



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, J&K**

Subject: Appointment of Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service.

Reference: i) O.M. No. GAD/MTGORBIV/267/2022-09-GAD dated 27.10.2022 from Monitoring Section, General Administration Department.

ii) Letter No. SSB/Secy/Class-IV/2021/6273-78 dated 18.10.2022 from J&K Services Selection Board.

**Government Order No.19-JK(GAD) of 2023  
Dated:05.01.2023**

In continuation of Government Order No. 1292-JK(GAD) of 2022 dated 29.10.2022, No. 1360-JK(GAD) of 2022 dated 15.11.2022, No. 1375-JK(GAD) of 2022 dated 17.11.2022 & No.1420-JK(GAD) of 2022 dated 24.11.2022 and on the recommendations of the J&K Services Selection Board, sanction is hereby accorded to the appointment of Mr. Ajay Kumar S/o Sansar Chand R/o Village Fatwal P/O Banachak Bishnah Jammu as Multi-tasking Staff (Orderly) under EWS Category in the J&K Secretariat (Subordinate) Service in the Pay Level of SL-1 (14800-47100), notionally w.e.f 29.10.2022.

The appointee shall report to the Additional Secretary to the Government, General Administration Department (Establishment), within a period of twenty one (21) days from the date of issuance of this order failing which he shall forego his right to appointment, and the same shall be deemed to have been cancelled *ab-initio* without any further Notice.

The appointee shall be allowed to join only on the production of the following certificates (in original) to be verified subsequently:

- i. Academic/Qualification Certificates.
- ii. Matriculation/Date of Birth Certificate.
- iii. Health Certificate from the concerned Chief Medical Officer of the District.
- iv. Domicile Certificate issued by the Competent Authority.
- v. Certificates from the District Industries Centre (DIC) and District Employment & Counseling Centre to the effect that no loan under any self employment scheme has been availed by the appointee.
- vi. Valid relevant Category Certificate, if any applicable.

  
05/01/2023

The appointment of the above candidate shall further be subject to the following conditions:

- a. The clearance received from the Criminal Investigation Department, J&K is provisional and it shall be mandatory for the appointee to fill in the Verification Rolls (V-Rolls) as available through the online mode under the

Electronic Employment Verification System (EVS). Any false information provided by the appointee or an adverse finding subsequent to the V-Roll submitted electronically shall result in cancellation of appointment without any further notice.

- b. The appointee shall furnish an Undertaking in the shape of an Affidavit as per Annexure-A to this Order;
- c. The salary of the appointee shall not be drawn and disbursed to him unless the satisfactory reports in respect of genuineness of Qualification/Date of Birth/Relevant Category Certificate and Final Character & Antecedents Report is received from the concerned Authorities/Agency.
- d. The appointee shall be on probation for a period of two years.
- e. The appointment of the candidate shall be governed by the "New Pension Scheme" as notified vide SRO-400 of 2009 dated 24.12.2009.
- f. The inter-se-seniority of the appointee in the J&K Secretariat (Subordinate) Service shall be determined as per the J&K Civil Services (Classification, Control and Appeal) Rules, 1956.
- g. The appointment of the above appointee shall be cancelled *ab-initio*, if it is found that he possess higher qualification than the prescribed one at any stage and he shall also be liable for criminal prosecution under law.
- h. The appointment of the above appointee shall be subject to outcome of writ petition(s), if any, pending before Competent Court of law.

**By order of the Government of Jammu and Kashmir.**

**Sd/-**

(Dr.Piyush Singla) IAS


**Secretary to the Government**

Dated:05.01.2023

No. GAD-ESTB/351/2022-09-GAD

Copy to:

1. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
2. Director, Archives, Archaeology and Museums, J&K.
3. Director, Information, J&K, with the request to kindly get this order published in two leading News Papers both at Srinagar and Jammu for information of the concerned.
4. Director Finance, General Administration Department.
5. Director, Estates Department, Jammu/Kashmir.
6. Secretary, J&K Services Selection Board.
7. Senior Superintendent of Police (Security), J&K Civil Secretariat.
8. Private Secretary to Chief Secretary, J&K.
9. Private Secretary to Secretary to the Government, General Administration Department.
10. In-charge Website, GAD.
11. Concerned candidate for information and compliance.
12. Government Order file (w.2.s.c.).
13. Stock/Personal files.



(Shakeeb Arsalan) JKAS

**Under Secretary to the Government**

**Annexure–A to Government Order No. -JK(GAD) of 2023 dated:  
05.01.2023**

**Affidavit**

I \_\_\_\_\_ S/o, D/o, Shri \_\_\_\_\_  
R/o \_\_\_\_\_ Aadhaar No. \_\_\_\_\_ do hereby  
undertake as under:

1. That, if on verification, my qualification/Date of Birth/Reserved Category Certificates from the concerned issuing authorities is found fake/forged, my appointment as Orderly in the J&K Secretariat (Subordinate) Service shall be deemed to have been cancelled *ab-initio*.
2. That, I have no criminal records and do not face any criminal proceedings in any Court of Law. If this is found to be incorrect, I shall be liable for removal from the provisional appointment as Multitasking Staff (Orderly) in the J&K Secretariat (Subordinate) Service;
3. That, if at any later stage, it is found that I am in possession of lower/higher than the prescribed qualification, my appointment as Multitasking Staff (Orderly) shall be liable for cancellation;
4. That, in case any statement as at (1) to (3) above is proved to be false, I shall be liable for disciplinary proceedings under law.

Deponent

Verification:

The averments mentioned herein above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent