



Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service), Bye Laws, 1996

In exercise of the powers conferred by section 24 of the Jammu and Kashmir, Shri Mata Vaishno Devi Shrine Act, 1988 (Act No. XVI of 1988) and all other powers here-unto enabling, Shri Mata Vaishno Devi Shrine Board hereby makes the following Bye-Laws namely:-

1. Short title and commencement and application:

- (i) These Bye Laws may be called as Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service), Bye Laws, 1996.
- (ii) They shall come into force at once.
- (iii) They shall be applicable to both Regular (Graded) and Term Employees engaged by the Board, unless specified otherwise, in a particular context.
- (iv) These Bye Laws shall not apply to persons employed on special contracts to the extent that terms and conditions of such contracts are inconsistent with provisions of these Bye Laws.

Providing that nothing contained in these Bye Laws shall apply to any person who is not an employee of the Board

2. Definitions:

- (i) In these bye-laws, unless the context otherwise requires:
 - a) “**Act**” means the Jammu and Kashmir, Shri Mata Vaishno Devi Shrine Act 1988 (Act No. XVI of 1988).
 - b) “**Appointing Authority**” means the Board or the authority specified in schedule III appended to these bye-laws.
 - c) “**Chairman**” means the Chairman of Shri Mata Vaishno Devi Shrine Board or the authority specified in Schedule-III appended to these Bye Laws.
 - d) “**Board**” means Shri Mata Vaishno Devi Shrine Board constituted under Shri Mata Vaishno Devi Shrine Board Act, 1988.
 - e) “**Chief Executive Officer**” means Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board.
 - f) “**Addl. Chief Executive Officer**” means Additional Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board.



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- g) **“Dy. Chief Executive Officer”** means Deputy Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board.
- h) **“Employee of the Board”** means any person appointed to any service in connection with the affairs of the Board.
- i) **“Term Employee of the Board”** means any person appointed to any service through regular recruitment process, in connection with affairs of the Board, for a specific period
- j) **“Permanent Post”** means a post created by the Board on permanent basis under Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service) Bye-Laws, 1996.
- k) **“Promotion”** means the appointment of a member of the service in any category or grade to a higher category or grade of service.
- l) **“Service”** means Shri Mata Vaishno Devi Shrine Board Service constituted under Clause (3) of these Bye-Laws.
- m) **“Pay”** excludes allowances.
- n) **“Temporary Post”** means a post created for a specified period.
- o) **“Disciplinary Authority”** means any authority specified in the schedule III appended to these Bye Laws and competent to impose any of the penalties specified in the Bye-Laws.
- p) **“Competent Authority”** means the Authority empowered by the Board to discharge the functions to exercise powers specified in the Bye-Laws or order related to.
- (ii) The words and expressions used in these bye laws but not defined therein, shall have the same meaning as assigned to them in the Jammu and Kashmir Shri Mata Vaishno Devi Shrine Act, 1988.

3. Constitution of the Service/strength and composition of the Service:-

- (i) From the date of commencement of these bye laws, there shall be constituted Shri Mata Vaishno Devi Shrine Board Services.
- (ii) For purposes of initial constitution of service, the persons appointed before the commencement of these Bye Laws shall be deemed to have been appointed to the service under these bye laws.
- (iii) The strength of service and the nature and number of posts included therein shall be determined by the Board from time to time and shall at the initial constitution of the service, be such as specified in the Schedule – I annexed to these Bye Laws

4. Classification of Service:

The posts in the Board shall be classified as follows:-



All posts with a fixed pay of or on Pay Levels	classification
Level-15 (52700-166700) – “Pre-revised PB-2 9300-34800 with GP ₹ 5400/-“ and above.	Group – A
Level-10 (35800-113200) – “pre-revised PB-2 9300-34800 with GP ₹ 4260/- and above but less than Level-15 (52700-166700) – “pre-revised PB-2 9300-34800 with GP ₹ 5400/-“	Group-B
Less than Level-10 (35800-113200) – “pre-revised PB-2 9300-34800 with GP ₹ 4260/-“	Group – C

5. General conditions of appointment:

The following general conditions shall apply to all appointments to the service of the Board:-

- a) All appointments made to Shri Mata Vaishno Devi Shrine Board shall be made in accordance with the procedure laid down under Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service) Bye-Laws, 1996 and shall be subject to such amendments and others changes to the service conditions as may be laid down in this regard from time to time.
- b) No person shall be eligible for initial appointment unless he has attained the age of 18 years and is not more than 40 years except for Ex-servicemen in whose case maximum age will be 45 years. The retirees from Govt. Service/ Shrine Board shall continue in service upto 65 years of age or for 05 years, whichever is earlier, subject to the good performance
- c) No person shall be initially appointed unless he has been certified by a qualified Registered Medical Officer not below the rank of Assistant Surgeon of a Government Hospital/ Shri Mata Vaishno Devi Narayana Superspecialty Hospital, Kakryal to be of sound constitution and medically fit to discharge his/ her duties.
- d) No person shall be eligible for appointment unless he/ she produces a character certificate from a Revenue Officer not below the rank of a Tehsildar within whose jurisdiction he/ she resides or the Superintendent of Police of the District concerned.
- e) Without prejudice to the generality of these provisions, no person shall be appointed unless the appointing authority is satisfied that the person is fit for the appointment in all respects.

Explanation:

Unless the appointing authority otherwise directs, the application of this provision shall be limited to regular appointments by direct recruitment.



6. Qualification and method of recruitment:

- (i) No person shall be eligible for appointment or promotion to any post in the service unless he possesses the qualifications as laid down against each post in schedule II annexed to these bye laws.
- (ii) Appointment to the service shall be made:-
 - a) by direct recruitment
 - b) by promotion; and
 - c) by deputation

In the manner and ratio mentioned against each post in Schedule – II

- (iii) A person who is already a member of the service may apply for direct recruitment if he/ she possesses the requisite qualification prescribed for the post. In case, he/ she is selected his/ her service shall be treated as fresh appointment. The pay and terminal benefits of the employee shall be protected on the analogy of service rules of J&K Govt.

7. Direct Recruitment:

- (i) All posts to be filled up by direct recruitment shall be referred to a Selection Committee constituted under these Bye Laws.
- (ii) The Selection Committee in respect of such requisition, shall, invite applications for eligible candidates through public notice and hold such examination and interviews, as may be prescribed.
- (iii) The Selection Committee shall prepare a select list in the order of merit and submit it to the appointing authority with its recommendations.
- (iv) The select list shall be valid for a period of one year unless extended by the appointing authority for a further period which shall not exceed six months.

7-A Regular Pay Structure Employee:-

A Term Employee who has rendered 03 years or more service as on 1st January / 1st July of every year shall be migrated to Regular (Graded) Pay Structure subject to the following:

- (i) The integrity of the employees should be above board.
- (ii) The employee under assessment shall have to be medically fit. Medical fitness shall be assessed by a Medical Board of SMVDNSH, Kakryal or a Medical Board constituted by Chief Executive Officer for the purpose.
- (iii) Regular pay structure to an employee shall be permissible only after determination/evaluation of the merit of such employee on the basis of following criteria:

- a. Marks for annual performance report for 3 years: 15 Marks



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Excellent / Outstanding	–	5
Very Good	–	4
Good	–	3
Average	–	2
Un-satisfactory (05 marks for each year)	–	1
b. Performance at the Interview:		10 Marks
c. General conduct / reputation :		05 Marks
Total	:	30 Marks

- (iv) For a Term employee to migrate to regular pay structure, it shall be mandatory to score at least 09 marks towards APRs and 18 marks out of maximum of 30 marks.
- (v) Subject to satisfaction of eligibility and basic merit duly evaluated by the screening committee, an employee shall be eligible for appointment to the Regular (Graded) Pay Structure for the relevant post, as per Schedule-I (Category "A", "B", "C", "D" & "E") & Schedule –II based on recommendations of selection/screening committee, prescribed above.

8. Selection Committees:

For making selection to different posts included in the service, the following selection committees shall be constituted:

- a) For Group A posts, the Selection Committee shall be comprised of two members of the Board to be nominated by the Chairman and Chief Executive Officer who shall act as Member Secretary of the Committee.
- b) For Group B posts, the Selection Committee shall comprise of a member of the Board to be nominated by the Chairman, Chief Executive Officer and Addl. Chief Executive Officer (Incharge Personnel) as Member Secretary of the Committee.
- c) For Group C posts, the Selection Committee shall comprise of Addl. Chief Executive Officer (Incharge HRD), Dy. Chief Executive Officer (HRD) and one Dy. Chief Executive Officer (to be nominated by the Chief Executive Officer) with Dy. Chief Executive Officer (HRD) acting as Member Secretary of the committee provided that the Chief Executive Officer in the emergent cases, may make temporary arrangement for a period of six months or until selection is made in terms of clause 8(c), whichever is earlier.

The Selection Committees shall also be the Departmental Promotion Committee for respective cadres.

Provided that the CEO or Addl. CEO (Incharge Personnel) is authorized to co-opt an Expert (if needed) in the selection process.



9. Pay and other emoluments:

The members of service shall be entitled to such pay and other emoluments as may be determined by the Board from time to time.

- a) Pay/emoluments on Migration from Term Employment to Regular Graded Pay Scale employee:

On migration from Term Employment to Regular Graded Pay Structure after satisfactory completion of qualifying service as determined by the Board from time to time, the employee shall be transited in the same pay and scale (including Dearness allowance and other permissible allowances).

- b) Pay/emoluments for Muster Roll Workers "SKC" to Regular Graded Pay Scale:

The Pay/Emoluments of the Muster Roll Worker (SKCs) migrated in Regular (Graded) pay scale after satisfactory completion of qualifying service as determined by the Board from time to time, shall be fixed in the minimum of the concerned Pay Scale and other applicable allowances.

- c) The retirees from Govt. service/ Shrine Board shall be entitled to consolidated emoluments without any annual increment, which shall in no case exceed the minimum salary (i.e. Basic Pay & DA only) in the respective Group of that Post. Such reemployed retirees shall not be entitled to any other monetary benefits.

10. Probation:

- (i) Every person on first appointment to any post in the Board shall be required to be on probation for a period of two years from the date of appointment.
- (ii) The appointing authority may, however, extend the period of probation by a further period not exceeding one year.

Explanation:

The probationer shall not be considered to have satisfactorily completed the probation period unless specific declaration is made to that effect and order of confirmation is passed in favour of the person so appointed on probation by the competent authority. In case of any delay in issuing the declaration that the probationer has satisfactorily completed the period of probation and/or the order of the confirmation, probationer shall not be deemed to have satisfactorily completed his probation or to have been confirmed.

- (iii) During the period of probation an employee directly recruited shall be liable to be discharged from services without assigning any reason by giving him a notice of 30 days or pay and allowances in lieu thereof.
- (iv) An employee temporarily promoted from a lower post to a higher post shall be liable to be reverted to the lower post without notice and without assigning any reason.



11. Confirmation:

An employee who has satisfactorily completed his probation in any post may thereafter be confirmed.

12. Transfer:

The Chief Executive Officer or the Officer(s) to whom such powers have been delegated shall, in the interest of administration, be the authority to transfer any employee of the Board.

13. Promotions:

Promotions of Regular (Graded) employees shall be made on the basis of merit and suitability/ seniority. The concerned Selection Committee constituted under Clause 8 of Bye Laws, shall adopt following procedure:

- (i) The eligible employees shall be kept in a panel in the ratio of 1:3 (that is for every single promotion, top three eligible employees in the order of seniority shall constitute a panel).
- (ii) The Selection Committee shall evaluate the performance of employees in the promotion panel on following parameters and submit its recommendation to the Competent Authority:
 - i. APR of preceding 05 years.
 - ii. General Conduct/ reputation.
 - iii. The purpose of the performance review shall be assessing the suitability of the employee for promotion to the next post. With a view to ensure the objectivity in assessment, the performance of every employee shall be evaluated on a scale of 40 marks as under:

Particulars	Marks	Minimum qualifying score
Outstanding/ Excellent (05 Marks)	25	15
Very Good (4 Marks)		
Good (03 Marks)		
Average (02 Marks)		
Un-Satisfactory (01 Mark)		
Peer Group Assessment (Outstanding:5, Very Good:4, Good:3, Average:2, Unsatisfactory:01)	05 (Through immediate Controlling Officer)	03
General Conduct/ reputation	10 (To be assessed by the concerned DPC)	6
Total	40	24

- iv. An employee would need to secure at least 15 marks out of 25 towards APRs of 05 years, 03 marks out of 05 marks for Peer Assessment and 06 marks out of 10 marks towards General Conduct/ Integrity/ reputation



which shall be assessed by the Selection Committee after taking into consideration the report of the concerned Unit Head/ Area Head as well as past service record.

- v. The employee (s) who does not meet the minimum eligibility criteria decided for evaluating the performance, shall not be considered for promotion and in such a case next eligible employee shall be considered for promotion by superseding such senior employee (s).
- vi. Every employee on his/ her promotion to any higher post in the Board shall be required to be on probation for a period of two years from the date of such promotion. During the probation period, he shall be liable to be reverted to his/ her substantive post, if he is found un-suitable or for any other good reason(s).

