

Government of Jammu and Kashmir
School Education Department
J&K Civil Secretariat, Jammu/Kashmir

Subject: - Time line for processing of selection/wait list(s).

Circular No. 11 -Edu of 2021
Dated 23.09.2021

Rule 14(5) and (7) of Jammu and Kashmir Civil Services Decentralization and Recruitment Rules, 2010 provides as under:-

"(5) The select list shall remain in force for a period of one year from the date the select list is sent to the requisitioning authority"

(7)..... The waiting list shall remain in force for a period of one year from the date the original selection list is sent to the requisitioning authority"

The aforementioned clause(s) of the Jammu and Kashmir Civil Services Decentralization and Recruitment Rules, 2010 have been amended vide SRO-60 dated 02.02.2018, which provides as under:-

"(i). In rule 14, after sub-rule (5) the following shall be added as a proviso:-

"provided that the validity period of one year of the select list of those selectees whose recommendation/selection is kept withheld by the recruiting agency shall be reckoned from the date of release of their recommendation"

(ii). after sub-rule (7) the following shall be added as a proviso:-

"provided that the validity period of one year of the waiting list of those selectees whose recommendation/selection is kept withheld by the recruiting agency shall be reckoned from the date of release of their recommendation"

Besides, vide Circular No. 38-JK(GAD) of 2020 dated 24.12.2020, No. 23-JK (GAD) of 2021 dated 16.07.2021 and No. 27-JK (GAD) of 2021 dated 10.08.2021, necessary instructions has already been issued by the General Administration Department regarding operation of select/wait list.

In spite of these statutory requirements to conclude the selection process in a time bound manner, it has been observed that procedural delay is taking place at the level of subordinate offices of the School Education Department in the process of operationalization of selection/wait list (issuance/cancellation of appointment order) due to which, the selection/wait list expires/loses its validity.

Accordingly, a time line has been fixed for processing the selection/wait list as received from recruiting/selection agencies in the following manner:-

A	At the level of Administrative Department	Maximum one month from the date of receipt of selection.
B	At the level of Directorate(s)	Maximum one month from the date of receipt of approval of the Administrative Department.

C	At the level of Chief Education Officer(s).	Maximum two months from the date of receipt of approval/recommendation of the concerned Directorate. (i) Appointment orders will be compulsorily issued in all cases and their non-joining will be considered from date of issuance of appointment order. (ii) During this period, appointment orders issuance, joining of candidates, non joining of candidates, cancellation of appointment orders and subsequently submission of list of non-joining candidates alongwith next meritorious waiting list candidates with recommendation for operation of wait list strictly in light of the instructions issued by the GAD from time to time .
D	Directorate Level of non-joining	Within one month from the date after receipt of list from CEOs regarding non-joining candidates.
E	Administrative Department	Conveying approval to the respective Directorates for operation of wait list within one month .
F	Directorate Level	Implement approval of the Administrative Department for operation of waiting list within a period of 15 days .
G	Chief Education Officer(s)	Issue appointment orders in respect of waiting list candidates as approved by the Administrative Department and conveyed by the respective Directorates within a period of 15 days .

It is, therefore, impressed upon the Director School Education, Jammu/Kashmir and all Chief Education Officer(s) of the J&K UT to adhere the instructions issued by the General Administration Department on the subject matter as well as above mentioned time line in letter and spirit, so that the selection process could be completed within stipulated time avoiding re-validation process.

Sd/-

(B.K Singh)

Principal Secretary to Government
School Education Department

Dated **23.09.2021**

No.Edu-NG J/70/2021-01

Copy to the:-

1. Director School Education, Jammu/Kashmir.
2. All Chief Education Officer(s).
3. Pvt. Secretary to Principal Secretary to Government, School Education Department.
4. I/c website.
5. Circular file (w.2.s.c).


(Mukhtar Ahmad)JKAS

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School Education Department

