

Rules of the J&K Institute of Management and Public Administration, Srinagar-Society

1. Name of the Society

The name of the Society shall be “The J&K Institute of Management and Public Administration.”

2. Address of the Registered Office:

The registered office of the Society shall be at Srinagar and at present located at Maulana Azad Road.

3. Definitions:

In these Rules unless the context otherwise requires:

- a) “Chairman” means the Chairman of the Society and of the Council;
- b) “Council” means the governing body of the Society designated as Executive Council;
- c) “Director” means the Director of the Institute and includes any other designation by which the Government may describe the incumbent of the post of Head of the Institute from time to time.
- d) “Donor Member” means a person or organization from whom a donation of not less than Rs. One Lakh has been accepted by the Society;
- e) “Financial Year” means the year commencing from the first day of April and ending with the thirty first day of March of the following year;
- f) “Government” means the Government of Jammu and Kashmir;
- g) “Institute” means the J&K Institute of Management and Public Administration, Srinagar and includes the apex State Institute for Training and Research in Rural Development;
- h) “Memorandum” means the Memorandum of Association of the J&K Institute of Management and Public Administration, Society, Srinagar;
- i) “Principal Secretary” means that Principal Secretary of the Society and of the Council;
- j) “Registrar” means Registrar as referred in Section 2 of the J&K Societies Act 1998 (J&K Act VI of 1998);
- k) “Regulation” means regulation framed under the Rules;
- l) “Rules” means Rules of the Society;
- m) “ Society” means the J&K Institute of Management and Public Administration, Srinagar and includes the apex State Institute for Training and Research in Rural Development;
- n) “Vice Chairman” means the Vice Chairman of the Society.

4. Date of Formation: The Society was formed on 22-8-1986

5. Business Hours:

The Director may, subject to the confirmation of the Council and by a regulation, change or alter the working hours and weekly or yearly holidays according to the exigencies of the working of the Society.

6. Delegation of Powers:

Within the framework of the objects of the Society and its activities set out in the Memorandum, the Society may:

- a) Delegate any of its powers to the Council or its Committees;
- b) Maintain one or more funds to which shall be credited;
 - i) all monies provided by the Government;
 - ii) all fees and other charges received by the Society;
 - iii) all monies received by gifts, donations, benefactions, bequests or transfers;
 - iv) all monies received by the Society in any other manner or from any other sources provided that no benefaction shall be accepted by the Society which in its opinion involves conditions or obligations opposed to the spirit and objects of the Memorandum.

7. Enrolment of Members:

The Society shall consist of the following members:

- i) Chairman to be nominated by the Government;
- ii) Five official nominees of the Government, one of whom shall be the Chief Secretary, J&K Government who shall be Vice-Chairman of the Society;
- iii) Not more than three persons nominated by the government to represent sectoral interest in rural development, agriculture, transport, power, irrigation, planning, education and industry;
- iv) Not more than six persons representing academic Institutions such as Universities, Institute of Management, Public Administration and Technology;
- v) Not more than two members of faculty of the Institute nominated by the Chairman on the recommendation of the Director.
- vi) Director of the Institute, ex-officio Member-cum-Principal Secretary.
The Governor shall be the first Chairman of the Society and shall be deemed to have been nominated as such under the rules.

8. Donor Members: Donor Members shall be life members.

9. Change of Address of Members:

If a member of the Society changes his address, he shall notify to the Principal Secretary on his new address; but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

10. Disqualification of members of Society:

(I) A member of the Society shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted on a criminal offence involving moral turpitude or (g) if except in the case of the Director and faculty members specified in item (v) of Rule 7 accept full time appointment in the Institute.

II. All Members of the Society, excepting the Chairman and the Directors, shall hold office for a period of two years and shall be eligible for re-nomination, re-election or re-cooption as the case may be. The Chairman shall hold office for 3 years and shall be eligible for re-nomination;

III. All members either nominated or co-opted shall cease to be members on laying down their respective offices in Government, Corporation/Board and unless otherwise directed by the Government/ the Council, their successors, in office shall be deemed to have become members of the Society/Council from the date they succeed as such;

IV. the Government or the Council, which nominated or co-opted any member, may at any time, at their discretion, revoke or cancel such nomination or co-option.

