

**GOVERNMENT OF JAMMU AND KASHMIR**  
**DIRECTORATE OF SCHOOL EDUCATION**  
**KASHMIR**

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**Subject:** Placement of eligible Class-IV Employees as I/C Lab. Assistant, I/C Junior Assistants, and I/C Lib. Assistants of District Kupwara.

**ORDER NO:** 1674 -DSEK OF 2015.

**D A T E D:** 02/06/ 2015.

Whereas, due to maximum number of vacancies of different categories of non-teaching posts in different offices/institutions, the work culture of School Education Department has adversely affected, in certain places, the teachers/Class-IV employees have been assigned the non-teaching jobs.

Whereas as per School Education subordinate non-gazetted recruitment rules issued under SRO-308 of 2008 dated: 16/08/2008 a joint seniority of different categories of Class-IV posts viz peon, orderly, Safaiwala, Gardner, Chowkidar, Lab. Bearer, Lib.Bearer Gasman and others have been framed by the Government for promotion to Lab. Assistants, Junior Assistants and Lib.Assistants.

Whereas, the **Chief Education Officer Kupwara** vide his letter No Estt/NT/Prom/Class-IV/6154 dated: 17/06/2014 has furnished a list of 269 qualified Class-IV employees after notifying in print media on 27/01/2014 for promotion/placement of 70 (Seventy) vacancies of Lab. Assistants, Junior Assistants and Library Assistants.

Whereas, a committee was framed vide order No. 1125 DSEK of 2014 dated: 16/08/2014 to ascertain the para-meters and modalities to be adhered for elevation of IV class employees in the Education Department to the cadre of Lab. Assistants, Junior Assistants and Lib.Assistants.

Whereas, the matter of placement of eligible class-IV for elevation as Inchage Junior Assistant on stop-gap arrangement in OPG with the condition of passing of type test was taken up with the Administrative Department vide this Directorate letter No. DSEK/NT/Prom/19/2015/all/1235 dated: 20/03/2015.

Whereas, the Administrative Department vide letter No. Edu-I/83/2015 dated: 15/05/2015 has conveyed agreement to the proposal for making stop-gap arrangement by placement of eligible Class-IV employees in the higher cadre subject to condition that those who benefit from such placement would necessarily clear the type test within six months, failing which the person shall be reverted back and opportunity would be provided to others. This would also apply to those who have been so placed earlier, but have not cleared the type test.

Whereas the committee, in a thread bear discussion and in consultation with concerned Chief Education Officers in a unified consensus deserved the process of the promotion and evolved the following para-meters to be adhered in the process.

- i. Priority have been given to Lab. Assistant owing to the reason that he has a bright promotion prospects than the Junior Assistants. The seniors as per seniority list of Class-IV have been elevated as Lab. Assistants other than having qualification as Adeeb, Second preference in seniority have been given for the slot of Junior Assistants, the third priority have been given for the post of Lib. Assistants.
- ii. Those candidates with Adeeb in Matriculation have been considered only for the post of Junior Assistants, as well as Lib. Assistants.
- iii. The Placement of such cadres to the elevated cadre (Junior Assistant, Lab Assistant, Lib. Assistant ) of such cases where FIR has been lodged under RPC against the promotee figuring in the seniority list be kept in abeyance till the promotee is acquitted of the charges and their quota will remain reserved and seniority would be maintained.
- iv. If the promotee by virtue of seniority falls in reserved category like RBA. ST, SC, ALC and does not fulfilled the norms of eligibility under SRO 308 of 2008 dated; 16/10/2008 and If under the reserved category the candidate is not available. The vacancies of such slot have be utilized at present stage and in the future promotions such utilized posts which have been utilized owing to the non availability of category slot would be given a priority in the future promotion list. The vacuum caused by the non availability of the category candidate been utilized by general candidate.

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Now, in the interest of administration and in order to run the Department smoothly, and subject to ratification by the DPC/Vigilance Clearance, it is hereby ordered that **65 (Sixty-five) Class-IV Employees (i.e. Lab. Assistant=39, Jr.Assistant=21 & Lib.Assistant= 05)** shown in the annexure to this order shall work as stop-gap arrangement purely on temporary basis in their own pay and grade. This order shall not confer any preferential claim in favour of the elevated officials to continue on the post and shall be subject to the superior claim if any, and without prejudice to the out come of the court case if any which may not be within the immediate knowledge of this office. The order is subject to fulfilment of the following conditions:-

