

UNIVERSITY OF KASHMIR  
Hazratbal, Srinagar

ORDER

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Pursuant to the University Council resolution dated 20-04-2012, sanction is accorded to the prescription of Three Tier Career Advancement Scheme in place of existing Two Tier Career Advancement Scheme for the Ministerial & Secretarial cadres with 3<sup>rd</sup> step after having put in 10 years service (total service of 27 years) as given in Annexure.

By Order,

*[Signature]*  
Assistant Registrar  
General Administration  
*[Signature]*

No.F(Three Tier.-Gen.Admin)KU/12

Dated:- July 12, 2012

Copy to the:-

- Dean, Academic Affairs;
- Dean, College Development Council;
- Deans of all Faculties;
- Dean, Students Welfare;
- Director, Directorate of Internal Quality Assurance;
- Director, IT&SS;
- Directors of various Research Centres/Units/Institutes;
- Director, Institute of Kashmir Studies;
- I/C Director, Convocation Complex;
- I/C Director, South Campus / North Campus;
- Heads of all Teaching Departments;
- Controller of Examinations;
- Librarian, Allama Iqbal Library;
- Coordinator, Women's Studies Centre
- Provost/Chief Proctor/Chief Security Officer;
- Programme Coordinator, Geo-informatics;
- Special Secretary to Vice-Chancellor;
- Officer Incharge, U.L.D;
- Officer on Special Duty, Sub-Office Jammu;
- Chief Editor, Panorama;
- All Officers of the University;
- Deputy Registrar, Accounts;
- Assistant Registrar, Public Relations;
- President, KUMSA / KUTA / KUOA;
- P.S. to Registrar;
- Sr. P.A. to Controller of Examinations;
- File.
- Master File.

		P.B. 20200 with G.P. of Rs.2400/-	P.B. 34800 with G.P. of Rs.4200/-	P.B. 20200 upto Rs.4200/- upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	
2.	P.A.	Rs.5000-8000 / Rs.5500-9000 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.4200/-	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	Rs.8000-13500 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.5400/-	Rs.10000-15200 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.6600
3.	Sr. P.A.	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	Rs.8000-13500 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.5400/-	Rs.10000-15200 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.6600	Rs.12000-18300 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.7600

**FIRS UPWARD MOVEMENT:-**

- (i) Employees (Junior Assistants, Senior Assistants, Head Assistants & Section Officers/ Steno-typists, P.A.'s and Sr. P.A.s) who have completed 08 years of consistently satisfactory service in one grade/ cadre in substantive capacity as on 12-07-1996 or there after shall be eligible for placement in the Senior Scale (1<sup>st</sup> step) in their respective cadre.
- (ii) Employees (Junior Assistants, Senior Assistants, Head Assistants & Section Officers / Steno-Typists, Pa.'s & Sr.P.A.'s) who have benefitted under First Upward Movement promotion under One Time Career Advancement Scheme shall not be eligible for First Upward Movement / Grade promotion under this scheme.

**SECOND UPWARD MOVEMENT:-**

- (iii) Employees (Junior Assistants, Senior Assistants, Head Assistants & Section Officers/ Steno-typists, P.A.'s and Sr. P.A.s) with atleast 09 years service in the senior scale shall be eligible for placement in selection scale (2<sup>nd</sup> step) prescribed in their respective category / cadre.
- (iv) Selection scale granted (after 10 years) to the employees (Junior Assistants, Senior Assistants, Head Assistants & Section Officers/ Steno-typists, P.A.'s and Sr. P.A.s) under One Time Career Advancement Scheme shall be treated as Senior Scales (1<sup>st</sup> step) and such employees shall be eligible for Second Upward Movement on