11. Rights. Obligations and Privileges of Members:

The rights, obligations and privileges of members shall be as described in these Rules;

12. Name of the Person or officer authorized to sue or to be sued:

The person in whose name the Society may sue or be sued shall be the Principal Secretary of the Society:

13. Council:

The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Council;

ii. The Council shall consist of the following members:

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|---|--------|
| 1. Chairman of the Society who will also
Be Chairman of the Council | Member |
| 2. Vice Chairman of the Society referred to in
Rule 7 who will also be the Vice Chairman of the
Council | Member |
| 3. Financial Commissioner, J&K Government | Member |

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|--|--------------------------------|
| 4. Commissioner and Secretary to Government,
Rural Development Department, J&K Government. | Member |
| 5. Commissioner, Planning and Development Department
J&K Government | Member. |
| 6. Commissioner and Secretary to Government,
Finance Department, J&K Government | Member. |
| 7. Director, Institute of Management and Public
Administration/State Institute of Rural Dev. (J&K). | Member
Principal Secretary. |

iii. The Chairman shall have the power to invite any person or persons, not being members of the Council to attend the meeting of the council but such invitees shall not be entitled to vote at the meeting;

iv). The Director shall be the Principal Secretary of the Society and of the Council.

14. Disqualification of Members of the Council:

A member of the Council shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if except in the case of the Director and faculty members specified in item (v) of Rule 7 accept full time appointment in the Institute or (g) if a member of the Council, other than an official nominee of the Government, who fails to attend three consecutive meetings of the council without the leave of the Chairman shall cease to be a member of the Council.

15. Transaction of Business by the Council and its powers and Functions:

Subject to the provisions of the Memorandum the Council shall have the following powers in the governance of the affairs of the Society:

- i) To prepare and execute detailed plans and programmes for the Institute and to carry out its administration and management;
- ii)
 - (a) to receive the grants and contribution from Government and other sources;
 - (b) To have custody of the funds of the Society and to manage the movable and immovable properties of the Society;
 - (c) to deposit the funds and invest them in such a manner as the council deems fit;
 - (d) to borrow, raise or receive funds; and,
 - (e) To incur all expenses of the Society and of the Institute in accordance with the Regulations to be framed by the Director.

- iii) To consider and pass resolutions on the annual Report, the annual accounts and the financial estimates the Society and the Institute as it thinks fit, such annual reports, annual accounts and financial estimates along with the resolutions passed there on by the Council being submitted to the Government;
- iv) To prepare the budget estimates of the Institute for each year and to submit them to the Government for approval;
- v) To lay down general guidelines for Director;
- vi) To grant degrees, diplomas, certificate other distinctions and to prescribe rules and procedures for the admission of candidates to various courses of study in conformity with the policy approved in this behalf by the Government;
- vii) To lay down standards of proficiency to be demonstrated before the award of degrees, diplomas, certificate and other distinctions in respect of the courses offered by the Institute;
- viii) To Institute and award fellowships, scholarships, prize and medals;
- ix) To provide for and supervise the residence, health, discipline and the well-being of the students and participants of the Institute;
- x) To create teaching, administrative, technical ministerial and other posts under the Institute other than the post of Director and to make appointments to the posts of Joint Director and Professors and Associate Professors;
- xi) To co-operate and collaborate with any other organization in the matter of education, training, research, and consultancy in management and allied areas;
- xii) To deal under the laws of the State, for the time being in force, with any immovable property belonging to or vested with the Society in such manner as the Society deems fit for advancement of its objects provided that prior approval of the Government shall be obtained for any disposal of or for any creation of encumbrance on such property;
- xiii) To build, construct, maintain, repair , adapt, alter, improve, develop or furnish any buildings or works necessary or convenient for the purpose of the Society;
- xiv) To undertake or accept the management of and execute any endowment or trust, fund or donation;
- xv) To sue and defend all legal proceedings on behalf of the Society;
- xvi) To appoint Committees/Sub-Councils for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Society;
- xvii) To delegate or further delegate to such extent as may be deemed necessary any of its powers to the Director or any committee;
- xviii) To make, adapt, amend, vary or rescind, from time to time, regulation;
 - a) For the conduct of the business of the Council and committees/Sub-councils thereof; and
 - b) For delegation of its powers;

- xix) To perform such additional functions and to carry out such duties as may, from time to time, be assigned to the Society by the Government.

