

**GOVERNMENT OF JAMMU & KASHMIR**  
**Revenue Department**  
**Civil Secretariat, Srinagar/Jammu**

**Subject:** Updating of J&K Revenue (Subordinate) Service Recruitment Rules.

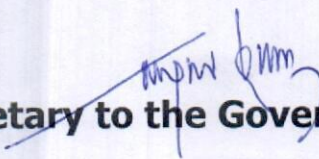
**NOTICE**  
**Dated: 10.04.2026.**

Whereas, the Jammu and Kashmir, Revenue (Subordinate) Service Recruitment Rules were formulated in the year 2009 and notified vide SRO-74 dated 31.03.2009 with Schedule-I (sanctioned strength) and Schedule-II (Method of Recruitment); and

Whereas, due to the bifurcation of erstwhile State of Jammu and Kashmir into two Union Territories, i.e Union Territory of Jammu & Kashmir and UT of Ladakh, the Schedule-1 (sanctioned strength) issued vide SRO-74 was also distributed among the two Union Territories; and

Whereas, due to creation of certain posts in lieu of obsolete posts in light of influx of IT in Revenue Department, the need has arisen to notify a Draft Schedule-I and II of J&K Revenue Service (subordinate) Service Recruitment Rules.

Now, therefore, a Draft Schedule-I & II of J&K Revenue Service (Subordinate) Service Recruitment Rules is appended to this notice and issued for information of all the stakeholders for inviting objections/suggestions, if any, within 15 days, from issuance of this notification along with substantiating documents on the official mail of the Revenue Department viz "revenue-jk@nic.in" in Civil Secretariat.

  
**Under Secretary to the Government**

No:Rev/NG/10/2022-119633

Dated:10.04.2026

Copy for information:-

1. Financial Commissioner (Revenue), J&K
2. Divisional Commissioner, Jammu/Kashmir
3. All Deputy Commissioners.
4. Director Information J&K with the request to kindly publish the notification in two local dailies each in Kashmir and Jammu Division.
5. Private Secretary to Secretary to the Government, Revenue Deptt.
6. Government Order File.

## SCHEDULE-I

S. No	Designation of the post	Pay Level	Proposed Sanctioned Strength.
1	Naib Tehsildar	Level-6E (35900-113500)	607
2	Girdawar/Saddar Qanungo/Office Qanungo/Naib Saddar Qanungo/ Instructor Girdawar/ Consolidation Girdawar/ Statistical Girdawar/ Reader Girdawar/ BCG	Level-6(35400-112400)	1207
3	Patwari	Level-4 (25500-81100)	4809
4	Section Officer	Level-7 (44900-142400)	28
5	Senior Scale Stenographer	Level-7 (44900-142400)	24
6	Geo Spatial Specialist	Level-7 (44900-142400)	1
7	Geo Spatial Analyst	Level 6-E (35900-113500)	29
8	GIS Associate	Level-6 (35400-112400)	74
9	Head Assistant	Level-6B (35600-112800)	51
10	Junior Scale Stenographer	Level-6B (35600-112800)	120
11	Senior Assistant	Level-5 (29200-92300)	163
12	Accounts Assistant	Level-5 (29200-92300)	46
13	GIS Assistant	Level-4 (25500-81100)	202
14	Tracer/Akskar	Level-4 (25500-81100)	1
15	Junior Assistant	Level-4 (25500-81100)	1308
16	Driver Grade -II/Grade I/Chauffer	Level-2 (19900-63200)	272
17	Jamadars	Level -1(18000-56900)	24
18	Orderly/Process Server/Watcher/Helper	SL-1 (14800-47100)	2694

**Note:** Deputation Reserves @5%

Leave Reserves@5%

The 324 posts created in Registration Department shall be the part of Deputation reserves.

## SCHEDULE-II

S.No	Designation of the post	Minimum qualification for Direct Recruitment	Method of recruitment
1	Naib Tehsildar	Graduation from any recognized University.	40% by Direct Recruitment. 60% by promotion from Class-II (Girdawar) amongst persons having not less than three years substantive service in the said class & having qualified the prescribed departmental examination in order of seniority.
2	Saddar Qanungo/ Girdawar, etc		100% By promotion from Class III (Patwari) having at least 5 years substantive services in that class.
3	Patwari, etc	Graduation from any recognized University.	100% by direct recruitment. Provided that a person appointed by the Direct Recruitment shall undergo and qualify the exam of computer, revenue laws, GIS to be conducted by Revenue Training Institute during Patwar Training or during the period of probation.