1. That if on consequent verification, if any class-IV employee found in-eligible as per SRO-308 of 2008 dated; 16/08/2008 for such placement, this order will not confer any right to him/her and placement shall liable to be rescinded in that case abinitio.
2. That it will be the personal responsibility of the CEO/DDO to verify the particulars of the Class-IV employee as indicated in the annexure of this order with reference to their original service records/ appointment order/Qualification certificates/testimonials and will ensure that the particulars recorded against each official are correct, variation if any found should be brought to the notice of this Directorate for clarification/further instructions till then the benefit of placement shall not be allowed in his/her favour.
3. That the official must necessarily be holding genuine appointment on substantive basis and un-interrupted service, and shall not be involved in fake, fraud, adhoc, migrant, Contractual appointments and are not subject to any criminal proceedings departmental/VOK.
4. That the placement order in respect of reserved category aspirants shall be allowed only after production/verification of original category certificate issued by the competent authority. The verification with regard to the genuiness of appointment/ qualification certificate/category certificate (if any) be got done by the CEO/DDO from the concerned issuing authority.
5. The placement of the officials shall be without prejudice to the superior claim if any.
6. Certificate to the effect that Incharge Promotee has not indulged in any immoral act /subversive activities and DDO where they have been working,must furnish the said certificate authenticating that the work and conduct of the official has remained satisfactory during working as IV-Class employee.
7. The placement of such officials shall be confirmed by DPC (Departmental Promotion Committee) after fulfilling all requisite parameters.
8. The officials placed as I/C Jr. Assistants shall be required to appear in the type test on Computer Key Board and shall have to qualify the test with a speed of 25 words per minute within a period of 06 months, failing which their placement order shall be withdrawn abinitio giving chance to others in merit.
9. The officials placed as Incharge Library Assistants are required to qualify the certificate course in Library Science as required in terms of SRO-308 of 2008 dated; 16/10/2008. Those who could not qualify the same they shall be reverted back to their original post.
10. The posts sanctioned under RMSA shall in no case be utilized for the elevated officials and neither such posts should be accounted for as vacancy for determination of Rota Quota


Sd/-

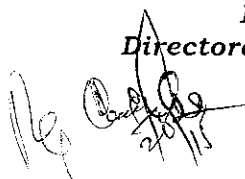
Director School Education  
Kashmir

Dated: 02/06/2015

NO: DSEK/NT/Prom/19/2014/Kup/1005-86  
Copy to the:

1. Commissioner Secretary to Government Education Department Civil Secretariat Srinagar for information.
2. Chief Education Officer Kupwara for information with the instructions that the order shall not be implemented unless the work and conduct of the promotee is ascertained from the DDO concerned and simultaneously the other explicit conditions as laid down in the aforesaid order or fulfilled. The adjustment of the promotees against the clear vacancies be made without involving transfers.
3. Stock files/order file.

  
Personnel Officer  
Directorate of School Education,  
Kashmir

  
20/11/15

Annexure to order No. 1674 DSEK of 2015 dated: \_\_\_\_\_

S/No	S.No of CEO's list	Name	Designation	Place of posting	Matric	D.O. B	Date of Apptt.	Roster Point	Catgory	Placed as Incharge
1	1	Gh Mohi-u-din Shiekh	Peon	BHSS Lonehari	Matric	18/12/1957	03/04/1978	1	OM	Lab.Assistant
2	6	Gh.Rubani Wani	Peon	BHSS Keran	Matric	14/02/1960	01/10/1980	2	OM	Lab.Assistant
3	Migrant	Radha Krishan Koul	Peon	CAO Migrant Cell	Matric	02/01/1966	24/10/1981	3	OM	Lab.Assistant
4	7	Roshan-u-din Gujar	Peon	BHS Chamkote	Matric	20/04/1964	01/02/1988	5	ST	Lab.Assistant
5	2	Gh Mohi-udin Wani	Chowkidar	BHSS Langate	Matric	18/04/1958	01/04/1982	7	OM	Lab.Assistant
6	4	Saif-udin Shiekh	Peon	BHSS Tarathpora	Matric	05/08/1962	29/01/1985	8	OM	Lab.Assistant
7	Migrant	Dileep Kumar Panditha	Peon	CAO Migrant Cell	Matric	02/07/1965	01/07/1985	9	OM	Lab.Assistant
8	73	Bashir Ahmad Gojeri	Peon	BHS Chogal	10+2	01/03/1982	01/10/2001	10	Social Caste	Lab.Assistant
9	5	Gh Mohiudin Dave	Gardner	BHS Dohama	Matric	01/02/1968	01/02/1986	11	OM	Lab.Assistant
10	8	Mohd Amin Dur	Lab Bearer	BHS Wadipora	Matric	01/03/1968	01/02/1988	12	OM	Lab.Assistant
11	9	Mohd Mashooq Mir	Peon	BHSS Ashipora	Matric	13/08/1958	05/03/1988	13	OM	Lab.Assistant
12	11	Ab Ganu Shiekh	Peon	BMS Qalambad	Matric (Adeeb)	01/01/1966	30/04/1988	14	RBA	Lib.Assistant
13	10	Mohd Iqbal Shah	Gardner	BHSS Unisoo	10+2	01/01/1966	04/04/1988	15	OM	Lab.Assistant
14	12	Gh Nabi Gojree	Peon	BHS Lokipora	Matric (Adeeb)	03/03/1967	30/04/1988	16	OM	Lib.Assistant