16. Resignation of Members:

The Chairman or Vice-chairman of the Society and of the Council may resign his office by a letter addressed to the government and his resignation shall take effect from the date of receipt of the letter by the Government, whichever is earlier. A member of the Society or the Council (other than ex-officio member or an official nominee of the Government) may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman or six Weeks from the date of receipt of the letter by the Chairman whichever is earlier.

17. Procedure for Filling up Vacancies:

- a. Any vacancy in the Society or the Council shall be filled by election or nomination or co-option of the member by the appropriate authority or body entitled to elect or make such nomination or co-option and the members elected or nominated or co-opted to fill such vacancy shall hold office for a period of three years in the case of the chairman and two year in other cases from the date of election, nomination or co-option, as the case may be; and
- b. The Society or the Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the election, nomination or co-option of its members, and no act or proceedings of the Society or Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination or co-option or election of any of its members.

18. Proxy for Official Nominees:

Any official nominee of the Government, specified in items(i) and (ii) of Rule 7, if he is unable to attend any meeting of the society or of the Council, shall be entitled to authorize in writing a representative to take his place at that meeting of the Society or Council and such a representative shall have all rights and privileges of a member of the Society or the Council at that meeting.

19. Powers of Director to give Directions:

- i) Subject to the Rules and Regulations and to any orders of Council, the Director is empowered to give directions in regard to the conduct of business of the Society;
- ii) The Director shall be the academic and administrative head of the Institute and also of its faculty; and

- iii) The Director shall be appointed by the Government and shall be treated to be on deputation if he is a serving officer of the Government regulated by the standard terms laid down for deputation under rules of the Government.

20. Director's Administrative Responsibilities:

Subject to the Rules and Regulations and to any orders of the Council, the Director shall be responsible for proper administration of the Institute and for the conduct of the staff under the direction and guidance of the Council.

21. Framing of Regulations:

- I. The Director shall frame with the prior approval of Executive Council;
 - i) The administrative and service Regulations relating to recruitment, selection, promotion, discipline, conduct, development and evaluation of the faculty and staff of the Institute;
 - ii) The academic Regulations relating to academic matters after consultation with faculty of the Institute;
 - iii) The Regulations for the conduct of the meeting of the Council, Committees/Sub-Committees etc. and such other Regulations as may be necessary for the administration of the Institute;
 - iv) Regulations for the receipt, custody and expenditure of funds; and
 - v) Such other Regulations as may be necessary in furtherance of the objects of the Society.
- II. All Regulations framed by the Director under this Rule shall be placed before the Council;
- III. Administrative and Financial powers enjoyed or exercised by the Director immediately before the registration of the Institute as a Society, shall continue to be enjoyed by him in addition to any powers and functions vested under these Rules in him without prejudice to any orders the Council may like to pass in modifying, enhancing or redacting any such powers in relation to any matter of the Society Institute;
- IV. The Director shall within the over-all guidelines if any, as may be provided by the Council, evolve courses of (study training? And research and undertake consultancy services in management/administration and allied subjects:
- V. The Director, unless the Council otherwise directs, shall have full powers to incur expenditure within the sanctioned budget and shall have also powers of appropriation within the over-all budget ceiling. The Director will also head;
 - i. The Programme Committee consisting of senior faculty members nominated by him to work out the schedule of courses, seminars, workshops and conferences to be organized in a particular year;

- ii. Research and Publication Committee consisting of faculty members nominated by the Director to prepare a list of research projects for submission to the Council; and
- iii. The IMPA shall bring out a monthly news-letter in English and will Endeavour to have the news-letter published in any other language also according to the requirement.
- iv. Powers in respect of residual matters or those not expressly mentioned in these Rules, shall be deemed to have been vested in the Director unless such powers are affected by any orders of the Council.

22. Preparation and filling of Records, etc.:

The Director shall cause the preparation and filing on the due dates with the Registrar of such, records, annual or other statements which are specified in the J&K Societies Registration Act 1998(J&K ACT VI of 1998) and the Rules framed there under.