All such promotions will be subject to clause 10 (Probation).

14. Promotion Committee:

The Selection Committee constituted under clause (8) of these bye laws shall be the Promotion Committee for respective categories of service.

15. Deputation:

The appointing authority may obtain the services of a Government employee or an employee of a public sector undertaking on deputation on such terms and conditions as may be determined by the Parent Department of the employee whose services are to be obtained on deputation.

16. Seniority:

Seniority in respect of Regular (Graded) employees of various posts shall be determined as follows:

(i) **Direct Recruitment:**

- a) Date of Migration from Term Employment to Regular Graded Pay Structure.
- b) Date of appointment in the Shrine Board on Term Employment- if (a) is same.
- c) Grand total of marks obtained in the Screening from Term Employment to Regular Graded Pay Structure and at the time of initial appointment in Shrine Board - if (a) & (b) are same.
- d) Academic merit (in the minimum qualification prescribed for the post in Bye Laws)- if (a), (b)&(c) are same
- e) Date of Birth (the elder to be treated as senior)- if (a), (b), (c) & (d) are same.



f) Gender, if (a), (b), (c), (d) & (e) are same. Female employees to have precedence in seniority.

g) Alphabetic order of the name of employees (English language), in case all the parameters (a), (b), (c), (d), (e) & (f) mentioned above are same.

(ii) **Promotees:** The relative seniority of persons promoted to various grades will be determined in the order in which their names appear in the panel drawn up in accordance with bye laws.

“Provided that the seniority of an employee, who refuses to accept promotion, may be altered in accordance with the administrative instructions issued by the Appointing Authority from time to time”.

(iii) **Relative seniority of direct recruits and promotees:**

(A) The relative seniority of direct recruits and promotees will be determined according to the rotation of vacancies as between direct recruits and promotees as based on the quotas reserved for direct recruitment and promotion respectively. A roster shall be maintained in this behalf by the Board's office.

(B) (a) Vacancies arising in a calendar year shall be filled up during the same calendar year.

(b) Notwithstanding anything stated, if for any reason whatsoever, any vacancy or vacancies arising during a calendar year reserved for promotion or direct recruitment, as the case may be, remain unfilled, such vacancy or vacancies shall be carried over to the subsequent calendar year. The inter-se-seniority of such persons as are promoted or recruited against such vacancy or vacancies shall be fixed as if such earlier year's vacancies for promotion or direct recruitment, as the case may be, had arisen during such subsequent calendar year and the persons selected against the additional vacancies shall be placed en bloc below the last promotee or the direct recruit, as the case may be, in the seniority list based on the rotation of the vacancies for that year

17. Increments:

(i) Grant of annual increments shall be subject to good conduct and cannot be claimed as a matter of right by a member of service.

(ii) An increment may be allowed after completion of 12 months of active service by a member of service.

(iii) The active service for the purpose of increment shall be as under:

(a) The period spent on duty.

(b) Service in another post other than a post carrying less pay.

(c) All kind of leave other than extra ordinary leave/ period treated as dies-non.



- (iv) In case the employee remains without pay & allowances/ dies-non for more than 06 months, the employee shall not be entitled for any increment for the concerned year.
- (v) The date of increment shall be as announced by the Board from time to time.

18. Provident Fund:-

Every member of the service shall be required to contribute to the Contributory Provident Fund.

19. Resignation:-

- (i) No employee of Board (including Term Employees) shall resign from the service of the Board except by giving three month's notice or 03 months' salary in lieu thereof and after clearance of all the dues outstanding against him/ her towards the Board.

In case of Term Employees, the Term Employment shall be terminated during the period of contract if the 'Appointing Authority' is not satisfied with the services of the Term employee, by serving one month's notice on the employee or by paying one month's salary in lieu thereof. This shall also applicable to employees of SMVD Gurukul & SMVDCoN

Provided that it shall be open to the appointing authority to waive such notice.

- (ii) Resignation may be accepted by the appointing authority with immediate effect or at any time before the expiry of the period of notice in which case an employee shall be paid pay in respect of un-expired period of notice given by him/her. In case a shorter period of notice is accepted at the request of an employee, he/ she shall be entitled to receive his/ her pay and allowances only in respect of actual period spent on duty in the Board.
- (iii) The resignation submitted by an employee will become effective only when it is accepted and the employee is relieved of his duties.
- (iv) An employee leaving the service of the Board without proper notice or compensation paid in lieu of such notice or without acceptance of his/ her resignation or without being relieved of, he/ she shall forfeit his/ her claim to any of the service benefits under these bye-laws.

20. Voluntary retirement of employees on completion of 20 years of qualifying service:

- a) At any time after a Regular (Graded) employee has completed 20 years of qualifying service in the Regular (Graded) Pay Structure or attained 45 years of age whichever is earlier, he/she may by giving notice of not less than three months in writing to the Competent Authority, retire from service of Shri Mata Vaishno Devi Shrine Board. In computing, the notice period of three months, date of service of the notice and the date of its expiry shall be excluded.



- b) The notice of voluntary retirement given under the bye-laws shall require acceptance by the Appointing Authority.
- c) (i) An employee referred to in these bye-laws may, make a request in writing to the Chief Executive Officer to accept notice of voluntary retirement of less than three months giving reasons thereof.
- (ii) On receipt of a request under clause (a), the appointing authority, subject to the provision of these bye-laws, may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months.
- (iii) The amount of post-retiral benefits to be granted shall be subject to other provisions made under the relevant bye-laws in this regard.
- d) The employee of the Board who is allowed to retire under these bye-laws and has given necessary notice to that effect to the Competent Authority should be precluded from withdrawing his/ her notice except with the specific approval of such authority.

Provided that the request for withdrawal shall be made before the intended date of his retirement.

21. Superannuation and retirement:

- (i) Every employee appointed to the service of the Board shall retire on the last date of the month in which he/she attains the age of 60 years except ex-servicemen and former State or Central Government retired employees who have been engaged on Term Employment basis.

The enhancement of retirement age shall be subject to the Performance of the every employee attaining the age of 55 years shall be reviewed in the following manner:

1. The performance of every employee in Regular (Graded) pay structure shall be reviewed on attaining 55 years of age, by a Standing Screening Committee as below:

- a) Addl. CEO (In-charge Personnel)
b) Dy. CEO (In-charge Personnel)
c) Chief Accounts Officer.*

2. The Screening Committee shall meet in December and June of every year and shall review the performance of all such employees who are to attain the age of 55 years in the next before 06 months i.e. performance of employees retiring between January-June shall be reviewed in December of the previous year and employees attaining the age of 55 years during July – December shall be reviewed in June of the same year.

3. The Screening Committee shall evaluate the performance of the employee in the consideration zone in respect of following parameters and forward its recommendation to the Chief Executive Officer:

- a. APR of the preceding 10 years;*



- b. Administrative / Managerial technical skill.
- c. Integrity
- d. Peer reputation
- e. Performance during interactive session.
- f. General conduct / reputation
- g. Involvement if any in departmental disciplinary proceedings / other cases, if any
- h. Medical fitness.

4. The purpose of the Performance Review shall be to assess the suitability of the employee for continuing in service after the age of 55 years. With a view to ensure the objectivity of assessment, the performance of every employee shall be evaluated on a scale of 75 marks as under:

a)	Marks for the Annual Performance Report for the preceding ten years to be assessed as under: (Outstanding: 5, Very Good: 4, Good: 3, Average: 2, Unsatisfactory: 1) (Max. 50 marks)	50 (5 marks for each year)
b)	General Conduct (Max. 05 marks)	These marks shall be awarded by the Standing Screening Committee. Appreciation / Awards shall be given due consideration.
c)	Peer Group Assessment (Max. 05 marks) (Outstanding: 5, Very Good: 4, Good: 3, Average: 2, Unsatisfactory: 1)	These marks shall be awarded on the basis of assessment of immediate controlling officer
d)	Administrative / Managerial / technical skill i.e. capacity to undertake administrative affairs with best managerial qualities, potential and to complete assigned tasks. (Max. 05 marks)	These marks shall be awarded by the Standing Screening Committee on the basis of service record and inputs.
e)	Assessment of the Committee during interactive session (Max. 10 marks)	
f)	Involvement (if any) in departmental disciplinary proceedings, other cases, if any (Yes/No)	
g)	Medical fitness (Fit/Unfit)	
h)	Integrity (Doubtful/beyond doubt)	
	Total:	75

5. No marks will be awarded for Medical fitness and Integrity. The employee under assessment shall have to be found medically fit. Medical fitness of the employee shall be assessed by a Medical Board of SMVDNSH, Kakryal, as per Performa at Annexure-A. The Committee shall assess Integrity of an employee through inputs from the concerned Unit Head as well as his/her present and previous record. The integrity of an employee shall have to be beyond doubt. The people who are either medically unfit and/or with doubtful integrity shall not be considered for further extension.

6. An employee shall be required to secure at least 28 marks towards APRs (for 10 years) and 15 out of 25 marks for parameters indicated Para no. 4 (b), (c), (d) & (e).

7. The employee who does not meet the minimum eligibility criteria decided for evaluating the performance at 55 years of age shall retire on the last date of the month in which he/she is to attain the age of 55 years. Employee so retired shall be entitled to following:



a) *All terminal benefits such as Leave Encashment, Contributory Provident Fund (CPF), Gratuity and GSLI as is due on the date of superannuation.*

b) *In addition to the above, ex-gratia payment @ 60 days salary (last pay drawn) for each year of service left to be completed, subject to the condition that this amount shall not in any case exceed the amount of salary for the number of remainder months of service left at the credit of employee.*

- (ii) Notwithstanding anything contained in clause (i), the appropriate authority shall, if it is of the opinion that it is in the interest of the Board to do so, have the absolute right to retire any of the employee of the Board after he has attained the age of 45 years, by giving him a notice of not less than three months in writing or three months pay and allowance in lieu of such notice.

Provided that an employee may also by giving a notice of not less than three months in writing to the appropriate authority retire from service of the Board after he attained the age of 45 years.

Note: In computing the notice period of three months referred to above the date of service of the notice and the date of its expiry shall be excluded.

- (iii) Nothing contained in clause (i) and clause (ii) shall affect the right of the competent authority to retire an employee with due notice or pay in lieu thereof on his being certified by a medical examiner to be nominated for the purpose by such authority as being incapacitated for a further period of continuous service due to his continued illness or accident.
- (iv) An employee may be permitted to retire at his own request on the competent authority being satisfied that such employee is incapacitated for a further period of continuous service due to his continued illness or accident.

Provided that before acting under this clause it shall be open to such authority to require the employee to undergo a medical examination by such Medical examiner as it may nominate for this purpose.

- (v) The competent authority for the purpose of this bye-laws shall in respect of an employee be the authority competent to terminate the services of an employee of equivalent rank.

Explanation:

The term "allowances" used in these bye-laws means and includes Dearness Allowance only and does not include any compensatory or other allowance.

22. Conduct and behaviour:

Every employee shall at all times:-

- a) Maintain absolute integrity
- b) Maintain devotion to duty
- c) Conform to and abide by the provisions of the Act and the rules and regulations made there-under and



- d) Comply with and obey all lawful orders and directions which may from time to time be issued to him in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Board.
- e) Do nothing which is unbecoming of an employee of the Board.

23. Misconduct:

Without prejudice to the generality of the term “Misconduct” the following acts of omission and commission shall be treated as misconduct:-

- (i) Theft, fraud or dishonesty in connection with the business or property of the Board or of the property of another person within the premises of the Board.
- (ii) Taking or giving bribes or any illegal gratification.
- (iii) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee not satisfactorily accounted for.
- (iv) Every member of the service shall on his first appointment to the service and within three months of the date of the commencement of these bye-laws and thereafter at such intervals, as may be specified by the Board, submit a return of his assets and liabilities in such form as may be prescribed by the Board giving the full particulars regarding immovable property owned by him or held by him on lease or mortgage either in his own name or in the name of any member of his family and failure to do so will amount to misconduct.
- (v) No member of the service shall acquire any immovable property of any value by any mode of acquisition except inheritance either in his/ her own name or in the name of any member of his/ her family without prior permission. As regards movable property, the Board will notify the permissible limit of acquiring moveable property without prior permission, from time to time.
- (vi) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of the employment.
- (vii) Acting in a manner prejudicial to the interests of the Board.
- (viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- (ix) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (x) Habitually late or irregular attendance.
- (xi) Neglect of work or negligence in the performance of duty including malingering or slowing down of the work.
- (xii) Damage to any property of the Board, either willfully or due to negligence.



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- (xiii) Interference or tampering with any safety devices installed in or around the premises of the Board.
- (xiv) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Board or outside such premises where such behaviour is related to or connected with the employment.
- (xv) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (xvi) Absence from the employee's appointed place of work without permission or sufficient cause.
- (xvii) Commission of any act subversive of discipline or of good behaviour.
- (xviii) Willful absence from duty after expiry of joining time on transfer from one post to another.
- (xix) Willful and prolonged absence from duty without reasonable cause.
- (xx) Neglect of his/her spouse and family in a manner unbecoming of an employee of the Board.
- (xxi) Failure to maintain a responsible and decent standard of conduct in private life, thereby bringing discredit to the Board.
- (xxii) Assaulting or abusing or insulting any of the officers or employees of the Board within the premises of office or other place of work or outside.
- (xxiii) Interference in the work of other employees.
- (xxiv) Spreading false rumors or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its officers into disrepute.
- (xxv) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (xxvi) Taking part in politics:
 - a) No employee shall be a member of, or otherwise be associated with, any political party or any organization which takes part in politics, nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
 - b) No employee of the service shall form or be a member of any employees union not recognized by the Board.
- (xxvii) No member of the service shall make Ex-India visit (personal/ official) without prior permission from the Shrine Board This provision will also be added in SMVD Gurukul & SMVDCoN Bye Laws.

