

HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT JAMMU

(Chief Justice's Secretariat)

Subject: - First appointment to the posts of Protocol Officer and Assistant Protocol Officer in the District Judiciary of UT of Jammu & Kashmir.

N O T I F I C A T I O N

No: 3627 of 2025/Psy

Dated: 26.11.2025

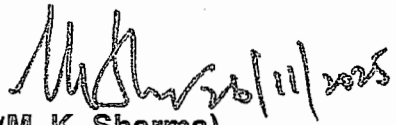
In pursuance to High Court, order No. 1697 Dated 26.11.2025 read with order No. 1015 of 2022/PSY Dated 06.09.2022, applications are invited from in-service candidates for being considered for 07 posts of Protocol Officer in the Pay Level-7 (44900-142400) and for 07 posts of Assistant Protocol Officer in the Pay Level-4 (25500-81100), who fulfill the following conditions:

- i. The candidates applying must belong to the Cadre equivalent to the grade of Protocol Officer and Assistant Protocol Officer respectively.
- ii. The in-service candidates must acquire the requisite qualification specified in the Schedule "B" appended to Jammu & Kashmir Ministerial & Other Staff of Subordinate Courts (Recruitment and Conditions of Service) Rules, 2016, if not already attained, within a period of 02 years from the date of their appointment. Till such time the requisite qualification is obtained, the appointment to the Cadre shall be construed as being made "on officiating basis". However, the candidates who possess the requisite qualification of Graduation along with the prescribed diploma/certificate course shall be appointed on permanent basis.
- iii. The in-service candidates who apply shall have minimum 02 years total service experience.
- iv. The applications shall be forwarded through the concerned Principal District & Sessions Judge along with their comments, regarding suitability of the applicants to serve on the posts concerned, in a prescribed format shown at Annexure-A to this Notification.


26/11/2025

Note: The qualification, otherwise, prescribed for the posts of Protocol Officer and Assistant Protocol Officer is Graduation from a recognized University with minimum six months Diploma/Certificate in Travel and Tourism Management or Hospitality Management.

By Order


(M. K. Sharma)
Principal Secretary to
Hon'ble the Chief Justice

No : _____

Dated : 26.11.2025

Copy to the:

1. Registrar General, High Court of J&K and Ladakh, Jammu.
2. Registrar Vigilance, High Court of J&K and Ladakh, Jammu.
.....for information.
3. All Principal District & Sessions Judges of UT of Jammu & Kashmir
.....for information & n/a..
- ✓ 4. CPO e-Court, High Court of J&K and Ladakh, Srinagar for uploading the same on the High Court website .
5. Chief Librarian, High Court Wing, Jammu/Srinagar for keeping the record of the same.
6. Order file.


Principal Secretary to
Hon'ble the Chief Justice

Application Form for the post of
Protocol Officer/ Assistant Protocol Officer

Name of the In-service candidate	
Name of Post presently held	
Pay Level and Grade of post held	
Place of Posting	
Qualification	
Date of first appointment	
Name of post to which apply	

Signature of the Candidate

Name: _____

Designation: _____

Present place of posting: _____