23. Audit of Accounts and Balance Sheets:

The annual accounts of the Society shall be audited by a Member of the Institute of Chartered Accountants of India appointed for the purpose by the Society in consultation with the Government and any expenses incurred in connection therewith shall payable by the Society.

24. Supply of Copies of Rules:

Copies of Rules, Receipt and Expenditure Account and the Balance Sheet shall be supplied to the members free of cost.

25. Custody, Application and Investment of Funds:

- i) The funds of the Society not immediately required shall be invested in one or more banks or Institutions or in Government Securities or in such other Institutions or forms as may be set out from time to time in the Regulations; and
- ii) The members of the Society or of the Council or of any sub-Council/Committee of the Society shall not be entitled to any remuneration from the Society or from the council, but non-official members of the society, Council or of any sub-Council/Committee appointed by any of them, shall be paid by the Society such as traveling and daily allowances as may be provided for in the Regulations to be made in this behalf in respect of any journeys

undertaken by them for attending the meeting of the Society or the Council /or the Sub-Council/Committee or in connection with any other business of the Society, the Council, or the Sub Council/Committee, as the case may be.

26. Restriction on Use of Funds:

No fund shall be earmarked for making provision for a dependent of a deceased or disabled members unless otherwise provided for

26. Transaction of day t day business and financial Powers:

Subject to the Regulation, the Director shall have financial and administrative powers and those delegated to him under the Rules.

28. Conduct of Annual and Extraordinary General Meetings of the Society:

The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than seven members of the Council. The Annual General Meeting of the Society shall be called by the Chairman on or before the 31st day of the December of every year due notice, to transact the following business namely:

- i. a) Consideration of the annual report and the audited statement of accounts for the preceding year;
- b) Appointment of Auditors for the ensuing year;
- c) Other business on the agenda; and
- d) Any other business as may be brought forward with the permission of the Chairman.
- ii. For every meeting of the Society fifteen day's notice shall be given to the member, unless the notice period is altered by the Chairman or Vice-Chairman as the case may be;
- iii. Six members including the Chairman shall constitute quorum at any meeting of the Society;
- iv. Every meeting the Society shall be presided over by the Chairman and in his absence, by the Vice-Chairman and in absence of both by the member chosen from amongst them by the members present at the meeting;
- v. In case of a difference of opinion amongst the members, the opinion of the majority shall prevail except in cases where a Special Resolution is required;
- vi. Each member of the Society including the Chairman of the meeting shall have one vote and if there be any equality of votes the Chairman of the meeting shall in addition have and exercise a casting vote;
- vii. On or before the day on which the Annual General Meeting is held, a list of the names, addresses and occupation of members of the council shall be filed with the Registrar.

29. Meeting of the Council:

- i. The Council shall ordinarily meet once in every three months provided that the chairman may, whenever he think fit on a requisition by the Vice chairman or by not less than three members, call for a special meeting;
- ii. Three members of the council including the Chairman shall constitute a quorum for any meeting of the council;
- iii. In case of the difference of opinion amongst the members, the opinion of the majority shall prevail;
- iv. Every meeting of council shall be presided over by the Chairman and in his absence from any meeting by the Vice Chairman and in the absence of both by a member chosen from amongst themselves by the members present at the meeting;
- v. Each member of the Council including the Chairman shall have one vote and if there shall be any equality of votes on any question to be determined by the Council , the Chairman shall in addition have an exercise a casting vote; and
- vi. Any resolution may be adopted by circulation among the members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution, shall be effective and binding as if the resolution had been passed at a meeting of the council; provided that in every such case at least three members of the council shall have recorded their approval to the resolution. Non-circulation to any embers of the Council, shall not invalidate any resolution.

