The Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976

(Amended as on 02.11.2026)

In exercise of the powers conferred by clause (2) of Article 229 of the Constitution of India, the Chief Justice of the High Court of Judicature at Allahabad makes the following rules with respect to the conditions of service of persons serving on the staff attached to the High Court of Judicature at Allahabad.

1. Short title and commencement.--**(1)** These rules may be called the **Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976, as applicable to High Court of Uttarakhand vide Section 30 of U.P. Reorganization Act, 2000'.**

(2) They shall apply to all officers and other members of the establishment of the High Court.

(3) They shall come into force with effect from the date of publication in the Official Gazette.

2. Definitions--In these rules unless the context otherwise requires—

(a) `Chief Justice' means the Chief Justice of High Court of Uttarakhand at Nainital;

(aa) 'Registrar General ' means Registrar General of the High Court of Uttarakhand;

(b) `Registrar' means Registrar of the High Court of Uttarakhand;

(c) `Additional Registrar' means the Additional Registrar of the High Court of Uttarakhand;

(d) `Joint Registrar' means the Joint Registrar of the High Court of Uttarakhand;

(e) `Deputy Registrar' means the Deputy Registrar of the High Court of Uttarakhand;

(f) `Citizen of India' means a person who is or is deemed to be citizen of India under Part II of the Constitution;

(g) `Commission' means the Uttarakhand Public Service Commission;

(h) `Constitution' means the Constitution of India;

(i) `Establishment' means the establishment of the office of the High Court of Uttarakhand at Nainital;

(j) `Government' means the Government of Uttarakhand;

(k) `High Court' means the High Court of Uttarakhand at Nainital;

(l) `Member of the Establishment' means a person appointed in accordance with these rules or of rules or orders in force prior to the commencement of these rules;

(m) `Year of Recruitment' means the period of twelve months commencing from the first day of July of a calendar year;

(n) `Appointing Authority' means the Chief Justice of the Court or such other Judge or Officer as he may direct.

[1]**[(o) "Graduate" would mean a person, who has received his/her education as per 10+2+3 pattern of education from a University established by law in India or qualification recognized as equivalent thereto.]**

3. Strength of the establishment—(1) The number of permanent posts of the various categories in classes I, II, III, and IV, respectively, in the establishment of the High Court shall be such as may be determined by the Chief Justice from time to time with the approval of the Governor of **Uttarakhand**.

(2) The Chief Justice may, from time to time, create such temporary posts as may be considered necessary with the approval of the Governor.

(3) The Chief Justice may leave unfilled or may hold in abeyance any vacant post without thereby entitling any person to compensation.

(4) There shall be separate cadre for each category of posts.

4. Sources of recruitment to class IV Posts:- The sources of recruitment to the various class IV posts in the establishment shall be as follows :

(a) Peon, Farrash, Coolie, Bhisti, Sweeper, Mali, Fireman, Chowkidar and Liftman.	By direct recruitment as provided in rule 5
(b) Jamadar	By promotion from amongst permanent peons,
(c) Daftari	By promotion from amongst permanent peons, farrashes and liftmen.
	Provided that for the post of daftari only such persons shall be eligible who, to the satisfaction of the appointing authority, possess requisite knowledge and experience of the work of book binding.
(d) Bundle Lifter	By promotion from amongst permanent peons, farrashes and Liftman.
(e) Head Mali	By promotion from amongst permanent malis, provided a suitable person is available; otherwise, by direct recruitment of a person possessing requisite knowledge and experience of gardening and ability to supervise the work of malis.

[2]**[5. Academic qualification & method of recruitment—**

(1) A candidate for recruitment to the posts mentioned in rule 4(a) must have

---

[1] **Inserted by Noti. No. 230 of 2014, dated 6th August 2014**

[2] **Substituted vide No. 296-I/UHC/Admin. A /2019 Dated: Nov 06, 07, 2019.**

passed class 8th from a recognized board/institution.

(2) For the direct recruitment, an objective type multiple choice OMR based examination shall be taken, which shall comprise of 100 questions of one mark each, from the subjects, such as, general knowledge, general English, general Hindi, general science Maths, knowledge about Uttarakhand. Standard of question paper shall be of junior high school (8th level). There shall be no negative marking. Qualifying marks for a candidate belonging to general category shall be 50% and for a candidate belonging to scheduled casted, scheduled tribes & other backward classes shall be 45%.

(3) Direct recruitment may be conducted by the high court or by any authorized recruitment agency, as decided by the Chief Justice.

6. Appointing Authority— If the appointing authority is other than the Chief Justice the exercise of his power shall always be subject to any general or special order of the Chief Justice.

7. Recruitment by promotion— Whenever it is required to make recruitment by promotion to any of the posts of Jamadar, Daftari, Bundle lifter or Head Mali, the Appointing authority shall make selection of the required number of candidates keeping in view the service record and performance of the candidates from amongst eligible candidates. Seniority shall be determined by the order in which the names are arranged in the list.