24. Suspension:

- (i) The Chief Executive Officer in case of Group – A , B & C may place a member of service under suspension where:-



- (a) An enquiry into his conduct is contemplated or is pending; or
 - (b) He is detained in custody on a criminal charge or otherwise, for a period longer than forty eight hours.
- (ii) Any order of suspension may be revoked at any time by the authority making the order.
- (iii) The **Authority making the order of suspension may** reinstate a member of service.

25. Subsistence Allowances:

- (i) A subsistence allowance equal to 50% of the employees pay will be permissible to be drawn provided he is not engaged in any other employment or business or profession or vocation. In addition to subsistence allowance, he will also be entitled to proportionate Dearness Allowance.
- (ii) Where the period of suspension exceeds 6 months, the subsistence allowance may be varied for any period subsequent to the period of first 6 months as follows:-
 - a) The amount of subsistence allowance may be increased upto 75% of the pay if the period of suspension is prolonged due to administrative constraints. DA shall be paid proportionately.
 - b) The subsistence allowance may be reduced to 25% of the pay if the period of suspension is prolonged unduly to the reason attributable to the employee under suspension. DA shall be paid proportionately.
 - c) If an employee is arrested by the Police on a criminal charge and bail not granted, no subsistence allowance will be payable. On grant of bail, the subsistence allowance may be allowed.

26. Treatment of the period of suspension:

- (i) When the employee is reinstated after suspension, the following pay and allowance for the period of suspension will be allowed:-
 - a) *If the employee is exonerated, the full pay and allowance which he would have been entitled to had he not been suspended less the subsistence allowance already paid to him.*
 - b) *If some penalty is imposed, such pay and allowance as the "Disciplinary Authority" decides may be paid to the employee.*
- (ii) In case the employee has been fully exonerated the period of absence from duty will be treated as period spent on duty.
- (iii) In a case, where the period of suspension is treated as leave of whatever kind due, the employee shall not be treated to have been suspended at all and the period of suspension shall be converted into leave due to him. In case, the amount of subsistence allowance paid is less than the leave salary difference shall be paid but where the amount of subsistence allowance happens to be more than leave salary, nothing shall be recovered.



- (iv) The suspended employee shall be required to record his attendance at the appointed time and place daily and shall not leave the station till specifically instructed or permitted.
- (v) An employee under suspension is debarred from attending office for discharging his official duty or availing any privilege enjoyed by him in his official capacity. He will, however, remain attached to the place of his posting or some other place as may be directed by the Disciplinary Authority, so as to enable the authority to summon him to the office as and when needed in connection with the inquiry being conducted in his suspension case.

27. Punishments:

- (i) The following penalties may, for good and sufficient reasons, be imposed upon a member of service, namely:

Minor Penalties

- a) Censure
- b) With-holding of increments of pay and or promotion
- c) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders.

Major Penalties

- d) Reduction to a lower grade or post or to a lower stage in a time scale.
 - e) Premature retirement and
 - f) Dismissal from service
- ii) No person who is a member of the service shall be dismissed or removed by any authority subordinate to that by which he was appointed.
 - iii) No person who is a member of the service shall be dismissed or removed or reduced in rank except after an enquiry is conducted against him and given a reasonable opportunity of being heard in respect of those charges. The employee may take the assistance of any other co-employee of the Board who is in service and not suspended or terminated:-

Provided that this sub-rule shall not apply:

- a) Where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
- b) Where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such enquiry.
- iv) "The competent Authority under these Bye Laws shall be empowered to review any of its order(s), provided the review petition is filed within 30 days from the date of issuance of order. The reviewing authority may however relax the time bar if it is satisfied that the delay in making request for review was on some justifiable grounds"



28. Appeals orders against which no appeal lies:

Notwithstanding anything contained in these bye-laws no appeal shall be made against any order made by the Board and the Chairman of the Board.

Subject to the aforesaid, an employee of the Board, may prefer an appeal against any of the order(s) passed by the Competent Authority, within 45 days from the date of issuance of the order, before the authority as mentioned hereunder:-

- i) In case of punishments as covered under clause 27 of these bye-laws, the authority as specified in schedule III of these Bye Laws.
- ii) In case of any other order(s), the authority next higher to the authority passing the order.

“Provided, that the Appellate Authority may relax the time bar if it is satisfied that the delay in making the appeal was on some justifiable grounds”.

29. Reinstatement in service:

- i) If the competent authority is satisfied that the suspension, dismissal or premature retirement of such official was wholly unjustified or if he has been honourably exonerated in the judicial or internal proceedings, the period of suspension, dismissal or premature retirement of such official shall be treated as period spent on duty and he shall be allowed full pay and allowances for the said period.
- ii) If on the other hand, the competent authority is satisfied that such suspension, dismissal or premature retirement was not wholly unjustified or if he has not been fully exonerated in the judicial or internal proceedings such period shall be treated as period spent on leave of whatever kind due and he shall be allowed leave salary for the said period.

30. Interpretation:

If any question arise relating to the interpretation of these bye laws, the matter shall be referred to the Chairman whose decision thereon shall be final and binding.

30-A. Power to Relax:

“Where the Chairman is satisfied that in any particular case the operation of any of these Bye-Laws causes undue hardship or application of any of these Bye-Laws requires to be relaxed on grounds, of administrative exigency or any other special ground to be recommended, he may dispense with or relax the requirement of that Bye-Laws to such extent and subject to such conditions or stipulation as may be considered necessary”.



31. Repeal and Savings:

- i) All rules, orders, instructions issued by the Board prior to the commencement of these bye-laws in regard to the matter covered by these bye-laws, are hereby repealed.
- ii) Notwithstanding such repeal, any order made or action taken under the rules, orders and instructions so repealed shall be deemed to have been made or taken under the corresponding provisions of these bye-laws.

32. Amendments:

The Board reserves its right to amend, modify, add, alter, substitute, subtract, cancel repeal and such amendments, modifications, additions, alternations, substitutions, subtractions, cancellations shall take effect from the date stated therein

Note:

- i) Pay scales in Shri Mata Vaishno Devi Shrine Board has been revised w.e.f 01.01.2006 [vide Order No. 1269/SB of 2009 dated 25.08.2009](#) and an [corrigendum](#) to this order has also issued. Further, pay scales modified vide order No. [1009/SB of 2012 dated 20.06.2012](#).
- ii) Pay scales revised w.e.f 01.01.2016 vide order No. [1344/SB of 2018 dated 19.06.2018](#)



References undertaken for updation of Bye Laws

- i) [Amendments incorporated in reference to approval of 27th Board meeting held on 21.02.1998.](#)
- ii) [Amendments approved during 29th Board Meeting and circulated vide No. CO/P/12-R/2007-27, dated: 5th June, 1999.](#)
- iii) [Amendments approved in 34th Board Meeting and circulated vide No. CO/P/12-R/627-65, dated: 25.04.2002.](#)
- iv) [Amendments approved in 35th Board Meeting and circulated vide No. CO/P/12-R/5829-75, dated: 27.09.2002.](#)
- v) [Clause 17 \(Increment\) has revised vide order No.1269/SB of 2009 dated 25.08.2009 while general pay revision of Shrine Board employees and vide order No:1344/SB of 2018 dated 19.06.2018.](#)
- vi) [Clause 8\(c\) modified in the 51nd Board Meeting by replacing the existing selection committee comprise of Officer on Special Duty, Dy. Chief Accounts Officer and Asstt. Manager /Officer Incharge of Personnel Section who will act as Member Secretary modified as Addl.CEO, Dy. CEO \(Personnel\) & CAO.](#)
- vii) [Clause 8 \(c\) again amended vide Order No. 2268/SB of 2013 dated 21.11.2013 in reference to 52nd Board Meeting as Addl. CEO, Dy. CEO \(Personnel\) & Dy. CEO \(to be nominated by CEO\)](#)
- viii) [Clause 21 \(i\) revised vide Order No: 1721/SB of 2016 dated 03.08.2016 and read with Order No: 974/SB of 2016 dated 12.05.2017](#)
- ix) [Amendments/ Deletions/ Additions/ modifications in Bye Laws and Executive Orders vide NO. 113/SB of 2020 dated 17.01.2020](#)



Schedule-I

Category "A"

S. No.	Designation	Grade	Revised Pay Scale	No of Posts	Remarks
1.	Chief Executive Officer	IAS Cadre On Deputation		01	
2.	Add. CEO	IAS Cadre On Deputation		02	368/SB of 2015 dated 07.02.2015
3.	Dy. C.E.O.	Dy.CEO/ Jr. Scale All India Service Officer or Time Scale KAS on deputation or by promotion through selection from Class IV Category A	Level-18 (78800-209200)	04	2308/SB of 2015 dated 04.11.2015
4.	Chief Adm Officer for SMVDNSH, Kakryal	PB-4 (37400-67000) GP Rs. 8700/-	Level-19 (123100-215900)	01	749/SB of 2015 dated 08.04.2015
5.	Asstt. CEO /OSD	Sr. Scale KAS On Deputation Or PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	03	
6.	Director (Enforcement & Security Wings)		Level-17 (67700-208700)	01	587/SB of 2015 dated 13.03.2015
7.	a) Chief Accounts Officer	On Deputation		01	
	b) Divisional Manager	PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	02	
	c) Chief Manager (Cat.)	PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	01	
	d) Internal Vigilance Officer	On Deputation PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	01	974/SB of 2009 dt. 9.6.2009
8.	a) Dy. Divisional Manager	PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	02	
	b) Dy. Administrative Officer (equivalent to DDM for SMVDNSH)			01	781/SB of 2016 dated 12.04.2016.
9.	a) Manager	PB-3 (15600-39100) GP Rs. 5600/-	Level-16 (56600-179800)	07	2367/SB of 2007 dated 26.11.2007 917/SB of 2015 dated 30-04-2015
	b) Sr. Manager (Cat.)	PB-3 (15600-39100) GP Rs. 5600/-	Level-16 (56600-179800)	01	
10.	Adm. Officer	PB-2 (9300-34800) GP Rs. 5400/-	Level-15 (52700-166700)	02	
11.	a) Accounts Officer	On deputation or PB-2 (9300-34800) GP Rs. 4800/-	Level-13 (47600-151100)	04	2207/SB of 2007 dated 19.10.2007 781/SB of 2016 dated 12.04.2016.
	b) Public Relation	On deputation		01	



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	Officer				
	c) Tehsildar	On deputation		02	
	d) Purchase Officer	On deputation		01	
	e) Asstt. Int. Vigilance Officer	On deputation PB-2 (9300-34800) GP Rs. 4800/-	Level-13 (47600-151100)	01	974/SB of 2009 dt. 9.6.2009
	f) Private Secretary	PB-2 (9300-34800) GP Rs. 4800/-	Level-13 (47600-151100)	03	1138/SB of 2009 dt. 28.07.2009 776/SB of 2015 dated 10.04.2015.
12.	a) Dy. Manager (including Jr. Administrative Officer for SMVDNSH, Kakryal)	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	16	Creation of post of Dy. Manager, 29th BM CO/P/12-R/2007-27, dated: 5th June, 1999 1392/SB of 2002 dated 30.09.02 781/SB of 2016 dated 12.04.2016. 1719/SB of SB of 2016 dated 02.08.2016.
	b) Naib Tehsildar	On deputation		01	2134/SB of 2007 dated 05.10.2007
	c) Asstt. Accounts Officer	On deputation PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	06	
	d) Manager (Cat.)	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	02	
	e) Sanitation Officer	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	01	2134/SB of 2007 dated 05.10.2007
	f) Sr. Stenographer	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	03	1138/SB of 2009 dt. 28.07.2009
	g) Asst. Adm. Officer	PB-2 (9300-34800)	Level-11 (35900-113500)	04	
	h) Vigilance Inspectors	GP Rs. 4280/- On Deput.		02	974/SB of 2009 dt. 9.6.2009
	i) Master	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	01	1249/SB of 2012 dated 24.07.2012
13.	a) Asstt. Manager	PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	21	Creation of post of Asstt. Manager, 29th BM 2134/SB of 2007 dated 05.10.2007, 1392/SB of 2002 dated 30.09.02, 1015/SB of 2016 dated 10.05.2016
	b) Management Trainee			04	Order No. 2940/SB of 2018 dated 15.12.2018
	c) Legal Assistant			01	Order No. 2940/SB of 2018 dated 15.12.2018
14	a) Dy. Sanitation Officer	PB-2 (9300-34800) GP Rs. 4240/-	Level-9 (35700-113100)	01	2134/SB of 2007 dated 05.10.2007
	b) Chauffeur	PB-2 (9300-34800)	Level-9 (35700-	04	506/SB of 2010 dated



