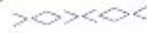


**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR**  
**SERVICES & GENERAL ADMINISTRATION DEPARTMENT**  
**(Regulations Wing)**



"Muzaffarabad"  
August 22, 2017

**NOTIFICATION**

No.S&GAD/R/A-4(446)/2017, P-1. In exercise of the powers conferred by Section 23 of Azad Jammu & Kashmir Civil Servants Act, 1976, the President, Azad Jammu & Kashmir is pleased to make the following rules, namely:-


1. These Rules shall be called the "Azad Jammu & Kashmir Directorate of Women Development Service Rules, 2017."
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 shall be as given in the SCHEDULE annexed.
4. The provisions of The Azad Jammu & Kashmir Civil Servants (Appointment & Conditions of Service) Rules, 1977, shall apply *mutatis mutandis* in addition to the aforesaid department rules.
5. The Azad Jammu & Kashmir Social Welfare & Women Development Department Service Rules, 1993 are hereby repealed.



(Ambreen Asghar)  
Section Officer S&GAD  
(Regulations)

**Copy to:-**

1. The Secretary to the President of Azad Jammu & Kashmir.
2. The Secretary to the Prime Minister, Azad Govt. of the State of Jammu & Kashmir.
3. PSO to the Chief Secretary, Azad Govt. of the State of Jammu & Kashmir.
4. PS to the Additional Chief Secretary (Gen.), Azad Govt. of the State of Jammu & Kashmir.
5. PS to the Secretary S&GAD, Azad Govt. of the State of Jammu & Kashmir.
6. PS to the Secretary Usher & Zakat, Social Welfare & Women Development, Azad Govt. of the State of Jammu & Kashmir.
7. The Senior Additional Secretary S&GAD.
8. All Additional Secretaries S&GAD.
9. The Accountant General, Azad Jammu & Kashmir
10. The Controller Printing Press for publication in extraordinary issue of Official Gazette.
11. The Chief Instructor, Kashmir Institute of Management.
12. System Administrator S&GAD.
13. Master File.

 22/8/2017

Section Officer S&GAD  
(Regulations)

**SCHEDULE**

No.S&GAD/R/A-4(446)/2017, P-I

August 22, 2017

| S.# | Name of the Department                            | Functional Unit                  | Name of Post and Pay Scale          | Appointing Authority | Minimum Qualification for Appointment By                   |           | Method of Recruitment | Age for Initial Recruitment  |      | Examination/ Training and other conditions for confirmation |   |
|-----|---|----------------------------------|-------------------------------------|----------------------|--|-----------|-----------------------|--|------|---|---|
|     |   |                                  |                                     |                      | Initial Recruitment or By Transfer                         | Promotion |                       | Min  | Max. |   |   |
|     |   |                                  |                                     |                      |  |           |                       |  |      |   | 6 |
| 1   | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Director (Women Development) BPS-19 | Prime Minister       |  |           | As per Col.8          |  |      |   |   |
|     |   |                                  |                                     |                      |  |           |                       | i) By promotion on the basis of merit from amongst Deputy Directors BPS-18 already working under the Directorate of Women Development with at least 12 years service in BS-17 and above.<br>ii) If none is available in the functional unit then by promotion from Deputy Directors BS-18 of other functional unit (Social Welfare) of the department.<br>iii) If none is available from the functional units of the department then by transfer of a suitable officers BS-19 from any other Govt. department. |      |   |   |
| 2   | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Deputy Director BPS-18              | Minister In-Charge   |  |           | As per Col.8          |  |      |   |   |
|     |   |                                  |                                     |                      |  |           |                       | By promotion on the basis of seniority-cum fitness from amongst the Assistant Directors BPS-17 under the directorate of Women Development) having at least 5 years service in the Department.  |      |   |   |
| 3   | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Assistant Director BPS-17           | Minister In-Charge   | Master Degree preferably in Social Sciences/Gender Studies |           | Graduation            |  |      |   |   |
|     |   |                                  |                                     |                      |  |           |                       | 18   | 35   |   |   |
|     |   |                                  |                                     |                      |  |           |                       | i) 75% by initial recruitment.<br>ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the officers of BS-16 in Directorate of Women Development with 5 years service as such in the functional unit.   |      |   |   |