8. Sources of recruitment to class III post-- The sources or recruitment to the various class III posts in the establishment shall be as follows

(a)	**[3][Public Relation Assistants:]**	[4][(I) By promotion amongst the eligible Class-IV employees of the establishment of the High Court, who are graduate, and have completed five years of continuous regular service. Or By direct recruitment at the discretion of the Chief Justice, for which the candidate must be graduate, with basic knowledge of computer applications and inter-personal communication skills. (II) For the promotions, applications from such number of eligible Class-IV employees, in accordance with their seniority in the Class-IV Cadre shall be invited, as fixed by the Chief Justice.

[3] **Substituted by Notification No. 357/UHC/Admin.A/2021, Dated 09.11.2021**

[4] **Substituted by Notification No. 357/UHC/Admin.A/2021, Dated 09.11.2021**

		(iii) The promotion shall be made on the basis of merit-cum-seniority of the candidates, assessed by a Committee on the basis of appraisal of service records, assessment of basic knowledge of computer applications and inter- personal communication skills. The Committee shall be constituted by the Chief Justice. (iv) For appraisal of service records, entries in Annual Confidential Reports of the last five years shall be assessed, and marks shall be given in the following manner:- Outstanding- 5 marks Very Good - 4 marks Good – 3 marks Poor/Adverse- 0 marks (Total marks of service record-25 marks) (v) Basic knowledge of computer applications shall be assessed by written and practical test, which shall carry maximum of 35 Marks. (vi) Inter-personal communication skills shall be assessed by an interview, which shall carry maximum of 40 Marks. (VII) The promotion to the post of Public Relation Assistants shall be made as per merit of the candidates, in order of aggregate marks obtained in appraisal of service records, assessment of basic knowledge of computer applications and inter-personal communication skills.]
(b)	**Assistant Review Officer:**	(i) 75% by direct recruitment through competitive examination conducted by appointment authority. [5][(ii) 20% of the posts shall be filled up by promotion from amongst Class-IV employees, who are graduate and have completed five years of continuous regular service, on the basis of Merit-cum-Seniority.

[5] **Substituted vide No. 20 /UHC/ Admin.A /2024 Dated: January 16, 2024**

		(iii) 5% of the posts shall be filled up by promotion from amongst Public Relation Assistants, who are Graduate and completed five years of continuous service, on the basis of Merit-cum-Seniority. (iv) For promotion from amongst Class-IV employees as well as Public Relations Assistant, a test of 100 marks shall be conducted, which shall consist the following: (i) A Written Examination, which will include objective type questions of General English and General Knowledge – 50 Marks (ii) Typing test on Computer – 25 Marks (iii) Appraisal of Service Record – 15 Marks. Marking shall be done as under :- Outstanding : 3 Marks Very Good : 2 Marks Good : 1 Marks Poor/Adverse : 0 Marks (iv) Practical Knowledge of Computer Operation - 10 Marks Every candidate, who will obtain 50% marks, in the aforementioned test shall be qualified for being considered for promotion to the post of Assistant Review Officer. Thereafter, merit list of such qualified candidates shall be prepared on the basis of their seniority in the cadre of Class-IV employees. Senior most shall be at the top of the list, irrespective of the marks obtained in the test. Keeping in view the vacancy, accordingly select list shall be prepared.]
(c)	**Review Officer:**	[6]**[(**1) 80% posts in Review Officer cadre shall be filled by promotion from Assistant Review Officers who have completed three years service as A.R.O. on the criteria of seniority subject to rejection of unfit.

[6] As amended by Noti. No. 382/UHC/Admin.A/2026 Dated: November 02,2026.

		(2) 20% posts in Review Officer cadre shall be filled by promotion from Assistant Review Officers who have completed five years of service as A.R.O. on the basis of departmental examination. Provided that such candidates shall not be considered for promotion: (i) Who has been convicted in any criminal case involving moral turpitude. (ii) Who has been punished in any departmental enquiry during the last 05 years. (iii) There is adverse annual confidential remark during any of the last 05 years. The registry shall invite applications from such A.R.O. who have completed 05 years of service against the vacancies under departmental examination quota. The syllabus & pattern of departmental examination is prescribed in Appendix-B. A list of candidates shall be prepared by adding their marks secured in Paper-I & Paper-II and only those who secure at least 40% marks in each paper and 50% marks in aggregate shall be considered for promotion. The inter se seniority of candidates promoted through Departmental Examination shall remain the same as in feeder cadre. **Deleted** **Note: Deleted** **Deleted]**
[7][(cc)	**Console Operator-cum-Data Entry Assistant [Declared as dying cadre by G.O. No. 312/UHC/ Admin-A/2016 Dt. 17.12.2016]**	By direct recruitment through competitive examination conducted by the appointing authority or in any manner so directed by the Chief Justice.]
(ccc)	**System Analyst-cum-Programmer**	By direct recruitment through competitive examination conducted by the appointing authority or in any manner so directed by the Chief Justice.
[8][(cccc)	**Translators**	By direct recruitment through competitive

[7] **[Declared as dying cadre by G.O. No. 312/UHC/ Admin-A/2016 Dt. 17.12.2016]**

		examination conducted by the appointing authority or in any manner so directed by the Chief Justice.
(ccccc)	**Typist**	By direct recruitment through competitive examination conducted by the appointing authority or in any manner so directed by the Chief Justice.
Personal Assistant Department		
(d)	**Personal Assistants**	By direct recruitment through competitive examination or selection.
Bench Secretaries Department		
(e)	**Bench Secretaries, Grade II**	By selection through competitive examination conducted by the appointing authority, open to the Assistants having not less than 10 years continuous services in class III post. Preference shall be given to candidates possession a Law Degree.