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15.	a) Jr. Manager	GP Rs. 4240/- PB-2 (9300-34800) GP Rs. 4220/-	113100) Level-8 (35600-112800)	14	06.04.2010 Jr. Manager & Management Trainee, 39th BM 2102/SB of 2004 dated 30.09.2004 1709/SB of 2004 dated 07.07.2004, 1719/SB of 2016 dated 02.08.2016
	b) Head Asstt.	PB-2 (9300-34800) GP Rs. 4220/-	Level-8 (35600-112800)	08	
	c) Jr. Stenographer	PB-2 (9300-34800) GP Rs. 4220/-	Level-8 (35600-112800)	05	Jr. Stenographer, 36th BM 1138/SB of 2009 dt. 28.07.2009, 357/SB of 2016 dated 13.02.2016
16.	a) Procurement Asstt.	PB-2 (9300-34800) GP Rs. 4210/-	Level-7 (35500-112600)	01	
	b) Sr. Sup. (Enforcement)	PB-2 (9300-34800) GP Rs. 4210/-	Level-7 (35500-112600)	02	
17.	a) Girdawar	On deputation		01	
	b) Accountant	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	11	2437/SB of 2015 dated 18.11.2015, 357/SB of 2016 dated 13.02.2016 781/SB of 2016 dated 12.04.2016,
	c) Sr. Sanitation Supervisor	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	02	1269/SB of 2005 dated 26.05.2005
	d) Head Store Keeper	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	02	
	e) Sr. Supervisor Complex	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	05	
	f) Sr. Supervisor Sales & Service	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	03	
	g) Sr. Catering Supervisor	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	02	
18.	a) Supervisor Complex	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	23	686/SB of 2012 dated 23.04.2012, 1719/SB of 2016 dated 08.08.2016 1068/SB of 2018 dated 15.05.2018
	b) Sr. Store Keeper	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	09	Order No. 781/SB of 2016 dated 12.04.2016 1068/SB of 2018 dated 15.05.2018
	c) Enforcement Supervisor	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	04	



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	d) Catering Supervisor	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	09	2437/SB of 2015 dated 18.11.2015
	e) Accounts Asstt.	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	30	357/SB of 2016 dated 13.02.2016 781/SB of 2016 dated 12.04.2016, 1068/SB of 2018 dated 15.05.2018
	f) Sr. Asstt.	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	22	1271/SB of 2010 dated 08.09.2010, 357/SB of 2016 dated 13.02.2016
	g) Jr. Procurement Asstt.	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	01	2102/SB of 2004 dated 30.09.2004
	h) JCB Operator	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	01	804/SB of 2009 dt. 08-05-2009 & 506/SB of 2010 dated 06.04.2010
	i) Sanitation Supervisor	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	10	155/SB of 2019 dated 12-01-2019
	j) Supervisor Sales & Service	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	22	
	k) Steno Typist	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	08	357/SB of 2016 dated 13.02.2016 781/SB of 2016 dated 12.04.2016,
19.	a) Patwari	On deputation		01	
	b) Sr. Receptionist	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	130	1719/SB of 2016 dated 02.08.2016 1068/SB of 2018 dated 15.05.2018
	c) Store Keeper	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	33	1271/SB of 2010 dated 08.09.2010, 357/SB of 2016 dated 13.02.2016 1015/SB of 2016 dated 10.05.2016, 1068/SB of 2018 dated 15.05.2018
	d) Enforcement Inspector	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	16	1719/SB of 2016 dated 02.08.2016
	e) SKCs Teacher	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	03	1342/SB of 2008 dated 01.07.2008, 1381/SB of 2010 dated 29.09.2010 for Gurukul
	f) Mahila Mandal Teacher	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	01	
	g) Sales & Service Executive	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	80	1342/SB of 2008 dated 01.07.2008 2166/SB of 2011 dated 07.12.2011,
	h) Chef	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	18	747/SB of 2013 dated 08.04.2013
	i) Jr. Asstt.	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	49	2384/SB of 2013 dated 03.12.2013



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					2437/SB of 2015 dated 18.11.2015 357/SB of 2016 dated 13.02.2016 781/SB of 2016 dated 12.04.2016, 1015/SB of 2016 dated 10.05.2016 1719/SB of 2016 dated 02.08.2016 1068/SB of 2018 dated 15.05.2018
	j) Driver	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	9	506/SB of 2010 dated 06.04.2010, 686/SB of 2012 dated 23.04.2012, 781/SB of 2016 dated 12.04.2016
	k) Jr. Sanitation Supervisor	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	22	
20.	a) Asstt. Sales & Service Executive	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	36	Helper Salesman 2284/SB of 2004 dated 28.10.2004, 686/SB of 2012 dated 23.04.2012,
	b) Sr. Cook	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	25	1192/SB of 2006 dated 21.06.2006. 1271/SB of 2010 dated 08.09.2010, 747/SB of 2013 dated 08.04.2013, 357/SB of 2016 dated 13.02.2016
	c) Jr. Driver	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	14	709/SB of 2006 dated 26.04.2006, 1342/SB of 2008 dated 1.7.2008 804/SB of 2009 dt. 08-05-2009 506 /SB of 2010 dated 06.04.2010, 686/SB of 2012 dated 23.04.2012,
	d) Enforcement Sahayak	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	84	2294/SB of 2018 dated 15.10.2018



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	e) Head Swachhta Sahayak	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	20	2232/SB of 2018 dated 09.10.2018
	f) Asstt. Store Keeper	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	10	
	g) Receptionist	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	21	
21.	a) Sr. Attendant	-IS (4440-7440) GP Rs. 1400/-	Level-2 (15900-50400)	512	1862/SB of 2004 dated 03.08.2004, 709/SB of 2006 dated 26.04.2006, 428/SB of 2009 dated 03.02.2009, 1308/SB of 2010 dated 18.09.2010, 131/SB of 2014 dated 16.01.2014, 2437/SB of 2015 dated 18.11.2015, 357/SB of 2016 dated 13.02.2016 1015/SB of 2016 dated 10.05.2016 1719/SB of 2016 dated 02.08.2016, 1860/SB of 2016 dated 01.09.2016, order No. 1068/SB of 2018 dated 15.05.2018
	b) Sales & Service Asstt.	-IS (4440-7440) GP Rs. 1400/-	Level-2 (15900-50400)	43	1862/SB of 2004 dated 03.08.2004, 428/SB of 2009 dated 03.02.2009, 131/SB of 2014 dated 16.01.2014, 2437/SB of 2015 dated 18.11.2015
	c) Cook	-IS (4440-7440) GP Rs. 1400/-	Level-2 (15900-50400)	32	1271/SB of 2010 dated 08.09.2010, 747/SB of 2013 dated 08.04.2013, 357/SB of 2016 dated 13.02.2016
	d) Swachhta Sahayak	-IS (4440-7440) GP Rs. 1400/-	Level-2 (15900-50400)	218	



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	Note:
(i)	One additional post of Helper Salesman and three posts of Jr. Driver were created during 30 th Board Meeting held on 11.01.2000.
(ii)	One post of Jr. Driver in the pay scale of 3125-4825 created by reduction of 8 posts of Salesman.
iii)	Vide order No. 415/SB of 2013 dated 01.05.2013, 01 post of Director was created to accommodate one incumbent i.e. Director Legal. After the non existence of Director (Legal) against the said post, Shri Ashok Kumar Director (Sports) was working against the said post. Now, with the creation of Sports Wing, the post of Director (Sports) was shifted from Category A to Category E

S. No.	Designation	Grade	Revised Pay Scale	No. of Posts	Remarks
23.	a) Attendant	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	63	1308/SB of 2010 dated 18.09.2010, 131/SB of 2014 dated 16.01.2014
	b) Cooking Asstt. G-II	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	40	709/SB of 2006 dated 26.04.2006, 1308/SB of 2010 dated 18.09.2010, 131/SB of 2014 dated 16.01.2014
	c) Asstt. Swachhta Sahayak	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	510	1859/ SB of 2014 dated 22.09.2014 2437/SB of 2015 dated 18.11.2015, 357/SB of 2016 dated 13.02.2016
	d) Mahila Mandal Worker/ Sahayak	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	47+13	1698/SB of 2005 dated 06.07.2005, 1342/SB of 2008 dated 1.7.2008 428/SB of 2009 dated 03.02.2009, 1719/SB of 2016 dated 02.08.2016
	e) Sales & Service Asstt. G-II	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	60	
	Note:				
(i)	120 additional posts of SKCs were created during 30th Board Meeting held on 11.01.2000.				

Apart from the above the following posts were also created during 30th Board Meeting held on 11.01.2000



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S. No.	Designation	Grade	No. of Posts	Remarks
1.	Receptionist	Level-3 (19900-63200)	08	30 th Board Meeting(Jr. Receptionist) 2519/SB of 2016 dated 23.11.2016
2.	Asstt. Store Keeper G-II	Level-3 (19900-63200)	02	ASK G-II

Apart from above, the following Supernumerary posts were created:

S. No	Designation	Pay Scale	No. of posts	Order No.
1	Chef	Level-4 (25500-81100)	01	502/SB of 2020 dated 12.05.2020
2	Driver	Level-4 (25500-81100)	02	686/SB of 2012 dated 23.04.2012
3	Jr. Driver	Level-3 (19900-63200)	01	



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Category "B"

S. No	Designation	Grade	Revised Pay Scale	No.of Posts	Remarks
1.	Security Officer	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	01	
2.	Asstt. Security Officer	PB-2 (9300-34800) GP Rs. 4240/-	Level-9 (35700-113100)	02	
3.	Sr. Security Supervisor	PB-2 (9300-34800) GP Rs. 4220/-	Level-8 (35600-112800)	03	
4.	a) Security Supervisor	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	12	1719/SB of 2016 dated 02.08.2016
	b) Supervisor Wireless	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	01	Creation of posts in Wireless cadre
5.	a) Sahayak	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	68	1302/SB of 2012 dated 04.08.2012 1134/SB of 2013 dated 05.06.2013 2437/SB of 2015 dated 18.11.2015, 357/SB of 2016 dated 13.02.2016
	b) Asstt. Supervisor Wireless/ Technician	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	03	
6.	Jr. Sahayak	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	99	Creation of posts in Wireless cadre & Jr. Sahayak, 32 nd BM 1271/SB of 2010 dated 08.09.2010, 1302/SB of 2012 dated 04.08.2012, 1134/SB of 2013 dated 05.06.2013



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					1719/SB of 2016 dated 02.08.2016,
7.	Wireless Operator	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	06	Creation of posts in Wireless cadre , 32 nd BM 4038/SB of 2006 dated 09.12.2006

Note:	
(i)	10-posts of Jr. Sahayaks created by reduction of 10 posts of Sahayaks approved by CEO on file No. CO/P/MR/2008 (MR contractual setup 2008)



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Category "C"

S. No	Designation	Pre-revised Grade	Revised Pay Scale	No. of Posts	Remarks
1	Director (Medical Services)	PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	01	1467/SB of 2013 dated 23.07.2013 2075/SB of 2017 dated 03.10.2017
2.	Executive Engineer	On deputation		01	
3.	Medical Officer	PB-3 (15600-39100) GP Rs. 6600/-	Level-17 (67700-208700)	21	05 posts of MO 02 new post of MO created 23/SB of 2011 dated 03-01-2011 851/SB of 2013 dated 24.04.2013 1719/SB of 2016 dated 02.08.2016 2928/SB of 2018 dated 12-12-2018
4.	a) Asstt. Executive Engineer (Civil)	On deputation	Level-16 (56600-179800)	03	601/SB of 2008 dated 19.03.2008
	b) Asstt. Executive Engineer (Elect)	On deputation	Level-16 (56600-179800)	01	
	c) Systems Manager	PB-3 (15600-39100) GP Rs. 5600/-	Level-16 (56600-179800)	01	
	d) Asstt. Engineer (Civil)	PB-2 (9300-34800) GP Rs. 5200/-	Level-14 (50700-160600)	03	601/SB of 2008 dated 19.03.2008
	e) Asstt. Engineer (Elect)	PB-2 (9300-34800) GP Rs. 5200/-	Level-14 (50700-160600)	02	
5.	Asstt. Conservator of Forests	On deputation		01	
6.	a) Systems Analyst	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	01	
	b) Head Draftsman	On deputation	Level-11 (35900-113500)	01	
	c) Asstt. Superintendent	On deputation		02	