30. Special Resolution for Amending the Memorandum and Rules:

- i. Without prejudice to the general powers of the Society, and the government, whenever it shall appear to the council that it is advisable to alter, extend or abridge the Memorandum or the Rules framed there under, the Council may submit the proposition to the members of the Society at the General meeting or by convening a special meeting for consideration thereof;
- ii. No such proposition or resolution be deemed to have been approved unless such resolution has been delivered or sent by registered post by the Principal Secretary to every number of the Society, 21 days previous to the date of the meeting convened by the Council for consideration thereof and unless such resolution has been passed by the three fourths majority of the members present and voting at the meeting ot eh General Body convened for the purpose;
- iii. Any Special resolution may be adopted by circulation among the members of the general body and the resolution so circulated and approved by $\frac{3}{4}$ of the strength of member of roll on that date, subject to a minimum of six, of which both the Chairman and the Vice-Chairman are included, shall be effective and binding as if the special resolution had been passed at a General Body meeting convened for the said purpose.
- iv. The Special resolution so circulated and passed shall be filed with the Registrar of Societies within the period as may be required by any rules made under J&K

- Registration of Societies Act, 1988 and they shall become effective from the date of such filing.
- v. Notwithstanding anything contained hereinabove Government shall have power to order amendments in the Memorandum or Rules framed there under and these shall become effective from the date of filing of such amendments before the Registrar of Societies.

31. Exhibition of Registers to Members:

The Register of members, the books containing minutes and the books of accounts shall be open for perusal by member (free of charge) at the registered office during the usual business hours, specified in Rules.

32. Report of working:

- i) Within six months after the close of every financial year, the Council shall submit to the Government a report on the working of the Society in previous year together with an audited statement of accounts showing the income and expenditure for the previous year;
- ii) The Council shall submit to the Government the budget estimates for every financial year by such date as may be fixed by the Government in this behalf.

33. Delegation of Powers to the Director, etc:

Without prejudice to any of other provision in these rules, the Council may, by resolution delegate to the Chairman, Director and other officers and staff of the Council such of its powers for the conduct of the affairs of the Council, as it may consider necessary.

34. Review of Enquiry by Government:

The Government may any time appoint one or more persons to review the working and progress of the Society, or the Institute and to hold an enquiry into the affairs thereof and to report thereon in such manner as the Government may stipulate. Upon receipt of any such report the Government may take such action and issue such directions it may consider necessary in respect of any of the matter dealt with in the report regarding the Society or the Institute as the case may be and the Society or the Institute shall be bound to comply with such directions.

35. Powers of the Government to take over the management of the Society:

In case the Government is satisfied that the Institute or the Society is not functioning properly, the Government shall have the power to take over the administration of the Institute, and if need be, the assets of the Society as well.

36. Dissolution:

If, on winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities, any assets whatsoever the same shall not be paid to or distributed among the members of the Society or any of them but shall subject to any orders by the Government be given to some other registered

society or to any association of persons, having same objects or objects similar to that of the Society to be determined by votes of not less than three fourths of the members present personally or by proxy if permitted in the meeting of the Society convened to consider its winding up or dissolution, or, in default thereof, by the Competent Court.

37. Provision regarding staff, etc, which existed immediately before registration of Institute as a Society:

Such members of the staff (here-to-fore borne on gazetted, non-gazetted and faculty and other posts as have been on the roll of the Institute before its registration as a Society) as have expressed their willingness in writing to continue to work under the Society if also such option has been accepted by Director shall be deemed to have been appointed by Society as they were originally appointed in the Institute before such registration while such, of them as have lien on any post in the Government shall be regarded as on deputation to the Society in case they have not opted for permanent absorption in the Society and their tenure in the Institute after it has been registered as a Society, is considered necessary by the Director.

38. Change in nomenclature/designations etc:

As and when there is any change in the nomenclature of the Ministry/Ministries, Department (s), Institutions (s) and designation (s) mentioned in these Rules, such changes should be automatically stand incorporated in the concerned Rules.

39. Certificate of Rules:

We the several persons, whose names and addresses re subscribed thereto, being members of the Council of the Society, certify the above to be the correct copy of the Rules of the said Society.

40. Notwithstanding anything contained herein above, the General Body of the Society shall meet at least once a year on such dates and at such time as the Chairman may appoint in this behalf.

CHAPTER-I

In pursuance of rule 21 of the Rules of the Jammu and Kashmir Institute of Management and Public Administration Society, the following regulations are framed, namely:-

1. Short title and commencement:-

(1) These regulations shall be called the Jammu and Kashmir Institute of Management and Public Administration Recruitment Regulations, 1991.

2) They shall come into force from such date as may be notified by the Director of the Institute.