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Annexure to order No. \_\_\_\_\_ DSEK of 2015 dated: \_\_\_\_\_

15	13	Mohd Ashraf Bhat	Chowkidar	BHS Lokipora	Matric (Adeeb)	05/08/1967	04/07/1988	17	OM	Lib.Assistant
16	14	Bashir Ahmad Masoodi	Peon	Zone langate	Matric	16/09/1962	01/11/1988	18	OM	Lab.Assistant
17	Migrant	Valanty Kumari	Peon	CAO Migrant Cell	Matric	05/05/1966	01/11/1988	19	OM	Lab.Assistant
18	84	Gulshan Jan	Peon	BHSS Dudi Machil	10+2	11/02/1982	29/04/2003	20	ALC	Lab.Assistant
19	15	Ab Rashid bhat	Peon	ZEO Mawer	Matric (Adeeb)	12/05/1967	01/11/1988	21	OM	Lib.Assistant
20	Migrant	Sunil Pandit	Lab Bearer	CAO Migrant Cell	Matric	04/11/1968	02/11/1988	22	OM	Lab.Assistant
21	16	Mehmooda Bano	Peon	GHSS Langate	Matric (Adeeb)	16/09/1963	18/03/1989	23	OM	Lib.Assistant
22	17	Lal Din	Safiwala	ZEO Tangdar	Matric (Adeeb)	14/06/1966	02/09/1989	24	RBA	Jr.Assitant
23	22	Bashir Ahmad Khan	Peon	ZEO Sogam	Matric	12/04/1958	01/07/1990	25	ST	Lab.Assistant
24	19	Nazir Ahmad Pr	Peon	BHSS Kupwara	10+2	01/08/1973	06/06/1990	26	OM	Lab.Assistant
25	20	Farooq Ahmad Masoodi	Peon	BMS Kupwara	10+2	05/01/1969	23/06/1990	27	OM	Lab.Assistant
26	21	Gh Rasool Shah	Peon	BMS Pethpora Trehgam	Matric	02/12/1959	25/06/1990	28	OM	Lab.Assistant
27	23	Shabir Ahmad Malik	Peon	BHS Kunan	Matric	28/09/1971	16/07/1990	29	OM	Lab.Assistant
28	25	Mohd Amin Mir	Safiwala	BHSS Ashipora	Matric (Adeeb)	10/07/1967	28/05/1991	30	OM	Jr.Assitant
29	27	Gh Nabi Dar	Safiwala	CEO Kupwara	Matric	03/04/1971	01/06/1991	32	OM	Lab.Assistant

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Annexure to order No. \_\_\_\_\_ DSEK of 2015 dated: \_\_\_\_\_

30	28	Khazir Mohd Bhat	Lab Bearer	BHSS Sogam	Matric	07/06/1959	15/06/1991	33	OM	Lab.Assistant
31	30	Gh Nabi Shah	Chowkid ar	BHS Reddi	Matric (Adeeb)	11/04/1960	04/05/1992	34	RBA	Jr.Assitant
32	29	Mohd Ramzan Ganine	Safiwala	BHSS Zachaldara	Matric (Adeeb)	01/04/1960	04/05/1992	35	OM	Jr.Assitant
33	31	Nazir Ahmad Lone	Chowkid ar	BHSS Kandi Khass	Matric	01/04/1963	07/05/1992	36	OM	Lab.Assistant
34	32	Mohd Lateef War	Chowkid ar	BHS Magam	Matric	01/11/1960	09/05/1992	37	OM	Lab.Assistant
35	33	Gh Nabi Sofi	Peon	BHSS Trehgam	Matric	08/04/1964	11/05/1992	38	OM	Lab.Assistant
36	34	Asha Bano	Safiwala	BHSS karihama	Matric	11/10/1973	20/10/1992	39	OM	Lab.Assistant
37	35	Mohd Ashraf Bhat	Peon	ZEO Trehgam	Matric	15/04/1972	04/11/1992	40	OM	Lab.Assistant
38	36	Ab Jabar Magery	Peon	ZEO Handwara	Matric	01/05/1971	14/03/1993	41	OM	Lab.Assistant
39	37	Zahoor Ahmad Lone	Peon	ZEO Kralpora	Matric	01/12/1975	31/03/1993	42	Gen / RBA	Lab.Assistant
40	38	Amina Bano	Peon	BHS Dardpora	10+2	01/01/1969	22/06/1994	43	Gen / RBA	Lab.Assistant
41	48	Fahmeeda Bano	Peon	GMS Kandi Handwara	Matric	16/03/1977	02/09/1997	44	RBA	Lab.Assistant
42	90	Shahnaza Qurashi	Peon	GHSS Kupwara	Matric	05/02/1980	13/05/2003	45	ST	Lab.Assistant
43	39	Mohd Abdullah Dar	Safiwala	BHS Phurupeth	Matric	04/03/1963	23/07/1994	46	OM	Lab.Assistant
44	40	Ab Khaliq Malik	Gardner	BHSS Lone Han	Matric	18/02/1966	23/07/1994	47	OM	Lab.Assistant
45	41	Ab Majeed Rather	Peon	BHSS Warsun	Matric	01/02/1974	23/07/1994	48	OM	Lab.Assistant