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	(P&G)				
	d) Cameraman	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	01	2351/SB of 2013 dated 02.12.2013
7.	a) Jr. Engineer (Civil)	On deputation or PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	39	601/SB of 2008 dated 19.03.2008 1386/SB of 2015 dated 30.06.2015 1015/Sb of 2016 dated 10.05.2016
	b) Jr. Engineer (Mechanical)	On deputation or PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	03	969/SB of 2013 dated 13.05.2013 2519/SB of 2016 dated 23.11.2016
	c) Jr. Engineer (Electric/ Electronic)	PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	04	1242/SB of 2008 dated 05.06.2008 vide order No.1138/SB of 2009 dated 28.07.2009
	d) Head Pharmacist	PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	02	
8.	Programme Analyst	PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	03	order No. 1155/SB Of 2007 dated 12.05.2007 order No. 1068/SB of 2018 dated 15.05.2018
9.	Technician	PB-2 (9300-34800) GP Rs. 4240/-	Level-9 (35700-113100)	01	Creation of post of technician, 33rd BM
10.	a) Jr. Engineer G-II Elect.	PB-2 (9300-34800) GP Rs. 4210/-	Level-7 (35500-112600)	10	
	b) Draftsman	On deputation		02	
11.	Sr. Pharmacist.	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	08	73/SB of 2020 dated 15.01.2020
12.	a) Pharmacist.	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	25	1518/SB of 2013 dated 30.07.2013 1015/SB of 2016 dated 10.05.2016 1719/SB of 2016 dated 02.08.2016 2928/SB of 2018



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					dated 12-12-2018
	b) Electrician	PB-1 (5200-20200) GP Rs. 2800/-	Level-5 (29200-92300)	16	73/SB of 2020 dated 15.01.2020 1719/SB of 2016 dated 02.08.2016
13.	a) Asstt. Electrician b) Jr. Mechanic (Civil)	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	38 01	2437/SB of 2015 dated 18.11.2015 1015/SB of 2016 dated 10.05.2016 1719/SB of 2016 dated 02.08.2016
	c) Programmer (Computer)	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	02	
	d) Forester	On deputation or PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	03	
14.	Data Entry Operator	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	36	4038/SB of 2006 dated 09.12.2006 642/SB of 2007 dated 19.02.2007 1342/SB of 2008 dated 1.7.2008 974/SB of 2009 dated 9.6.2009. 1271/SB of 2010 dated 08.09.2010 503/SB of 2013 dated 07.03.2013 357/SB of 2016 dated 13.02.2016
15	Sr. Nursing Orderly	PB-1 (5200-20200) GP Rs. 1900/-	Level-3 (19900-63200)	03	73/SB of 2020 dated 15.01.2020
16.	Work Supervisor	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	18	1719/SB of 2016 dated 02.08.2016 & 2519/SB of 2016 dated 23.11.2016
17.	a) Welder	-IS(4440-7440) with GP Rs.	Level-2 (15900-50400)	07	1719/SB of 2016 dated 02.08.2016



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		1400/-			
	b) Carpenter	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	9	1719/SB of 2016 dated 02.08.2016
	c) Painter	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	14	1342/SB of 2008 dated 1.7.2008 1719/SB of 2016 dated 02.08.2016
	d) Plumber	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	24	1271/SB of 2010 dated 08.09.2010 206/SB of 2013 dated 22.01.2013 1015/SB of 2016 dated 10.05.2016 1719/SB of 2016 dated 02.08.2016
	e) Helper Electrician	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	65	1342/SB of 2008 dated 1.7.2008 1719/SB of 2016 dated 02.08.2016
	f) Dastkar	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	02	
	g) Nursing Orderly G-I	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	06	
18.	a) Forest Guard	On deputation		12	
	b) Mali/Gardener	-IS(4440-7440) with GP Rs. 1400/-	Level-2 (15900-50400)	66	805/SB of 2009 dated 08.05.2009 131/SB of 2014 dated 16.01.2014 2437/SB of 2015 dated 18.11.2015 357/SB of 2016 dated 13.02.2016
19	Nursing orderly	-IS(4440-7440) with GP Rs. 1300/-	Level-1 (14800-47100)	17	1370/SB of 2011 dated 01.08.2011 1511/SB of 2013 dated 30.07.2013 357/SB of 2016



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					dated 13.02.2016 1719/SB of 2016 dated 02.08.2016 2928/SB of 2018 dated 12-12-2018 73/SB of 2020 dated 15.01.2020
Note					
(i)	4 Posts of Data Entry Operator 3125-4825 by reduction of 2 posts of Jamadar & 2 posts of Wireless Operator, approved by the Chairman and circulated vide order No. 4038/SB of 2006 dated 09.12.2006.				

Apart from above, the following Supernumerary posts were created:

S. No	Designation	Pay Scale	No. of posts	Order No.
1	JE Mechanical	Level-10 (35800-113200)	01	2519/SB of 2016 dated 23.11.2016
2	Mason	Level-2 (15900-50400)	01	
3	Carpenter	Level-2 (15900-50400)	02	
4	Work Supervisor	Level-2 (15900-50400)	01	



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Category "D"

S. No.	Designation	Pre-revised pay scale	Revised Pay Scale	No. of Posts	Remarks
1.	Dharam Adhikari	On negotiated basis		01	
2.	Head Pujari	PB-3 (15600-39100) GP Rs. 5600/-	Level-16 (56600-179800)	01	
3	Katha Wachak	PB-2 (9300-34800) GP Rs. 5400/-	Level-15 (52700-166700)	01	
4	Asstt. Katha Wachak	PB-2 (9300-34800) GP Rs. 4280/-	Level-11 (35900-113500)	02	
5	Sr. Pujari	PB-2 (9300-34800) GP Rs. 4260/-	Level-10 (35800-113200)	04	
6	Pujari G-I	PB-2 (9300-34800) GP Rs. 4240/-	Level-9 (35700-113100)	12	
7	Pujari G-II	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	21	
8	Bhajneek	PB-2 (9300-34800) GP Rs. 4200/-	Level-6 (35400-112400)	04	1984/SB of 2011 dated 11.11.2011
9	Sr. Temple Sewadar	PB-1 (5200-20200) GP Rs. 2400/-	Level-4 (25500-81100)	08	
10	Temple Sewadar G-I	-IS (4440-7440) GP Rs. 1400/-	Level-2 (15900-50400)	18	
11	Temple Sewadar G-II	-IS (4440-7440) GP Rs. 1300/-	Level-1 (14800-47100)	10	

Apart from above, the following Supernumerary posts were created:

S. No	Designation	Pay Scale	No. of posts	Order No.
1	Pujari G-I	Level-9 (35700-113100)	01	2519/SB of 2016 dated 23.11.2016



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Category "E"

S. No.	Designation	Revised Pay Scale	No. of Posts	Created vide order No.	Remarks		
A							
1	Director (Sports)	Level-17 (67700-208700)	01	1015/SB of 2016 dated 10.05.2016	These posts are included in our existing sanctioned strength		
2	Coaches	Level-10 (35800-113200)	03				
3	Gym Instructor	Level-10 (35800-113200)	02				
4	Sports Asstt.	Level-4 (25500-81100)	1				
5	Ground Man	Level-2 (15900-50400)	3				
B							
1	Asstt. Manager	Level-10 (35800-113200)	01				
2	JE Civil	Level-10 (35800-113200)	01				
3	Medical Asstt.	Level-5 (29200-92300)	01				
4	Jr. Assistant	Level-4 (25500-81100)	01				
5	Asstt. Store Keeper	Level-4 (25500-81100)	1				
6	Asstt. Electrician	Level-4 (25500-81100)	1				
7	Plumber	Level-2 (15900-50400)	1				
8	Attendant	Level-2 (15900-50400)	1				



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Category 'A'

<u>Class</u>	<u>Cate- gory</u>	<u>Designation with grade</u>	<u>Direct Recruitment</u>	<u>Minimum Qualificati on for Promotion</u>	<u>Method of Recruitment</u>	<u>Remarks</u>
I	A	Chief Executive Officer			On deputation: An IAS Officer not less in rank than that of a District Magistrate.	
II	A	Addl. Chief Executive Officer			On deputation from All India Service Cadre	368/SB of 2015 dated 07.09.2015
III	A (i)	Dy. Chief Executive Officer Level-18 (78800-209200) Pre-revised PB-3(15600-39100) with GP Rs. 7600		Graduate	Either on deputation from among Junior Scale All India Service Officers or from among Time Scale KAS or through selection from Asstt. CEO/ OSD of Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service) Bye-Laws, 1996, with minimum five years experience and on the recommendation of a Selection Committee to be constituted for this purpose by the Chairman, SMVDSB"	order No:2308/SB of 2015 dated 04.11.2015
	A (ii)	Chief Administrative Officer Level-19 (123100-215900) Pre-revised PB-4 (37400-67000) GP Rs. 8700/-	Essential: MBBS Degree from an Institution duly recognized by Medical Council of India (MCI) with Post Graduate Degree/ Diploma in Health Administration/ Hospital Administration from a recognized university. Exceptional Business Managers with MBBS degree from an institution duly recognized by Medical Council		.	749/SB of 2015 dated 08.04.2015



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			<p>of India having good exposure in Health administration may also apply. Preferable: Should have preferably worked in Administrative capacity like Chief Medical Officer of a District/Medical Supdt. of a large hospital or equivalent position in any Corporate Hospital for more than 10 years. Knowledge of functioning of Superspeciality / Multispeciality Hospitals. Having basic knowledge of understanding Financial Statements of a Company, Profit and Loss Accounts and Budgeting etc.</p>			
IV	A (i)	ACEO/OSD Level-17 (67700-208700)		Graduate	34% on deputation: A Sr. Scale KAS Officer. 66% by promotion thru selection from Divisional Manager with minimum of five years experience as such and subject to passing of test prescribed for the post.	
	A (ii)	Director (Enforcement & Security) Level-17 (67700-208700)				587/SB of 2015 dated 13.03.2015
V	A(i)	Chief Accounts Officer	On deputation: An officer of J&K State Accounts service not less in rank than that of a Deputy Director (Accounts and Treasuries.)			



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V	A(ii)	Divisional Manager Level-17 (67700-208700) Pre-revised PB-3(15600-39100) with GP Rs 6600 (including Dy .Adm. Officer, SMVDNSH)	Post Graduate/ Graduate with Dip. in Management with extensive and relevant experience of minimum of ten years at Sr. Managerial level. Desirable: MBA/BHM and computer awareness.	Graduate	50% by direct recruitment. 50% by promotion thru selection from Dy .Divisional Manager with minimum of five years experience as such and subject to passing of test prescribed for the post.	78/SB of 2016 12.04.2016
	A(iii)	Chief Manager Catering Level-17 (67700-208700) Pre-revised PB-3 (15600-39100) with GP Rs. 6600	First class Deg. In Arts/ Commerce/ Science with Dip./Deg in Hotel and Catering from a recognized institute. Should have extensive and relevant experience of minimum of ten years in a Senior Managerial Position. Desirable: Experience of having worked in computerized environment.	Graduate with Deg./Dip in Hotel and Catering	Direct Recruitment or Promotion through selection from Sr. Manager Catering with minimum of five years of experience as such and subject to passing test prescribed for the post.	
	A(iv)	Internal Vigilance Officer Level-17 (67700-208700) Pre-revised PB-3 (15600-39100) with GP Rs. 6600	An IPS Officer of the rank of Superintendent of Police in J&K Govt. on deputation for a term of three years.			974/SB of 2009 dt. 9.6.2009
VI	A	Dy. Divisional Manager Level-17 (67700-208700) Pre-revised PB-3 (15600-39100) with GP Rs. 6600	NA	Graduate	By promotion thru selection from Manager with minimum of 05 years and experience as such and subject to passing of test prescribed for the post.	



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VII	A(i)	Manager Level-16 (56600-179800) Pre-revised PB-3 (15600-39100) with GP Rs. 5600	BA/B.Sc./B.Com with degree in Business Management/ Public Administration with extensive and relevant experience of minimum of six years in a responsible position in an organization of repute. Desirable: Computer awareness.	Graduate	34% by direct recruitment. 66% by promotion thru selection from Dy. Manager and Sanitation Officer with minimum of 06 years of experience as such and subject to the passing of test prescribed for the post.	917/SB of 2015 dated 30-04-2015 Promotion period changed vide order No. 1710/SB of 2004 dated 07.07.2004
	A(ii)	Sr. Manager Cat. Level-16 (56600-179800) Pre-revised PB-3 (15600-39100) with GP Rs. 5600	First class Deg. In Arts/Commerce/Science with Dip./Deg. In Hotel and Catering from a recognized institute. Should have extensive and relevant experience of minimum of 8 years in Senior Managerial Position. Desirable: Experience of having worked in computerized environment.	Deg./3 years Dip. In Hotel Management / Catering	By Direct Recruitment; or By Promotion through selection from Manager Catering with a minimum of 06 years of experience as such and subject to passing of test prescribed for the post.	Promotion period changed vide order No. 1710/SB of 2004 dated 07.07.2004
VIII	A(i)	Administrative Officer Level-15 (52700-166700) Pre-revised PB-2 (9300-34800) with GP Rs 5400	On deputation /by promotion		On deputation /by promotion from Asstt. Adm. Officer with 06 years experience as such.	No.1138/SB of 2009 dated 28.07.2009
Note:						
1. The post of Vigilance officer created.						
2. The post of Personal Officer abolished.						
IX	A(i)	Accounts Officer Level-13 (47600-151100) Pre-revised PB-2 (9300-34800) with GP Rs. 4800	On deputation from State Govt. or from Asstt. Accounts Officer		From Asstt. Accounts Officer having 6 years experience as such. In case the AAOs are not eligible, the post shall be filled on deputation.	No. CO/PS-94/17082-17122 dated 19.10.2007
IX	A(ii)	Public Relation Officer	On deputation: An Officer of the rank of Tehsildar in the state Government.	NA		