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|   |   |                                  |   |                    |  |                                    |   |    |    |  |
|---|---|----------------------------------|---|--------------------|--|------------------------------------|---|----|----|--|
| 4 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Lady Superintendent BPS-16              | Minister In-Charge | Master Degree preferably in Social Sciences/Gender studies   | Graduation                         | i) 90% by promotion on the basis of seniority-cum-fitness from amongst Lady Supervisors/Senior Instructors/Head Mistresses BS-14 having at least 06 years service in the department.<br>ii) 10% by initial recruitment as per Col.6   | 18 | 35 |  |
| 5 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Head Clerk BPS-16                       | Minister In-Charge | -  | Graduation                         | By promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks BPS-14 with 3 years service as such in the functional unit.   | -  | -  |  |
| 6 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Lady Supervisor/ Lady Instructor BPS-14 | Secretary          | Graduate with 2 years diploma from Social Welfare & Women Development Department of AJ&K or any Govt. recognized vocational training Institute or AJK TEVTA. | Intermediate with 2 years diploma. | i) 75% by promotion on the basis of seniority-cum-fitness from amongst the Senior Instructors/Junior Instructors/Headmistresses with 4 years service in BPS-11 having 2 years diploma and 4 years service as such in the functional unit.<br>iii) 25% by initial recruitment as per Col.6 | 18 | 35 |  |

*for*

|   |   |                                  |  |           |  |   |    |    |  |
|---|---|----------------------------------|--|-----------|--|---|----|----|--|
| 7 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Stenographer BPS-14  | Secretary | <p>i. Intermediate.</p> <p>ii. A speed of at least 80/40 w.p.m in English shorthand/typing or a speed of at least 70/40 w.p.m in Urdu shorthand/typing respectively.</p> <p><b>OR</b></p> <p>i. Intermediate.</p> <p>ii. Short course of computer programmes of minimum one year duration in Windows MS Office (MS Word, MS Excel, MS PowerPoint, MS Access etc) and Urdu composing from a recognized institute.</p> <p>iii. Typing speed of at least 40 w.p.m in English or Urdu.</p> | By initial recruitment as per Column No. 6. | 18 | 35 |  |
| 8 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Senior Instructor/ Junior Lady Instructor/ Headmistress BPS-11 | Secretary | <p>i) Intermediate and.</p> <p>ii) 2 years diploma from Directorates of Social Welfare and Women Development or from any Govt. Vocational Institute/ AJK TEVTA of any Govt. Institute.</p>   | By initial recruitment as per Col.6         | 18 | 35 |  |
| 9 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Junior Instructor Electrical BPS-11                            | Secretary | <p>i) Matriculation and;</p> <p>ii) 3 years Electrical Diploma from any recognized Government Institute.</p>   | By initial recruitment as per Col.6         | 18 | 35 |  |

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|    |   |                                  |                           |   |   |              |   |    |    |  |
|----|---|----------------------------------|---------------------------|---|---|--------------|---|----|----|--|
| 10 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Senior Clerk BPS-14       | Secretary                                 |   | As per Col.8 | By promotion on the basis of seniority-eum-fitness from amongst the Junior Clerks BPS-11 with 3 years service in the functional unit. |    |    |  |
| 11 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Junior Clerk BPS-11       | Secretary                                 | i) Graduation and;<br>ii) A speed of 25 w.p.m typing Urdu/ English              |              | By initial recruitment as per col.6   | 18 | 35 |  |
| 12 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Driver BPS-4              | Director                                  | i) Middle<br>ii) P.S.V license holder having three years experience of driving. |              | By initial recruitment as per col.6   | 18 | 35 |  |
| 13 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Naib Qasid/ Colara BPS-01 | Officer BPS-17 of respective jurisdiction | i) Literate and;<br>ii) On the basis of suitability & fitness.                  |              | By initial recruitment as per col.6   | 18 | 35 |  |
| 14 | Usher & Zakat, Social Welfare & Women Development | Directorate of Women Development | Chowkidar BPS-01          | Officer BPS-17 of respective jurisdiction | On the basis of suitability and fitness.  |              | By initial recruitment as per col.6   | 18 | 35 |  |

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