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**THIRD UPWARD MOVEMENT:-**

- (v) Employees (Junior Assistants, Senior Assistants, Head Assistants & Section Officers/ Steno-typists, P.A.'s and Sr. P.A.s) who have put in atleast 10 years service in selection scale (2<sup>nd</sup> step) shall be eligible for placement in 3<sup>rd</sup> step prescribed in their respective category/cadre.
- (vi) The employees placed in the 1<sup>st</sup> step/2<sup>nd</sup> step / 3<sup>rd</sup> step under this scheme shall continue to hold their existing designation till such time they are promoted against the higher post in their respective categories. In that case, their designation shall be changed and 1<sup>st</sup> Step / 2<sup>nd</sup> Step / 3<sup>rd</sup> Step held by them in their personal capacities declared substantive from the date of such promotion.
- (vii) Pay of the employees placed in the 1<sup>st</sup> Step / 2<sup>nd</sup> Step / 3<sup>rd</sup> Step shall be fixed under the provisions of Article 77B of the J&K CSR/SRO dated 15-04-2009.
- (viii) The incumbents placed in the 1<sup>st</sup> Step / 2<sup>nd</sup> Step / 3<sup>rd</sup> Step under the Scheme shall be eligible to exercise option to avail of the First Upward Movement / Second Upward Movement / Third Upward Movement benefit from the date of placement in the 1<sup>st</sup> Step / 2<sup>nd</sup> Step / 3<sup>rd</sup> Step as the case may be or defer the said benefit to subsequent date following the date of next / annual increment in the initial pay scale / 1<sup>st</sup> Step / 2<sup>nd</sup> Step / 3<sup>rd</sup> Step. Such incumbents shall communicate their option in writing to the Administration within a period of one month from the date of issuance of the order for First Upward Movement / Second Upward Movement / Third Upward Movement. The option once exercised shall be treated as final.

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## ANNEXURE

Three Tier Career Advancement Scheme for Ministerial & Secretarial Cadre (viz J.A.'s, S.A.'s, H.A.'s, S.O.'s / Steno-Typists, P.A.'s) as approved by the University Council at its meeting held on 09-09-2011.


The Scheme shall be operative from July 12, 1996.

The pay scales for various categories of Ministerial / Secretarial staff cadre shall be the same as prescribed for next higher post in their respective categories as indicated against each below:-

S.No.	Category	Initial Scale	1 <sup>st</sup> Step	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step
	For already placed under OTCAS		After 10 years	After 07 years	After 10 years
	For Fresh		After 08 years	After 09 years	After 10 years

### MINISTERIAL CADRES

1.	Junior Assistant	Rs.3050-4590 Revised w.e.f. 01-01-06 to P.B. 5200-20200 with G.P. of Rs.1900/-	Rs.4000-6000 Revised w.e.f. 01-01-06 to P.B. 5200-20200 with G.P. of Rs.2400/-	Rs.5000-8000 / Rs.5500-9000 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.4200/-	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010
2.	Senior Assistant	Rs.4000-6000 Revised w.e.f. 01-01-06 to P.B. 5200-20200 with G.P. of Rs.2400/-	Rs.5000-8000 / Rs.5500-9000 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.4200	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	Rs.8000-13500 revised w.e.f. 01-01-06 to P.B. Rs.15600-39100 with G.P. of Rs.5400/-
3.	Head Assistant	Rs.5000-8000 / Rs.5500-9000 revised w.e.f. 01-01-06 to P.B. 9300-34800 with G.P. of Rs.4200	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	Rs.8000-13500 revised w.e.f. 01-01-06 to P.B. Rs.15600-39100 with G.P. of Rs.5400/-	Rs.10000-15200 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.6600
4.	Section Officer	Rs.6500-10500 revised w.e.f. 01-01-06 to P.B. Rs.9300-34800 with G.P. of Rs.4200 upto 20-12-2010 and Rs.4600/- w.e.f. 21-12-2010	Rs.8000-13500 revised w.e.f. 01-01-06 to P.B. Rs.15600-39100 with G.P. of Rs.5400/-	Rs.10000-15200 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.6600	Rs.12000-18300 revised w.e.f. 01-01-06 to P.B. 15600-39100 with G.P. of Rs.7600

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