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	A(iii)	Tehsildar	On deputation: An Officer of the rank of Tehsildar in the state Government.	NA		
	A(iv)	Purchase Officer	On deputation: An Officer of the rank of Tehsildar in the state Government.	NA		
	A(v)	Asstt. Internal Vigilance Officer Level-13 (47600-151100) Pre-revised PB-2 (9300-34800) with GP Rs. 4800	A Dy. S.P. from J&K Police Deptt. On deputation for a period of three years.	NA		974/SB of 2009 dt. 9.6.2009
	A(vi)	Private Secretary Level-13 (47600-151100) Pre-revised PB-2 (9300-34800) with GP Rs. 4800	On deputation or by promotion		On deputation or by promotion from Sr. Stenographer with 06 years experience	No.1138/SB of 2009 dated 28.07.2009 776/SB of 2015 dated 10.04.2015,
X	A(i)	Dy. Manager Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280 (including posts of Dy. Administrative Officer, SMVDNSH)	First class Deg. In Arts/Science/Commerce with Dip. In business management/ Hotel Management with extensive and relevant experience of minimum of three years. Desirable: MBA.	Graduate	25% by Direct Recruitment; 75% by Promotion through selection from Asstt. Manager with minimum of 06 years of experience as such.	The post of Asstt. Manager G-I re-designated as Dy. Manager 1392/SB of 2002 dated 30.09.02 ii) 1722/SB of 2016 dated 03.08.2016 iii) 78/SB of 2016 12.04.2016
X	A(ii)	Naib Tehsildar	On deputation from the State Government.	NA		



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A(iii)	Asstt. Accounts Officer Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	By promotion only	-	From Accountant with minimum of pertinent experience of 08 years. In case no official is eligible, the post shall be filled-up on deputation from State Govt. till an officer becomes eligible.	No. CO/PS-94/17082-17122 dated 19.10.2007
A(iv)	Manager Catering Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	First class Deg. In Arts/Commerce/Science with Deg./Dip in Hotel and Catering from a recognized institute. Should have extensive and relevant experience of minimum of six years in a senior managerial position. Desirable: Experience of having worked in computerized environment.	Deg./3 years Dip. In Hotel Management/ Catering	50% by direct recruitment; 50% by promotion through selection from Asstt. Manager Catering with minimum of 06 years of experience as such. (Now Asstt. Manager Catering & Complex brought into one post i.e Asstt. Manager)	
A(v)	Sanitation Officer Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	BA/B.Sc./B.Com. With Dip. In Sanitation/ Public Health with minimum of 10 years of extensive and relevant experience. Desirable: Dip. in Hospital Administration.	Graduate	50% by direct recruitment; or On deputation: A sanitation officer of Municipality; 50% by promotion through selection from Dy. Sanitation Officer with 08 years of experience as such.	
A(vi)	Asstt. Adm. Officer Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	On deputation /by promotion		On deputation /by promotion from Head Asstt. with 08 years experience as such.	vide order No.1138/SB of 2009 dated 28.07.2009
A(vii)	Vigilance Inspector Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	Officers of the rank of Inspectors in J&K Police Deptt. On deputation for a term of three years.	NA		974/SB of 2009 dt. 9.6.2009



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X	A(viii)	Master Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	NA	Graduate with B.Ed	By promotion thru Teacher	
	A (ix)	Sr. Stenographer Level-11 (35900-113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280	NA		100% promotion from Jr. Stenographer with 08 years experience	
XI	A(i)	Asstt. Manager Level-10 (35800-113200) Pre-revised PB-2 (9300-34800) with GP Rs. 4260	First class Degree in Arts / Commerce/ Science with Dip in Business Management with relevant experience of minimum of 2 years	Graduate	40% by direct recruitment; 60% by promotion through selection from Jr. Manager, Central Store Keeper, Procurement Asstt with minimum of 08 years experience as such and from Sr. Supervisor (Enforcement) with minimum of eight years of experience as such.	The post of Asstt. Manager (Catering) merged as Asstt. Manager No. 2103/SB of 2004 dated 30.09.2004 1392/SB of 2002 dated 30.09.02 Amendment in Direct & promotion quota amendment No. CO/P/12-R/11608-11639 dated 05.10.2007



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XI	A (ii)	Management Trainee				
	A (iii)	Legal Assistant	Bachelor of Degree in Law from any recognized University established in India with 02 years practice at Bar			2940/SB of 2018 dated 15.12.2018
XII	A(i)	Dy. Sanitation Officer Level-9 (35700-113100) Pre-revised PB-2 (9300-34800) with GP Rs. 4240	Graduate with Dip. In Sanitation/ Public Health and Minimum of seven years of extensive and relevant experience.	Graduate	50% by direct recruitment or; On deputation: A Dy. Sanitation Officer of Municipality. 50% by promotion through selection from Jr. Manager Sanitation with minimum of 08 years of experience as such.	
	A(ii)	Chauffeur Level-9 (35700-113100) Pre-revised PB-2 (9300-34800) with GP Rs. 4240			100% Promotion from 8 th pass Drivers with 08 years of experience	506 /SB of 2010 dated 06.04.2010
XIII	A(i)	Jr. Manager Level-8 (35600-112800) Pre-revised PB-2 (9300-34800) with GP Rs. 4220	First class Bachelor's degree in any discipline with DBM. Desirable: Knowledge to operate Computer and good communication skills.	Graduate	50% by direct recruitment; 50% by promotion through selection from Supervisor, Supervisor Catering with minimum of 08 years experience as such.	1709/SB of 2004 dated 07.07.2004, 2102/SB of 2004 dated 30.09.2004
	A(ii)	Head Asstt. Level-8 (35600-112800) Pre-revised PB-2 (9300-34800) with GP Rs. 4220		Graduate	100% by promotion through selection from Sr. Asstt. with minimum of eight years experience as such.	No.1138/SB of 2009 dated 28.07.2009
	A(iii)	Jr. Stenographer Level-8 (35600-112800) Pre-revised PB-2 (9300-34800) with GP	By Promotion	NA	100% by promotion from Steno Typist with minimum of 8 years experience	No.1138/SB of 2009 dated 28.07.2009 03 posts created with



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		Rs. 4220				<u>approval of Chairman</u>
Note:						
1 The post of Section Officer abolished vide Order No. <u>No.1138/SB of 2009 dated 28.07.2009</u>						
2.The post of Sr. Accountant merged into the cadre strength of AAOs <u>No. CO/PS-94/17082-17122 dated 19.10.2007</u>						
3.The method of recruitment of Pvt. Secretary amended and this post is de-linked from this cadre & kept reserved for promotion in the cadre of Stenographers with upgradation of posts <u>No.1138/SB of 2009 dated 28.07.2009</u> and 01 post upgraded vide No. <u>776/SB of 2015 dated 10.04.2015.</u>						
XIV	A(i)	Procurement Asstt. Level-7 (35500-112600) Pre-revised PB-2 (9300-34800) with GP Rs. 4210	Graduate with extensive and relevant experience of eight years in a responsible/supervisory position. Desirable: Dip in Material Management	NA	By promotion from Jr. Procurement Asstt. with minimum of eight experience.	
	A(ii)	Sr. Supervisor (Enforcement) Level-7 (35500-112600) Pre-revised PB-2 (9300-34800) with GP Rs. 4210	By Promotion	Graduate	By promotion through selection from Enforcement Supervisor with minimum of 8 years experience.	
XV	A(i)	Girdawar	On deputation from the State Government.	NA		
	A(ii)	Accountant Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	100% by promotion	B. Com.	From Accounts Asstt. having 8 years working experience as such.	<u>No. CO/PS-94/17082-17122 dated 19.10.2007</u>
	A (iii)	Sr. Sanitation Supervisor Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	NA	Graduation	100% by promotion through selection from Sanitation Supervisor having Graduation with 08 years of experience.	<u>1269/SB of 2005 dated 26.05.2005</u>
	A (iv)	Head Store Keeper	NA	Graduate	100% by promotion through selection	



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		Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200			from Sr. Storekeeper having Graduation with 08 years of experience	
	A (v)	Sr. Supervisor Complex Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	NA	Graduate	100% by promotion through selection from Supervisor Complex having Graduation with 08 years of experience	
	A (vi)	Sr. Supervisor Sales & Service Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	NA	Graduate	100% by promotion through selection from Supervisor Sales & service having Graduation with 08 years of experience	
	A (vii)	Sr. Catering Supervisor	NA	Graduate	100% by promotion through selection from Catering Supervisor having Graduation with 08 years of experience	
Note:						
1. The post of Checker abolished vide No. 2102/SB of 2004 dated 30.09.2004						
2. The post of Counting Supervisor merged into strength of Accountant & this category stands abolished No. . No. CO/PS-94/17082-17122 dated 19.10.2007						
4. The post of Stenographer merged vide No. No.1138/SB of 2009 dated 28.07.2009.						
XVI	A(i)	Supervisor Complex Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	NA	Graduate	100% by promotion through selection from Sr. Receptionist having Graduation with 08 years of experience	
XVI	A(ii)	Sr. Storekeeper Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	NA	Graduate	100% by promotion through selection from Storekeeper having Graduation with 08 years of experience	



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A(iii)	Enforcement Supervisor Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	Graduate with extensive and relevant experience of six years. Desirable: Dip. In Tourism Management.	Graduate	25% by direct recruitment; 75% by promotion through selection from Enforcement Inspector with minimum of 08 years of experience as such.	
A(iv)	Catering Supervisor Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	N A	Graduate	100% by promotion through selection from Chef having Graduation with 08 years of experience.	
A(v)	Accounts Asstt. Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	By direct recruitment only with Commerce graduate. Desirable: PGDFM		Direct recruitment only.	No. CO/PS-94/17082-17122 dated 19.10.2007
A(vi)	Sr. Asstt. Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800			100% by promotion from Jr. Asstt. with minimum of 8 yrs experience	No.1138/SB of 2009 dated 28.07.2009
A(vii)	Jr. Procurement Asstt. Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	Graduate with 4 yrs relevant experience. Desirable: Diploma in management esp. Material /Purchase.	NA	By Direct only	
A(viii)	JCB Operator Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800		NA	By Direct only	506 /SB of 2010 dated 06.04.2010
A (ix)	Sanitation Supervisor Level-5 (29200-92300) Pre-revised PB-1 (5200-20200) with GP Rs. 2800	NA	Graduation	100% by promotion through selection from Jr. Sanitation Supervisor having Graduation with 08 years of experience.	155/SB of 2019 dated 12-01-2019
A (x)	Supervisor Sales & Service	NA	Graduation	100% by promotion through selection from Asstt. Sales & Service Executive	



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					having Graduation with minimum 08 years of experience.	
	A(xi)	Steno-typist Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate from any recognized University having minimum speed of 65/35 words per minute in shorthand and typewriting respectively and six months certificate in Computer applications from a recognized institute	NA	By direct recruitment only.	No.1138/SB of 2009 dated 28.07.2009 1429/SB of 2013 dated 16.07.2013
XVII	A(i)	Patwari	On deputation from State Government.	NA		
	A(ii)	Sr. Receptionist Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate with two years experience with good personality and ability to speak fluent English.	Graduate	90% by direct recruitment & 10% by promotion through selection from Receptionist having Graduation with 08 years of experience	
	A(iii)	Store Keeper Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate in Science/Arts/Commerce with atleast 2 years experience in stores Deptt. of Govt./Public Sector Undertaking.	Graduate	90% by direct recruitment & 10% by promotion through selection from Asstt. Storekeeper having Graduation with 08 years of experience	
	A(iv)	Enforcement Ins. Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate with three years post qualification experience.	NA	By direct recruitment only.	
	A(v)	SKCs teachers Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate preferably with B.Ed.	NA	By direct recruitment only.	
	A(vi)	Mahila Mandal Teacher Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Preferably Graduate and or Dip. Holder in cutting, tailoring and knitting.	NA	By direct recruitment only.	



