in English Shorthand/typing or a speed of 70/40 wpm in Urdu Shorthand/ typing respectively OR	--	By initial recruitment as per col. 6.	18	35	--

					i. Intermediate from any recognized Board. ii. Short course of minimum 6 months duration in window, MS Office (MS Word, MS Excel, MS Power Point, MS Access etc) and Urdu Composing from a recognized institute. iii. Typing speed of at least 40 wpm in English or Urdu.					
13	-do-	-do-	Senior Clerk BS-14	-do-	--	As per col. 8	By promotion on the basis of seniority cum-fitness from amongst the Junior clerks BS-11 with 05 years' service as such.	--	--	--
14	-do-	-do-	Data Entry Operator BS-12	-do-	i. Intermediate from any recognized Board. ii. A speed of at least 80/40 wpm in English shorthand/typing or a speed of at least 80/35 wpm in Urdu shorthand/ typing respectively. Or one year course of computer programming i.e. MS Office (MS Word, MS Excel, MS Power Point, MS Access) and Urdu composing from a recognized institute and Typing speed of at least 40 wpm in English or Urdu.	--	By initial recruitment as per col. 6	18	35	--

15	-do-	-do-	Junior Clerk BS-11	Director	Bachelors' degree from any University recognized by HEC with typing speed 25 w.p.m in English & Urdu.	Bachelors' degree from any University recognized by HEC with typing speed 25 w.p.m in English & Urdu.	i. 80% by initial recruitment as per col. 6. ii. 20% by promotion on the basis of seniority cum-fitness from amongst the employees of BS-01 to BS-04 with 07 years' service in the Department and having qualification as per col.7.	18	35	--
16	-do-	-do-	Loudspeaker Operator BS-08	-do-	i. Intermediate from any recognized Board. ii. One year certification or practical experience in requisite trade.	---	By initial recruitment as per col. 6.	18	35	--
17	-do-	-do-	Photographer BS-08	-do-	i. Matriculate. ii. 6 months diploma in Photography from any recognized Institute.	--	i. 75% by initial recruitment as per col. 6. ii. 25% by promotion on the basis of seniority cum-fitness from amongst the officials holding the post of Dark Room Assistant/Dark Room Attendant BS-05 in the department with 05 years' service as such.	18	35	--
18	-do-	-do-	Dark Room Assistant/ Dark Room Attendant BS-05	-do-	i. Matriculate. ii. 02 years' experience of Digital Lab Processing.	--	By initial recruitment as per col. 6.	18	35	--
19	-do-	-do-	Driver BS-04	-do-	i. Literate. ii. PSV License Holder.	--	By initial recruitment as per col. 6.	18	35	--
20	-do-	-do-	Naib Qasid BS-01	Officer of BS-17 in respective Jurisdiction	i. Literate. ii. On the basis of suitability and fitness	--	By initial recruitment as per col. 6.	18	35	--
21	-do-	-do-	Chowkidar BS-01	--	--	--	By initial recruitment as per col. 6.	18	35	--

2. Principal Secretary
Chief Secretary, GoAJ&K.