2. Definitions:-

In these regulations unless the context otherwise requires:-

i) 'Council' means the council as defined in the rules.

ii) 'Director' means the Director of the Institute.

iii) 'Employee' means an employee of the Institute, serving on a post specified in the schedule.

iv) 'Faculty member includes:-

a) Professor.

b) Associate Professor.

c) Assistant Professor.

vi) 'Competent Authority' means the Executive Council of the Society.

vii) 'Officer' means an Officer of the Institute and includes:-

a. Director

b. Joint Director

c. Deputy Director

d. Administrative Officer

viii) 'Rules' means the Rules of the Institute of Management and Public Administration.

ix) 'Service' means the J&K Institute of Management and Public Administration Service.

x) 'Trainer' includes:-

a) Fellow of the Faculty.

b) Junior Research Officer.

xi) 'Words and expressions' used in these regulations but not defined expressly shall have the same meaning as assigned to them in the Rules and Public Administration, Srinagar Society.

3. Application:-
These regulations shall apply to all the employees of IMPA excluding the employees working on adhoc, contract basis and daily wagers.
4. Interpretation:
If any question as regards the interpretation of these regulations arises, the decision of the Director thereon shall be binding and final.

C H A P T E R-II

RECRUITMENT, SELECTION AND PROMOTION OF EMPLOYEES

- 5) Definitions:
For the purpose of this chapter, unless the context otherwise requires:-
 - i) 'Emoluments' means the sum total of pay, personal pay, Dearness Allowance and allowance specially classified as pay other than the medical allowances, rent allowances, and traveling allowance/daily allowance.
 - ii) 'Member of the Service' means a person appointed to a post in the service under the provisions of this chapter.
 - iii) 'Schedule' means a schedule annexed to these regulations.
 - vi) 'Selection Committee' means a Committee to be appointed by the Council.
6. METHOD OF RECRUITMENT:
 - a) Recruitment to the posts under this chapter shall be made:-
 - i) by direct recruitment;
 - ii) by promotion;
 - iii) partly by direct recruitment and partly by promotion; or by deputation.
 - b)
 - i) The Director shall have a post advertised indicating therein the requisition qualifications to be possessed by a candidate prescribed in the schedule and in respect of faculty may also invite suggestions/recommendations from such persons /Institutions/agencies as he deems proper for recruitment for a particular post.
 - ii) Applications received in response to the advertisements shall be screened in the Institute and the candidates having fulfilled all the prescribed requirements may be invited to appear before the Selection Committee for interview;
 - iii) For the posts of fellow, candidates can also be considered in absentia by the Selection Committee under special circumstances.
 - iv) In respect of trainers after the formal interview is over some candidates may, if the Selection Committee so desires, be short listed and requested to give a presentation to the Selection Committee/Faculty of the Institute on a topic of their choice;

- v) After interviewing the candidates, as the case may be, the Selection Committee shall make its recommendations;
- vi) The recommendations of the Selection Committee shall be put up to the competent authority/Director of the Institute as the case may be for approval; and
- vii) The period of validity of any penal prepared by the Selection Committee and approved by the Competent Authority or Director, as the case may be, and shall be for one year from the date of such approval.

7. AGE OF RECRUITMENT:

- a) A person should not be less than 21 years and more than 50 years of age as on the first day of January of the year in which the advertisement is issued by the Institute in respect of a post of Fellow;
- b) In respect of posts other than posts of fellow, the rules of Government shall apply; and
- c) Upper age limit may be relaxed in case of persons already in the employment of the Institute and the candidates for the post of Professor by the competent authority.

8. MERIT:

- a) Appointment to a post of Fellow shall be made on the basis of merit and suitability and on the basis of All India Competition; and
- b) In respects of posts other than Fellow, rules of Government shall mutatis mutandis apply.

9. PROBATION, SENIORITY, DICIPLINE AND CONDUCT

Persons appointed against permanent/temporary posts shall be on probation for a period of one year unless extended by the competent authority and confirmation in the service, seniority, discipline and conduct of the employees shall be governed under the J&K Civil Service 9Classification, Control and Appeal) Rules, 1956 and J&K Government Employees (Conduct) Rules, 1971 respectively, till such time such rules are framed by the Institute.