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	A(vii)	Sale & service Executive Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduation with minimum of 3 years of professional experience (post qualification) in Catering Sales and Service in a 3-star facility hotel/ restaurant registered with Govt. Department	Graduate	90% by direct recruitment and 10% by promotion through selection from Asstt. Sales & Service Executive having Graduation with minimum 08 years of experience.	
	A(viii)	Chef Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Bachelor in Hotel Management with minimum of 3 years of professional experience in cooking in a 3-star facility hotel/ restaurant registered with Govt. Department	Graduate	90% by direct recruitment and 10% by promotion through selection from Sr. Cook having Graduation with minimum 08 years of experience.	Order No. 747/SB of 2013 dated 08.04.2013
	A(ix)	Jr. Asstt. Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduate with 3 years relevant experience and 40 w.p.m. typing speed. Desirable: DCA	NA	By direct recruitment only.	No.1138/SB of 2009 dated 28.07.2009
Note:						
1. Post of JCB Operator created vide No. 804/SB of 2009 dt. 08-05-2009						
2. The post of Jr. Asstt. Sanitation delinked from Sanitation Supervisor and merged in the cadre of Jr. Asstt vide No. No.1138/SB of 2009 dated 28.07.2009						
3. The post of Counting Asstt. & Cashier merged with the post of Accounts Asstt. vide No. No. CO/PS-94/17082-17122 dated 19.10.2007						
	A(xi)	Driver Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	By promotion	Middle pass and driving license holder.	100% by promotion from Jr. Driver with 08 years experience	506 /SB of 2010 dated 06.04.2010
	A (xii)	Jr. Sanitation Supervisor Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduation with Diploma in Sanitation/ Public Health with 02 years relevant experience	NA	NA	
XVIII	A(i)	Asstt. Sales & Service Executive Level-3 (19900-63200)	NA	10 th	100% by promotion through selection from Sales & Service Asstt having 10th with minimum 08 years of	



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		Pre-revised PB-1(5200-20200) with GP Rs. 1900			experience.	
	A(ii)	Sr. Cook Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	NA	10 th	100% by promotion through selection from Cook having 10th with minimum 08 years of experience.	Order No. 747/SB of 2013 dated 08.04.2013
	A(iii)	Junior Driver Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	Middle pass with driving license for Hill area with minimum of 2 years experience	NA	Direct recruitment only.	506 /SB of 2010 dated 06.04.2010
	A (iv)	Enforcement Sahayak Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	10th pass Ex-serviceman having exemplary record in the Army/ Navy/ Air Force/ Para military force with a minimum of 15 years service. Desirable: 12th	NA	Direct recruitment only	2294/SB of 2018 dated 15.10.2018
	A (v)	Head Swachhta Sahayak Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	NA	8th	100% by promotion through selection from Swachhta Sahayak having 8th with 08 years of experience	
	A (vi)	Asstt. Store Keeper Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	NA	10 th	100% by promotion through selection from Sr. Attendant having 10th with 08 years of experience	
	A (vii)	Receptionist Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	NA	10 th	100% by promotion through selection from Sr. Attendant having 10th with 08 years of experience	



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XIX	A(i)	Sr. Attendant Level-2 (15900-50400) Pre-revised -IS(4440-7440) with GP Rs. 1400	NA	10 th	100% by promotion through selection from Attendant having 10 th with 08 years of experience	
	A(ii)	Sales & Service Asstt. Level-2 (15900-50400) Pre-revised -IS(4440-7440) with GP Rs. 1400	NA	10 th	100% by promotion through selection from Sales & Service Asstt G-II having 10 th with minimum 08 years of experience.	
	A(iii)	Cook Level-2 (15900-50400) Pre-revised -IS(4440-7440) with GP Rs. 1400	NOT AVAILABLE	10 th	100% by promotion through selection from Cooking Asstt. G-II with minimum of 08 years of experience as such.	Qualification revised vide No. 747/SB of 2013 dated 08.04.2013
	A(iv)	Swachhta Sahayak Level-2 (15900-50400) Pre-revised -IS(4440-7440) with GP Rs. 1400	NOT AVAILABLE	8 th	100% by promotion through selection from Asstt. Swachhta Sahayak having 8 th with 08 years of experience	
XX	A(i)	Attendant Level-1 (14800-47100) Pre-revised IS(4440-7440) with GP Rs. 1300	Matric with three years of experience of office/ stores work	NA	Direct recruitment only.	
	A(ii)	Cooking Asstt. G-II Level-1 (14800-47100) Pre-revised IS(4440-7440) with GP Rs. 1300	Matric with three years of relevant experience	NA	Direct recruitment only.	
	A(iii)	Asstt. Swachhta Sahayak Level-1 (14800-47100) Pre-revised IS(4440-7440) with GP Rs. 1300	Middle pass having experience in cleaning/ disinfecting etc.	NA	Direct recruitment only.	



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	A (iv)	Sales & service Asstt. G-II Level-1 (14800-47100) Pre-revised IS(4440- 7440) with GP Rs. 1300	Matric with three years of relevant experience	NA		
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Note:

- i) [Existing & revised chart of promotion of the posts of Asstt. Manager & below](#)
- ii) *Post of Jamadar reduced while creating the post of DEO [4038/SB of 2006 dated 09.12.2006](#)*



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SCHEDULE-II

CATEGROY 'B'

<u>Class</u>	<u>Category</u>	<u>Designation with grade</u>	<u>Direct Recruitment</u>	<u>Minimum Qualification for Promotion</u>	<u>Method of Recruitment</u>	<u>Remarks</u>
I	B	Security Officer Level-11 (35900-113500) Pre-revised PB-2(9300-34800) with GP Rs. 4280	A retired Security Officer atleast Graduate and minimum of eight years of experience as a Commissioned Officer in Army/ Paramilitary Force. Desirable: LLB	Graduate	By direct recruitment; or By promotion through selection from Asstt. Security Officer with minimum of 08 years of experience as such.	
II	B	Asstt. Security Officer Level-9 (35700-113100) Pre-revised PB-2(9300-34800) with GP Rs. 4240	Graduate with minimum of six years of experience as Commissioned Officer (Include JCOs) in Army/ Para Military Forces/ Police Security/ Vigilance set up. Desirable: Specialized training in fire fighting.	Graduate	50% by direct recruitment; 50% by promotion through selection from Sr. Security Supervisor with minimum of 8 years of experience as such.	
III	B	Sr. Sec. Supervisor Level-8 (35600-112800) Pre-revised PB-2 (9300-34800) with GP Rs. 4220	Retired JCO with exemplary character and with minimum of 2 years extensive and relevant experience after retirement.	Graduate	66% by direct recruitment; 34% by promotion through selection from Security Supervisor with minimum of eight years of experience as such.	
IV	B(i)	Security Supervisor Level-5 (29200-92300) Pre-revised PB-1 (5200-20200) with GP Rs. 2800	Graduate with 4 years of extensive and relevant experience in State Police Department or Vigilance set up of a Government Department; or PSU in a responsible capacity.	Graduate	50% by direct recruitment; 50% by promotion through selection from Sahayak with a minimum of 08 years experience as such.	
	B(ii)	Supervisor Wireless Level-5 (29200-92300)	A retired officer of rank of an Inspector or Sub-	NA	By direct recruitment only.	



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		Pre-revised PB-1 (5200-20200) with GP Rs. 2800	Inspector of State Police.			
V	B(i)	Sahayak Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	An Ex-serviceman (preferably matriculate) having good record in the Army with a minimum of 10 years service.	Matriculate	80% by direct recruitment; 20% by promotion through selection from Jr. Sahayak with minimum of 08 years experience as such.	
	B(ii)	Asstt. Supervisor Wireless/ Technician Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	A retired Official of the rank of Sub-Inspector or Asstt. Sub. Inspector.	NA	By direct recruitment only.	
VI	B (i)	Jr. Sahayak Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	A matriculate Ex-Serviceman having good record in the Army/Navy/Air Force with minimum of 15 years service	NA	By direct recruitment only.	Note: Qualification for the post of Jr. Sahayak revised vide Order No. 1302/SB of 2012 dated 04.08.2012
	B(ii)	Wireless Operator Level-3 (19900-63200) Pre-revised PB-1(5200-20200) with GP Rs. 1900	Not defined			



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Schedule-II

Category 'C'

<u>Class</u>	<u>Category</u>	<u>Designation with grade</u>	<u>Direct Recruitment</u>	<u>Minimum Qualification for Promotion</u>	<u>By Promotion</u>	<u>Remarks</u>
I	C	Director (Medical Services) Level-17 (67700-208700) Pre-revised PB-3 (15600-39100) with GP Rs 6600/-	By direct: Master of Public Health duly recognized by the M.C.I with atleast 15 years experience.	NA	NA	01 post of Director (Medical Services) created vide Order No.1467/SB of 2013 dated 23.07.2013 on consolidated emoluments. The post co-terminus with the leaving of Dr, Vinod Gupta from the Shrine Board Thereafter post again created for new incumbent vide order No.2075/SB of 2017 dated 03-10-2017
II	C ((i))	Executive Engineer	On deputation or by appointment from out of retired Superintendent Engineer/ XEN on Term Employment basis.	NA	From AEEs with 05 years of pertinent experience. Till an AEE becomes eligible for promotion, the post shall be filled up on deputation/ Term Employment.	CO/P/I-C/IV/3736-47 dated 19.03.2008
	C ((ii))	Medical Officer Level-17 (67700-208700) Pre-revised PB-3 (15600-39100) with GP Rs 6600/-	By direct: M.B.B.S Degree (Only those applicants, who are registered with the Medical Council of India/J&K State Medical Council. Preference shall be given to the candidates having specialization as 'Physician' or 'Ortho Surgeon' and as are in		NA	Qualification/05-posts of Medical Officer created in the pay scale of 10000-15200 approved by the Chairman (SMVDSB) approval on Medical facility file.



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			possession of M.D./ M.S. qualifications.			
III	C(i)	AEE (Civil) Level-16 (56600-179800) Pre-revised PB-3(15600-39100) with GP Rs. 5600	On deputation or by appointment from out of retired AEE/ XEN on Term Employment basis.	NA	From AEs with 06 years of pertinent experience. Till an AE becomes eligible for promotion, the post shall be filled up on deputation/ Term Employment basis.	CO/P/I-C/IV/3736-47 dated 19.03.2008
	C(ii)	AEE (Elect.) Level-16 (56600-179800) Pre-revised PB-3 (15600-39100) with GP Rs. 5600	On deputation or by appointment from out of retired AEE/ XEN on Term Employment basis.	NA	On deputation or by promotion from AE Electric having 06 years experience as such.	No.1138/SB of 2009 dated 28.07.2009
	C(iii)	Systems Manager Level-16 (56600-179800) Pre-revised PB-3 (15600-39100) with GP Rs. 5600	MCA with minimum of 8 years experience. Deg./Dip in Business Management.	Post Graduate with Dip. In Programming	By direct recruitment; or by promotion thorough selection from Systems Analyst with a minimum of 06 years experience as such and subject to the passing of the test prescribed in this behalf.	Promotion period changed vide order No. 1710/SB of 2004 dated 07.07.2004
IV	C(i)	Asstt. Engineer (Civil) Level-14 (50700-160600) Pre-revised PB-2(9300-34800) with GP Rs. 5200	On deputation from State Govt./Promotion		From JEs with 06 years of pertinent experience. Till a JE becomes eligible for promotion, the post shall be filled up on deputation	CO/P/I-C/IV/3736-47 dated 19.03.2008
	C(ii)	Asstt. Engineer (Electric) Level-14 (50700-	On deputation from State Govt./Promotion	NA	On deputation or by promotion from JE Electric/Electronics	No.1138/SB of 2009 dated 28.07.2009



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		160600) Pre-revised PB-2(9300-34800) with GP Rs. 5200			having 06 years experience as such.	
V	C	Asstt. Conservator Forests	On deputation.	NA		
VI	C(i)	Systems Analyst Level-11 (35900- 113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280/-	Post Graduate/ Graduate with Dip in Programming from an institute of repute and a minimum experience of 6 years.	Graduate	By direct recruitment; or by promotion through selection from Programme Analyst with a minimum of 06 years experience as such and subject to the passing of a test prescribed in this behalf.	
	C(ii)	Head Draftsman Level-11 (35900- 113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280/-	By Promotion/On deputation from State Govt./Promotion or through a retired Head Draftsman	NA	From out of Draftsman with 08 years of pertinent experience. Till a Draftsman becomes eligible for promotion, the post shall be filled up on deputation or through a retired Head Draftsman.	CO/P/I-C/IV/3736-47 dated 19.03.2008
	C(iii)	Asstt. Supdt. (P&G)	On Deputation	NA		
	C(iv)	Cameraman Level-11 (35900- 113500) Pre-revised PB-2 (9300-34800) with GP Rs. 4280/-				01 post of Cameraman was created in PB-2 with GP 4280/- vide order No.2351/SB of 2013 dated 02.12.2013
VII	C(i)	Jr. Engineer (Civil) Level-10 (35800- 113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	100% by direct recruitment from out of Graduate in Engg. / 3 yrs. Diploma in Engg. with minimum of 2 yrs. of pertinent experience.			CO/P/I-C/IV/3736-47 dated 19.03.2008



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	C (ii)	Jr. Engineer (Mechanical) Level-10 (35800-113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	100% by direct recruitment from out of Bachelors in Mechanical Engg. / 3 yrs. Diploma in Mechanical Engg. with minimum of 2 yrs. of pertinent experience.			Order No. 969/SB of 2013 dated 13.05.2013
	C (iii)	Jr. Engineer (Electric/ Electronic) Level-10 (35800-113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	By direct recruitment from out of Graduate in Engg. / 3 yrs. Diploma in Engg. with minimum of 5 yrs pertinent experience.		25% by direct, 75% by promotion from JE Elect.G-II with 08 yrs. Experience.	No.1138/SB of 2009 dated 28.07.2009
	C (iv)	Head Pharmacist Level-10 (35800-113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	NA	12 th	100% by promotion through selection from Sr. Pharmacist having 12th with minimum 08 years of experience as Sr. Pharmacist	
Note:						
1. Post of Sr. Mechanic merged with JE (Electric/ Electronics) No.1138/SB of 2009 dated 28.07.2009						
VIII	C (i)	Programme Analyst Level-10 (35800-113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	Post graduate/ graduate and Dip. In computer programming with minimum of 4 years relevant experience.	Graduate	50% Direct 50% by promotion from Computer programmer with minimum of 08 years experience	order No. 1155/SB Of 2007 dated 12.05.2007
	C (ii)	Technician PB-2 GP Rs. 4240/-	Post Graduate/ Graduate in Computer hardware with minimum of 04 years relevant experience.			
	C (iii)	JE Electric G-II Level-7 (35500-	By direct recruitment: Graduation in Electric Engg./3-yrs Diploma in Engg. with minimum of 4-years		By Direct or by promotion from Electrician with minimum of 08 years	No.1138/SB of 2009 dated 28.07.2009