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Annexure to order No. \_\_\_\_\_ DSEK of 2015 dated:

46	42	Ab Ahad Fathar	Peon	BHS Macznar	Matric	01/05/1974	23/07/1994	49	OM	Lab. Assitant
47	43	Ashiq Hussian Mir	Peon	GHSS Langate	Matric	25/07/1974	23/07/1994	50	OM	Lab. Assitant
48	44	Naseema Akther	Lab Bearer	BHSS Lalpora	Matric	05/05/1977	20/10/1994	51	OM	Lab. Assitant
49	45	Fatema Bagam	Peon	BHS Trehgam	Matric	17/02/1962	01/08/1995	52	OM	Jr. Assitant
50	46	Shabir Ahmad Akoon	Chowkid ar	BHS Punzwa	Matric	17/02/1977	01/01/1997	53	OM	Jr. Assitant
51	47	Gh Mohd Mir	Chowkid ar	CEO Kupwara	Matric	06/04/1974	12/01/1997	54	OM	Jr. Assitant
52	49	Ab Rashid Lone	Peon	BHSS Kalaroose	10+2	20/02/1976	27/11/1997	55	RBA	Jr. Assitant
53	50	Shaheena Akther	Lab Bearer	GHSS Sogam	Matric	25/03/1978	01/12/1997	57	OM	Jr. Assitant
54	51	Zahoor Ahmad Bhat	Lab Bearer	BHSS Zachaldara	Matric (Adeeb)	02/09/1978	04/12/1997	58	OM	Jr. Assitant
55	52	Gulshan Ara	Lab Bearer	BHSS Hatmulla	Matric	01/02/1978	06/12/1997	59	OM	Jr. Assitant
56	53	Mumtaza Rashid	Lab Bearer	BHSS Hatmulla	Matric	15/02/1978	06/12/1997	60	OM	Jr. Assitant
57	54	Shaheena Akhter	Lab Bearer	BHS Lokipora	Matric	11/12/1974	12/12/1997	61	OM	Jr. Assitant
58	55	Qamir Mir	Peon	BHS Tangdar	Matric	15/04/1967	01/01/1998	62	Gen / RBA	Jr. Assitant
59	56	Shaheena Akhter	Lab Bearer	GHSS Langate	Matric	04/03/1980	07/01/1998	63	OM	Jr. Assitant
60	57	Ab Ahad Mir	Lab Bearer	BHS Nichyan	Matric	08/12/1961	13/01/1998	64	Gen / RBA	Jr. Assitant
61	102	Mohd Sadeeq Chachi	Peon	GHSS Tangdar	Matric	07/01/1984	01/09/2004	65	ST	Jr. Assitant

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Annexure to order No.

DSEK of 2015 dated:


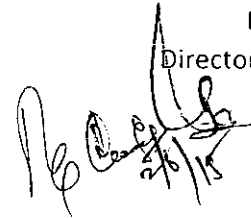
62	57	Mona Farooq Maldiyal	Lab Bearer	BHSS Kandi Karnah	Matric	13/12/1961	12/08/1996	66	RBA	Jr. Assitant
63	58	Refa Jan	Safiwala	BHSS Taratpora	Matric	01/05/1977	27/01/1998	67	OM	Jr. Assitant
64	59	Ashiq Hussain Mir	Peon	BHSS Maindan pora	10+2	20/11/1977	05/05/1998	68	OM	Jr. Assitant
65	60	Saleema Akhter	Gasman	BHSS Handwara	Matric	04/03/1966	06/05/1998	69	OM	Jr. Assitant

Sd/-

Director School Education  
Kashmir

Personnel Officer

Directorate of School Education  
Kashmir

  
  
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