10. RESERVATION IN MAKING APPOINTMENT:

In making appointments either by direct recruitment or by promotion reservation shall be made in accordance with the rules and orders issued by the Government from time to time for the members of scheduled caste/scheduled tribes or any other class of permanent residents of the State.

-----posts as stand sanctioned on the day these regulations come into force as indicated in schedule 'I' annexed hereto and shall include such number of posts as may be sanctioned for each of its classes and categories from time to time by the competent authority.

12. General Administration Cadre:

The General Administration Cadre of the service shall comprise such posts as stand sanctioned on the day these regulations come into force and as may be sanctioned for each of its classes competent authority.

13. Accounts Cadre:-

The Accounts Cadre of the service shall comprise such posts as stand sanctioned on the day these regulations come into force and as may be sanctioned for each of its classes competent authority.

14. Auxiliary Staff Cadre:

Auxiliary staff cadre of the service shall comprise such posts as stand sanctioned on the day these regulations come into force and such number of them as may be sanctioned for each of its classes and categories from time to time by the competent authority and as indicated. In schedule 'III' annexed hereto.

By order of the Executive Council.

Schedule I (Faculty Cadre)

Class	Category	Designation of the post	Minimum Qualification for Direct Recruitment for	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
		Professor (4500-7300) (UGC)	<u>Essential:</u> i /Second Class Master's Degree in the subject concerned ii/ Doctorate Degree in the subject concerned. iii/ Ten year's teaching/research/training experience in the concerned subject out of which at least three years should be in the rank of Associate Professor or equivalent. iv/ Experience of designing and organizing training programmes of senior level functionaries in the relevant field.	By Direct recruitment
		Associate Professor (3700-5700) (UGC)	i/ Second Class Master's Degree in the subject concerned. ii/ Doctorate Degree in the subject concerned. iii/ Seven years teaching/research/training experience in the concerned out of which at least 3 years should be in the rank of Assistant Professor or equivalent.	By Direct recruitment
			2.....

(1)	(2)	(3)	(4)	(5)
			<p><u>Desirable:</u></p> <p>i/Experience of designing and organizing training programmes of senior level functionaries in the relevant field. ii/ Research experience as evidence by publications.</p>	
III		Assistant Professor (92200-4000) (UGC)	<p><u>Essential:</u></p> <p>i/ Second Class Master's Degree in the subject ii/ Doctorate Degree in the subject concerned</p> <p>OR</p> <p>i/ Second Class Master's Degree in the subject concerned. ii/ Three years experience of teaching/research/training in the relevant field.</p>	By Direct recruitment.
IV.		Junior Research Officer (1700-2900)	<p><u>Essential:</u></p> <p>Second Class Master's Degree in the relevant subject</p> <p><u>Desirable:</u></p> <p>M.Phil in the relevant subject.</p>	By Direct Recruitment.

(1)	(2)	(3)	(4)	(5)
V	Librarian (4500-7300) (UGC)	<u>Essential:</u>	i/ Doctorate Degree in Library Science s, relax able to Master's Degree in Library Science in case of candidates with exceptionally distinguished achievements or brilliant academic record. ii) Ten years experience in a library or repute out of which about five years should be in the rank of Associate/Deputy Librarian or equivalent.	By Direct recruitment.
VI.	Deputy/Associate Librarian (3700-5700) (UGC)	<u>Essential:</u>	i/ Master Degree in Library Science s, ii) Seven years experience in a library or repute out of which about four years should be in the rank of Assistant Librarian	By Direct recruitment.
		<u>Desirable</u>	i) Doctorate degree in the library science ii) Knowledge of the state language and one foreign language and one foreign language viz. Russian, German, French	
VII..	Assistant Librarian	<u>Essential</u>	i) graduate with master's degree in library science ii) Three years experience as Senior Library Assistant or equivalent in the scale not less than 1700-2900.	