## SCHEDULE-II A

S.No	Designation of the post Schedule-II-A	Minimum qualification for Direct Recruitment	Method of recruitment
1	Section Officer	-	By promotion from Class III category "A" (Head Assistant) from amongst persons having not less than 3 years substantive service in that class.
2	Senior Stenogrpaher Scale-	-	By promotion from Class III category "B" (Junior Scale Steno) from amongst persons having not less than 5 years substantive service in that class.
3	Geo Spatial Specialist		By promotion from Class II category "A" (Geo Spatial Analyst) from amongst persons having not less than 5 years substantive service in that class.

4	Geo Spatial Analyst		<p>By promotion from Class III category "C" (GIS Associate) from amongst persons having not less than 3 years substantive service in that class and category.</p> <p>Provided the post of Sadar Mahasib shall cease to exist and shall be re-designated as GIS Associate after promotion/retirement of incumbents (Sadar Mahasib) at due time, whichever is earlier.</p> <p>However, present incumbents shall continue to work in the same designation as Sadar Mahasib which shall cease to exist after promotion/retirement of incumbents at due time, whichever is earlier.</p>
5	Head Assistant		<p>100% by promotion from Class-IV category "A" (Senior Assistant) having at least 3 years substantive service as such and having passed Secretariat Assistants Examination.</p> <p>Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistants, who have not qualified the Secretariat Assistant Examination, but have crossed the age of 50 years as on 1<sup>st</sup> January of the year in which such promotions are being considered.</p> <p>Provided further that a Senior Assistant, who has qualified the Secretariat Assistant Examination during the period of probation as Junior Assistant shall not be required to qualify the said examination again.</p>
6	Junior Stenographer	Scale Graduation from any recognized University & having minimum speed of 65 & 35 words per minute in shorthand/ type writing (computer) respectively.	100% by Direct recruitment.
7	GIS Associate		By promotion from Class-V category "A" (GIS Assistant) from amongst persons having not less

			<p>than 5 years substantive service in that class and category.</p> <p>Provided the post of Mahasib shall cease to exist and shall be re-designated as GIS Associate after promotion/ retirement of incumbents (Mahasib) at due time, whichever is earlier.</p> <p>However, present incumbents shall continue to work in the same designation as Mahasib which shall cease to exist after promotion/retirement of incumbents at due time, whichever is earlier.</p>
8	Senior Assistant		By promotion from Class-V category "C" (Junior Assistant) from amongst persons having not less than 3 years substantive service in that class and category.
9	Accounts Assistant	-	By Deputation from Finance Department
10	Tracer/Akskar	10+2 with diploma/certificate in relevant trade such as Building Drawing or Surveying and Leveling/ Draftsman/ Surveyor from recognized Institute.	100% by direct Recruitment.
12	GIS Assistant	<p>BE Computer Science/ IT.</p> <p>B Tech Computer/IT/ CSE.</p> <p>Graduate with diploma in GIS/Geo Informatics.</p>	<p>100% by direct Recruitment.</p> <p>Provided the post of Wasil Baqi Nawis shall cease to exist and shall be re-designated as GIS Assistant after promotion/ retirement of incumbents (WBN) at due time, whichever is earlier.</p> <p>Provided that a person appointed by the Direct Recruitment shall undergo and qualify the Foundation Course/ Training Course during the period of probation to be conducted by Revenue Training Institute during the period of probation.</p> <p>However, present incumbents (WBN) shall continue to work in the same designation as WBN which shall cease to exist after</p>

			promotion/retirement of incumbents at due time, whichever is earlier.
13	Junior Assistant	Graduation from any recognized University having not less than speed of 35 words per minute in computer typing.	75% by direct recruitment. 25% by promotion from class IX (Jamadar) and X possessing Matric qualification and having at least 3 years service as such, who qualify Computer type test requiring a minimum speed of 35 words per minute.  Provided that a person appointed by the Direct Recruitment or by promotion shall undergo and qualify the Foundation Course/ Secretariat Assistants Examination/ Training Course during the period of probation.
14	Driver Grade -II Driver Grade-I (Driver Grade-I/Despatch Rider) Chauffer	Minimum Matric Maximum 10+2 having valid HGV/PSV driving license.	90% by direct recruitment. 10% by promotion from class IX and X possessing Matric qualification and having at least 5 years service and having valid LMV/PSV driving license.  After completion of 07 years Substantive Service, as such, as per SRO-297 dated 06.07.2018 of the Transport Department. 30% of the total number of posts of Drivers-II shall be promoted to the Driver-I to the pay Level-4 (25500-81100) and 25% of the total posts of Driver-I shall be promoted to the Chauffeur pay level 6-C (35700-113100) after completion of 7 years of Substantive service as such.
15	Jamadar	-	By promotion from Class X (MTS) having at least 3 years service in that class and category.
16	MTS(Orderly/Process Server/Watcher/Helper)	Minimum Matric and Maximum 10+2	100% by direct recruitment