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		112600) Pre-revised PB-2(9300-34800) with GP Rs. 4210	pertinent experience or by promotion from Electrician with 6 years service experience.		Experience	
	C(iv)	Draftsman	On deputation from State Govt./ Term Employment basis out of retired Head Draftsman/ Draftsman. Deputationist shall continue till recruitment of Draftsman is made by the organization.	NA	100% by direct recruitment with 2 yrs. Diploma in Draftsmanship.	CO/P/I-C/IV/3736-47 dated 19.03.2008
IX	C	Sr. Pharmacist Level-6 (35400-112400) Pre-revised PB-2(9300-34800) with GP Rs. 4200	NOT AVAILABLE	Dip in Medical Assistant	100% by promotion through selection from Pharmacist having 12th with minimum 08 years of experience as Pharmacist	
X	C (i)	Pharmacist Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800	10+2 with 50% marks having Diploma/ Degree in Pharmacy from a recognised institution and qualified and registered as Pharmacist with 02 years relevant experience	12 th with Dip in Medical Assistant	90% by Direct recruitment: 10% by promotion through selection from Sr. Nursing Orderly having 12th with minimum 08 years of experience as Sr. Nursing Orderly	
	C (ii)	Electrician Level-5 (29200-92300) Pre-revised PB-1(5200-20200) with GP Rs. 2800			100% promotion from Asstt. Electrician with 08 years service experience	No.1138/SB of 2009 dated 28.07.2009
XI	C(i)	Assistant Electrician Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Diploma from ITI with three years pertinent experience	Middle pass	40% By Direct 60% by promotion from Helper Electrician with 08 yrs experience.	No.1138/SB of 2009 dated 28.07.2009



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Note:

1. Post of Mechanic merged with JE Elect G-II [No.1138/SB of 2009 dated 28.07.2009](#)

	C(ii)	Jr. Mechanic Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Dip. From I.T.I. Or equivalent with 3 years pertinent experience	Middle pass	By promotion from Work Supervisor, Welder, Carpenter, Painter, Plumber & Dastkar with 08 years experience	Two out of three posts merged in the post of Asstt. Electrician one post kept reserved for Civil Section. amended vide order No.1138/SB of 2009 dated 28.07.2009
	C(iii)	Programmer Computer Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Dip. In computer programming with minimum of 3 years relevant experience	Dip./Certificate in programming	50% Direct 50% By promotion from Data Entry Operator with minimum of 08 years experience	
	C(iv)	Forester Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	66% on Deputation; 34% by promotion	Matric	66% on Deputation; 34% by promotion through selection from Forest Guard & Mali with minimum of 08 years experience as such	
XII	C	Data Entry Operator Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Graduation with One year Diploma in Computer Applications from recognized Institute/Bachelor in Computer/ Bachelor in Information Technology, with a minimum typing speed of 35 w.p.m	NA	Direct only	ii) Qualification for the post of DEO was revised vide Order No. 503/SB of 2013 dated 07.03.2013
XIII	C	Sr. Nursing Orderly Level-3 (19900-63200) Pre-revised PB-1 (5200-20200) with GP Rs. 1900/-	NA	NA	100% by promotion through selection from Nursing Orderly G-I having 10th with minimum 08 years of experience as Nursing Orderly G-I	
XIV	C	Work Supervisor	Dip. From I.T.I with minimum of 3	NA	Direct only	



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		Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	years pertinent experience			
XV	C(i)	Welder Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Dip. From I.T.I in pertinent trade with minimum of 3 years experience	NA	Direct only	
	C(ii)	Carpenter Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with minimum of 8 years experience in the trade of carpenter	NA	Direct only	
	C(iii)	Painter Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with minimum of 8 years pertinent experience	NA	Direct only	
	C(iv)	Plumber Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with minimum of 8 years pertinent experience	NA	Direct only	
	C(v)	Helper to Electrician Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with minimum of 8 years pertinent experience	NA	Direct only	<u>No.1138/SB of 2009 dated 28.07.2009</u>



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	C(vi)	Dastkar Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Experience in professional Dastkari	NA	Direct only	
	C(vii)	Nursing Orderly G-I Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	NA	NA	100% by promotion through selection from Nursing Orderly having 10th with minimum 08 years of experience as Nursing Orderly	
XVI	C(i)	Forest Guard Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with 3 years relevant experience	NA	Direct/ Deputation	
	C(ii)	Mali/Gardener Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with 3 years relevant experience	NA	Direct/ Deputation	
XVII	C	Nursing Orderly Level-1 (14800-47100) Pre-revised IS(4440-7440) with GP Rs. 1300	Matriculation or equivalent from recognized Board. Elementary knowledge of First Aid. 02 years experience in handling & dressing wounds in Govt. Approved/ Registered Nursing Home/ Hospital		Direct only	i) Added newly created post of Nursing Orderly vide Order No: 1370/ SB of 2011 dated 01.08.2011 ii) Qualification/ Sanctioned strength revised vide order No. 73/SB of 2020 dated 15.01.2020

[Post of Generator Operator merged with Asstt. Electrician and Helper Electrician G-II merged with Helper Electrician vide No.1138/SB of 2009 dated 28.07.2009](#)



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<u>SCHEDULE-II</u>						
<u>CATEGORY-'D'</u>						
<u>Class</u>	<u>Cate gory</u>	<u>Designation with grade</u>	<u>Direct Recruitment</u>	<u>Minimum Qualificati on for Promotion</u>	<u>Method of Recruitment</u>	<u>Remarks</u>
I	D	Dharmadhakari (Consolidated negotiated)	Acharaya with minimum 20 years experience as a very very senior priest and profound Knowledge of Veidas, Puranas and Shastras	NA	Direct recruitment	
II	D	Head Pujari Level-16 (56600-179800) Pre-revised PB-3(15600-39100) with GP Rs. 5600	Acharaya/Shastri with minimum of 12 years experience as senior pujari and having profound knowledge of Shastras, Durga Saptasati, Path and Havan	Shastri	By direct recruitment; or by promotion through selection from Kathawachak with minimum of 06 years experience as such.	Order No. 2681/SB of 2007 dated 29.12.2007
III	D	Kathawachak Level-15 (52700-166700) Pre-revised PB-2(9300-34800) with GP Rs. 5400	Acharaya/ Shastri with minimum of 10 years experience as pujari in senior position in a religious organization and knowledge of Shastras, Durga Saptasati, Path and Havan	Shastri	By direct recruitment; or by promotion through selection from Asstt. Kathawachak with minimum of 06 years experience as such	
IV	D	Assistant Kathawachak Level-11 (35900-113500) Pre-revised PB-2(9300-34800) with GP Rs. 4280	Shastri with minimum of 8 years experience as pujari in a responsible position in temple of repute.	Shastri	50% by direct recruitment; or 50% by promotion through selection from Sr. Pujari with minimum of 06 years experience as such	
IV	D	Sr. Pujari Level-10 (35800-113200) Pre-revised PB-2(9300-34800) with GP Rs. 4260	Shastri with minimum of 6 years experience in religious organisation/ temple of repute and knowledge of Shastras, Puja, Path and Durga saptasati	Shastri	50% by direct recruitment; 50% by promotion through selection from Pujari G-I with minimum of 08 years experience as such	
V	D	Pujari G-I Level-9 (35700-113100) Pre-revised PB-2(9300-34800) with	Shastri with minimum of 4 years pertinent experience	Shastri	50% by direct recruitment; or 50% by promotion through selection from Pujari G-II with minimum of 08 years experience	



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		GP Rs. 4240			as such	
VI	D (i)	Pujari G-II Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	Shastri with minimum of 3 years experience or Madhya with 10 years experience as such	Matriculate	75% by direct recruitment (out of which half of the posts shall be reserved for the candidates who have obtained Shastri Degree from SMVD Gurukul); 25% by promotion through selection from Sr. Temple Sewadar with minimum of 08 years experience as such	
	D (ii)	Bhajneek Level-6 (35400-112400) Pre-revised PB-2 (9300-34800) with GP Rs. 4200	Degree/Diploma from a recognized institute with Music/Fine Arts as one of the subjects. Preference shall be given to the candidates having B. Music qualification. In addition, the candidate should have experience of professional singing of not less than two years		By Direct	1984/SB of 2011 dated 11.11.2011
VII	D	Sr. Temple Sewadar Level-4 (25500-81100) Pre-revised PB-1(5200-20200) with GP Rs. 2400	Matriculate with knowledge of Puja and Path	Middle pass	75% by direct recruitment; or 25% by promotion through selection from Temple Sewadar G-I with minimum of 08 years experience as such	
VIII	D	Temple Sewadar G-I Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Middle pass with knowledge of Puja etc.	Under Middle	75% by direct recruitment 25% by promotion through selection from Temple Sewadar G-II with minimum of 08 years experience as such	
IX	D	Temple Sewadar G-II Level-1 (14800-47100) Pre-revised IS(4440-7440) with GP Rs. 1300	Under Middle with knowledge of puja and cleaning the temple	NA	By direct recruitment only	

Note:

- i) **Running Pay Scales** introduced to Pujari wing vide order No. [2682/SB of 2007 dated 29.12.2007](#) and overlapped by implementation of 6th Pay Commission
- ii) **The Pay Band of Head Pujari and Kathawachak** changed vide order No. [2681/SB of 2007 dated 29.12.2007](#)



SCHEDULE-II

CATEGORY-'E'

Class	Category	Designation with grade	Direct Recruitment	Minimum Qualification for Promotion	Method of Recruitment	Remarks
I	E	Director Sports Level-17 (67700-208700) Pre-revised (PB-3 (15600-39100) GP Rs. 6600/-	Not defined			
II	E	Coaches, Level-10 (35800-113200) Pre-revised PB-2 (9300-34800) GP Rs. 4260/-	Essential: 1. Bachelors/ Masters degree in Physical education. 2. A Diploma in Coaching from NIS, Patiala or any equivalent qualification from a recognized University/ Institution or Participation in Olympic/ Asian games/ World championship or equivalent International event or Medal winner in Commonwealth games, National Games/ National Championship. Desirable: Experience in Coaching in concerned discipline at National/ International level.		Direct	
	E	Gym Instructor, Level-10 (35800-113200) Pre-revised PB-2 (9300-34800) GP Rs. 4260/-	Essential: i) A Bachelors Degree in Exercise Science or Physical Education from a recognized University. ii) Two years experience in the field of Gym/ Fitness Training of a Department of Central/ State Government or Union Territories or		Direct	



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			Statutory bodies or Public Sector Undertakings or Autonomous Bodies or any reputed private institute. iii) Knowledge of principles, rules, materials and equipment of gymnasium activities			
III	E	Sports Assistant, Level-4 (25500-81100) Pre-revised PB-1(5200-20200) GP Rs. 2400/-	Essential: i) Graduation from any recognized Indian University ii) B.P.Ed/ D P. Ed from any recognized Indian University iii) 2 Years Experience in coaching in any recognized Institute/Organization Desirable: Participation in National/ University level sports event.		Direct	
IV	E	Ground Man, Level-2 (15900-50400) Pre-revised IS(4440-7440) with GP Rs. 1400	Matriculate with minimum 5 years of experience in ground maintenance and marking		Direct	

Note: The time period for promotion across all the categories of employees falls in Group-A, B & C has been revised w.e.f 02.04.2019 as 05, 06 & 08 years respectively vide order No. [984/SB of 2019 dated 02.04.2019](#).

Vide order No. 2243/SB of 2019 dated 30.08.2019, the Madhmya, Utter Madhmya & Shastri Degree acquired from SMVD Gurukul and other J&K Govt. recognized institutes shall be considered equivalent to the conventional degree of Matric, Higher Secondary & Graduation for the purpose of employment in Shri Mata Vaishno Devi Shrine Board.

Restructuring of Para-Medical, Sanitation, General Cadre and Catering cadre has been issued vide order No. [73/SB of 2020 dated 15.01.2020](#).



Schedule - III

APPOINTING/ DISCIPLINARY AUTHORITIES
UNDER
SHRI MATA VAISHNO DEVI SHRINE BOARD EMPLOYEES
(RECRUITMENT AND OTHER CONDITIONS OF SERVICE (BYE LAWS))

<u>S. No.</u>	<u>Class of Employees</u>	<u>Appointing Authority</u>	<u>Disciplinary Authority</u>		<u>Appellate Authority</u>
			<u>Minor penalties</u>	<u>Major penalties</u>	
1.	Group – “A”	Chairman	C.E.O.	Chairman	Board
2.	Group – “B”	Chairman	C.E.O.	Chairman	Board
3.	Group – “C”	C.E.O.	C.E.O.	C.E.O.	Chairman