

F. No. GAD-ESTB/27/2021-02-GAD
Government of Jammu and Kashmir
General Administration Department
(Establishment)

Civil Secretariat, Jammu/Srinagar
Dated:02.01.2026

NOTIFICATION

Subject: Conduct of Type Test of Matriculate Multitasking Staff(Orderlies)/Jamadars of the J&K Secretariat (Subordinate) Service.

The General Administration Department is in process of conducting Type Test in respect of Matriculate Multitasking Staff(Orderlies)/Jamadars of the J&K Secretariat (Subordinate) Service, in order to fill up the vacancies of Junior Assistants likely to become available under 25% promotion quota, as per the J&K Secretariat (Subordinate) Service Recruitment Rules.

Accordingly, all the eligible Matriculate Multitasking Staff(Orderlies)/Jamadars of the J&K Secretariat (Subordinate) Service who are intending to appear in the Type Test shall submit their bio-data as per the below prescribed proforma/format in person or on email id **establishment.gad@jk.gov.in**, within a period of 07 days:

CPIS ID		Recent coloured Passport size photograph
Name of the official		
Designation		
Place of Posting		


(Shakeeb Arsallan) JKAS
Under Secretary to the Government

Copy to the:

1. All Administrative Secretaries.
2. Secretary, J&K PSC/BOPEE/JKSSB.
3. Principal, Government Higher Secondary School, Gurha Slathia, Purmandal, Samba.
4. Deputy Director, District Employment & Counseling Centre, Anantnag.
5. Private Secretary to the Chief Secretary, J&K.
6. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
7. In-charge Website, GAD
8. Notice Board/Stock file.