

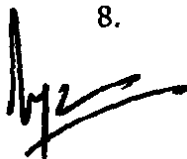
Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.

Subject: Adoption of Rules and Syllabus for Senior Assistant and Junior Assistant for undergoing J&K Secretariat Assistants Training Course.

Government Order No.318-JK(GAD) of 2021
Dated:08-04-2021

In supersession of all the orders issued with regard to the conduct of Secretariat Assistants Training Course in respect of Senior Assistants and Foundation Course in respect of Junior Assistants, it is hereby ordered that the following shall be applicable for the Training Course:

1. The syllabus for both Junior Assistants and Senior Assistants shall be uniform comprising of six papers and the Training is rechristened as **"J&K Secretariat Assistants Training Course"**.
2. The Syllabus for the Training Course shall be as indicated in Annexure - "A" to this Government Order.
3. The Training Course shall be of two months duration and shall be conducted by the J&K Institute of Management, Public Administration and Rural Development, Srinagar/Jammu round the year.
4. The Junior Assistants appointed/promoted after issuance of SRO-272 of 2008 dated 19th September, 2008, shall have to undergo and qualify the J&K Secretariat Assistants Training Course at the level of Junior Assistant for considering their promotion as Senior Assistant.
5. The Junior Assistants appointed/promoted prior to issuance of SRO-272 of 2008 dated 19th September, 2008, shall have to undergo and qualify the J&K Secretariat Assistants Training Course at the level of Senior Assistant for considering their promotion as Head Assistant.
6. The Senior Assistants/Junior Assistants shall be nominated/deputed for the Training Course strictly as per seniority by the concerned Head of Departments/offices.
7. The period spent on Training shall be treated as on duty.
8. During the Training, the trainees shall get their salary and other allowances from the offices/departments wherefrom they are deputed for the training.



9. On completion of the Training Course, the trainees shall appear in the J&K Secretariat Assistants Training Course Examination which shall be conducted by the J&K Public Service Commission.
10. J&K Public Service Commission shall conduct the Examination at the regular intervals.
11. Each paper shall carry 100 Marks and shall be of 3 hours duration. The pass percentage shall be 35% marks in each paper and 40% in the aggregate.
12. Notwithstanding anything contained in this Government Order, all activities of the trainees shall be subject to the provisions of the J&K Civil Services (Classification, Control and Appeal) Rules, 1956 and J&K Government Employees (Conduct) Rules, 1971.

It is further ordered that the candidates who have already undergone training as per the old syllabus and such candidates who have been exempted from undergoing the Training vide Government Order No. 53-GAD of 2019 dated 01.01.2019 and 346-GAD of 2019 dated 07.03.2019, are allowed to appear in the examination conducted by the J&K Public Service Commission, as per the old syllabus.

By order of the Government of Jammu & Kashmir.

Sd/-

(Manoj Kumar Dwivedi) IAS

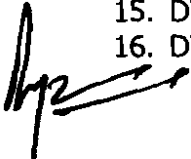
Commissioner/Secretary to the Government

Dated: 08.04.2021.


No. GAD (Estt) M-21/2020

Copy to the:-

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioners/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Chairperson, J&K Special Tribunal.
9. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Jammu/Kashmir.
11. Director General, J&K Institute of Management, Public Administration and Rural Development, Jammu.
12. All Deputy Commissioners.
13. Director, Information, J&K with the request to publish this order in all leading Newspapers both at Jammu and Kashmir Division separately.
14. All Heads of Departments/Managing Directors.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estates, J&K.



17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Jammu/Srinagar.
20. Private Secretary to Advisor (F) to Lieutenant Governor, J&K
21. Private Secretary to Advisor (B) to Lieutenant Governor, J&K.
22. Private Secretary to Advisor (BK) to Lieutenant Governor, J&K.
23. Private Secretary to State Election Commissioner, J&K.
24. Private Secretary to the Chief Secretary, J&K.
25. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
26. In-charge website, GAD.
27. Government Order (w.3.s.c's)/Stock files.


(Reyaz Ahmad Wani) KAS
Deputy Secretary to the Government

Annexure to Government Order No. 318-JK(GAD) of 2021 dated: 08.04.2021

SYLLABUS FOR J&K SECRETARIAT ASSISTANT TRAINING COURSE

PAPER - I

Max. Marks - 100

Time Allowed : 3 Hrs

- a. The Jammu and Kashmir Manual of Secretariat Procedure.
- b. The Jammu and Kashmir Government Employees (Conduct) Rules, 1971 as amended from time to time.
- c. The Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

PAPER - II

Max. Marks - 100

Time Allowed : 3 Hrs

A- (J&K CIVIL SERVICES REGULATIONS)

PART - I PRELIMINARY

Chapter - I Extent of Application

Chapter - II Definitions

PART - II RULES REGULATING PAY AND ALLOWANCES

Chapter - III General Rules

Chapter - V Officiating Allowances – General Rules

Chapter - VII Regulation of pay and allowances in appointment on progressive or Time-Scale of pay.