Schedule II (GENERAL ADMINISTRATION CADRE)

Class	Category	Designation of the post	Minimum Qualification for Direct	Method of Recruitment
	(2)	(3)	(4)	(5)
I.	I	Joint Director (3150-4500)	-	By deputation from the State Government amongst the Officers of the rank of Additional Secretaries
	I	Deputy Director (2350-4050)	-	By deputation from the State Government amongst the Officers of the rank of Deputy Secretaries
	I	Administrative Officer (1900-2300)	-	By deputation from the State Government (GAD) amongst the Office of the rank of Under-Secretaries
	I	Assistant Administrative (1700-2900)	-	By promotion from class V categories A&B on the basis of Merit/seniority having at least five years experience in the Category.
	I	Section Officer (1550-2550)	-	By selection from Class IV Category having not less than 5 years service in that category.
	'B'	Senior Scale Stenographer	-	i) 75% by selection from Class IV category 'B' having not less than 3 years service in that category and on the basis of a test in shorthand and type-writing for which minimum speed should be 80 and 40 words per minutes respectively provided that in the Case of such Junior Scale Stenographers and or above, the Executive Council may consider, on individual basis and with

due regard to merit, seniority and suitability, their appointment To the posts of Senior Scale Stenographers without appearing in the prescribed test.

ii) 25% by direct recruitment on the basis of a test in short-hand and type writing for which the minimum speed should be 80 and 40 w.p.m respectively.

‘A’	Head Assistants (1150-2050)	-	By selection from Class VII from amongst the persons having atleast four years service in that class and having passed Secretariat Assistants Examination.
‘B’	Junior Scale Stenographer (1150-2050)	-	By direct recruitment on the basis of test in stenography and Type-writing with minimum speed of 65 and 35 w.p.m. respectively.
	Senior Assistants (900-1830)	-	By slection from Class VIII amongst persons having at least Three years service in that class preference being given to those Having passed the Secretariat Assistants Examination.
	Junior Assistants	-	i) 75% by direct recruitment on the basis of Selection to be made by the concerned Selection Committee. ii) 25% by selection from amongst matriculate Orderlies who qualify in a type test to be conducted by the Selection Committee to be nominated for the purpose requiring a speed not less than 25 words per minute. Provided that if sufficient number of candidates are not available for appointment, the vacancies shall be filled up by direct recruitment in the number provided in clause (i).

Schedule III (AUXILLARY STAFF CADRE)

Class	Category	Designation of the post	Minimum Qualification for Direct	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
I		Computer Informatics Officer (1700-2900)	i. Post-graduate in Mathemaics/Physics/ Statistics/Economics ii) Degree or Diploma in Computer appli- cation/B.Tech/M.Tech/B.E.Electronics iii) Having at least one years experience in Computer programming	By direct recruitment
II		Hostel Manger (1700-2900)	i. Degree/Diploma from any recognized Hotel and Catering Institute. ii) Having at least two years working experience in any Hotel/Institute of Catering and Hotelering.	By direct recruitment
III		Watch and Ward Officer	Ex-Serviceman in the rank of Naib Subedar and above from amongst a penal furnished by the State Sainik Welfare Board.	By direct recruitment
IV		Projector Operator	Matriculate with two years experience	By direct recruitment

	(900-1830)	In screening films and holding of Audio-visual Public address system equipment. Preference will Be given to a person who holds driving license and can also function as a driver for a mobile Publicity van.	
V.	Driver (900-1830)	Middle pass with Hill driving licence issued by the competent authority with atleast three years Experience in driving light and heavy vehicles.	By Direct recruitment
VI	Cook (800-1500)	Middle pass with 5 years experience as Cook in some reputed catering establishment.	By Direct recruitment
VII	Cleaner (630-940)	Middle pass having experience as valid cleaner chit	By Direct recruitment
VIII.	Gardener (630-940)	Middle pass having experience as gardener	By Direct recruitment
IX	Safaiwawla/Sweeper (630-940)	Middle pass	By Direct recruitment
X.	Senior Library Asstt.	i. Graduate in Library Science ii) Three years experience as Library Asstt. Or equivalent in the pay scale of Rs.1550-2550	i. 50% by direct recruitment ii. 50% by promotion from an Employee indicate at class XI of this schedule subject to having atleast five years experience in that class.
		OR	
		Master's degree in Library Science	
XI.	Library Assistant (1550-2550)	Graduate in Library Science	By Direct recruitment

XII.	Library Attendants	Matriculation with certificate course in Library Science	By Direct recruitment
XIII.	Orderly/Chowkidar/ Runner/F arash/Watchman (630-940)	Middle pass	By Direct recruitment