Chapter - IX Joining Time

PART - IV PENSION RULES

PART - V RECORD OF SERVICE

PART VIII RULES REGARDING TRAVELLING ALLOWANCE.

B- THE JAMMU AND KASHMIR CIVIL SERVICES (LEAVE) RULES, 1979.

C- JAMMU & KASHMIR CIVIL SERVICES (MEDICAL ATTENDANCE-CUM ALLOWANCE) RULES, 1990.

D- Leave Travel Concession (LTC) RULES.

PAPER - III

(GENERAL PROVIDENT FUND / GENERAL FINANCIAL RULES)

Max. Marks - 100

Time Allowed : 3 Hrs

GENERAL PROVIDENT FUND

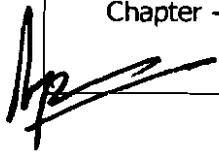
The General Provident Fund (Central Services) Rules, 1960.

- Rule-12 (Advances from the fund).
- Rule -15 (Withdrawals from the fund).

GENERAL FINANCIAL RULES

Chapter - I (INTRODUCTION)

- Rule -1
- Rule - 2



Chapter – 2 (GENERAL SYSTEM OF FINANCIAL MANAGEMENT)

- Rule – 7 to Rule 41

Chapter – 4 (GOVERNMENT ACCOUNTS)

- Rule – 71 to Rule 129

Chapter – 5 (WORKS).

- Rule – 130 to Rule 141.

Chapter – MISCELLANEOUS SUBJECTS.

- Establishment (Rule-284 to Rule-299)
- Refund of Revenue (Rule 300 to Rule 302)
- Security Deposits (Rule 306 to Rule 308)
- Maintenance of Records (Rule 320)
- Contingent & Miscellaneous Expenditure (Rule 321- Rule 324)

PAPER-IV
(J&K BUDGET MANUAL)

Max. Marks - 100

Time Allowed : 3 Hrs

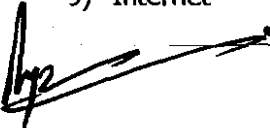
Chapter – 1	Important Budget Related Terms
Chapter – 2	Introduction to the Budget and its importance.
Chapter – 4	Budget Preparation.
Chapter – 5	Estimates of Revenue Receipts.
Chapter – 8	Budget estimates in respect of new services
Chapter – 9	Consolidation of Budget.
Chapter - 10	Passage of Budget in the Legislature.
Chapter – 14	Revised Estimates.

PAPER-V
KNOWLEDGE OF COMPUTERS/COMPUTER APPLICATIONS

Max. Marks - 100

Time Allowed : 3 Hrs

- 1) E-office System
- 2) Introduction to Hardware
- 3) Introduction to Microsoft Windows and Security Measures (Anti-viruses).
- 4) Latest operating System for Computer System with special reference to Windows 10.
- 5) MS Office
 - MS Word
 - MS Excel
 - MS Power Point
- 6) Introduction to Networking (LAN/Wi-Fi).
- 7) Software Installation
- 8) Utilities
 - Backing up and restoring data
 - System maintenance
- 9) Internet
 - Introduction to Internet



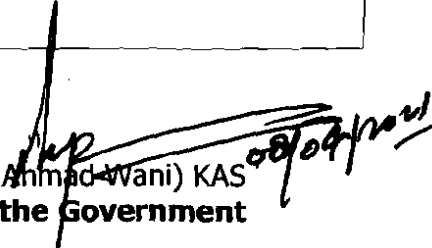
- Internet Explorer Navigator
 - Browsing with Internet Explorer
- 10) E-mail.
- Downloading files
 - Attaching files

PAPER-VI

Max. Marks - 100

Time Allowed : 3 Hrs

- (A) Union territory of J&K
- Physical features
 - Demographic features
 - Agriculture and Horticulture
 - Forest and Mineral Wealth
 - Sericulture
 - Live Stock
 - Industries including Handicrafts Tourism
- (B) Right to Information Act and Rules there under.
- (C) J&K Reservation Act and Rules there under.
- (D) Public Men and Public Servants Declaration of Assets Act and Rules there under.
- (E) Constitution of India - Salient features
- (F) An introduction to Fundamental Rights as enshrined in Constitution of India.


(Reyaz Ahmad Wani) KAS
Deputy Secretary to the Government