9. Qualifications— Academic qualifications for direct recruitment to the various class III posts in the establishment shall be as follows:

(i) – deleted.

(i)(a) [9][….deleted]	
(ii) Assistant Review Officers	1. He/she must possess a Bachelor's degree of a University established by law in India or qualification recognized as equivalent thereto. [10][2. **Speed of minimum 9000 key-depression per hour in English typing would be essential.** **Test of basic knowledge of computer operation shall be conducted, which will include:** **(1) Windows and Internet.** **(2) M.S. Word.** **(3) M.S. Excel.** **(4) M.S. Power Point.** **Explanation: Test of knowledge of computer operation shall be of qualifying nature, in which minimum 40% marks would be required to be obtained. Both the parts carry 50 marks each.]**

[8] **Inserted by Noti. No. 230 of 2014, dated 6th August 2014**

[9] **Deleted by Notification No. 357/UHC/Admin.A/2021, Dated: 09.11.2021**

[10] **Amended vide Noti. No. 172 /UHC/ Admin.A /2017 Dated: June 19, 2017**

(iii) Review Officers	[11][Deleted]
(iv) Personal Assistants	Must possess a Bachelor's degree of a University established by law in India or a qualification recognized as equivalent thereto.
[12]**[(v) Assistant Librarian.]**	**1.** Degree in law and Diploma or Degree in Library science from a recognized University. Or Degree in Library Science from a recognized University with 05 (Five) years experience as Assistant Librarian or Librarian in any University of Law/Judicial Academy. 2. Basic Knowledge of Computer Operation
[13]**[(vi) Console Operator - Cum Data Entry Assistant - Declared as dying cadre by G.O. No. 312/UHC/ Admin-A/2016 Dt. 17.12.2016]**	**(i)** Must possess a Bachelor's Degree of a University establishment by law in India or a qualification recognised as equivalent and **(i-a)** The candidate must possess the DOEACC 'A' level or equivalent post graduate diploma from UGC approved University/Government Polytechnic. **(ii)** Must possess a speed of not less than [14]**[9000 key Depressions** per hour **in English]** for data Entry work. **Note 1.—**Qualifications are relaxable at the discretion of the Chief Justice. **Note 2:** The Speed of [15]**[9000 key Depressions per hour in English]** for Data Entry work is to be judged by conducting a speed test on the EDP Machine(s) by the Competent authority.
(vii) System Analyst-Cum- Programmer	**1.** Must possess a Bachelor's Degree in Engg. or M.Sc. Maths or Statistics of a University established by law in India or a qualification recognized equivalent thereto and **1.-a.** The candidate must possess DOEACC 'B' level or MCA/B.E. CS/IT)/B. Tech (CS/IT) from UGC approved University/A.I.C.T.E **2.** Two years Experience in any Institute or any other establishment or Corporation of Under-taking or any other department in the sphere of computer software. Degree in Computer Technology by a recognised Institute or University establishment by law in India or a qualification recognised as equivalent thereto.
[16]**[(viii) Translators**	**Bachelor Degree from a recognized University having**

[11] **As Amended by Noti. No. 382/UHC/Admin.A/2026 Dated: November 02,2026**
[12]**Substituted vide No. 20 /UHC/ Admin.A /2024 Dated: January 16, 2024**
[13] **[Declared as dying cadre by G.O. No. 312/UHC/ Admin-A/2016 Dt. 17.12.2016]**
[14] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**
[15] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**
[16] **Substituted vide No. 20 /UHC/ Admin.A /2024 Dated: January 16, 2024**

	Hindi or English as a subject. Must have Hindi and English subjects in Intermediate (10+2). **Knowledge of Computer Operation.** **Desirable Qualification will be as under:-** **(i) Having Degree in Law.** **(ii) Having Diploma/Certificate Course in Translation from Hindi to English and vice versa from University/Institution, recognized by Government.** **(iii) Having tow years previous experience in Translation works from Hindi to English and vice versa in any Central/State Government Offices/ Parliament / State Legislature Secretariats or Central/ State Public Section Undertakings / Supreme Court of India / High Courts / District Courts.** **The qualifying marks for the General Category would be 50% and for SC/ST/OBC would be 45%.]**
[17][**(ix) Typist**	**[Must possess a Bachelor's Degree of a University established by Law in India or a qualification recognized by the State Government as equivalent thereto;** **must possess good knowledge of English typing with minimum speed of 30 words per minute on the computer; and must possess thorough knowledge of Hindi and English and sufficient knowledge of operating computer.]**
Provided that in addition to the above qualifications, candidates for the following categories of posts must also possess the qualification mentioned below:	
(a) [* * *]	[* * *]
(b) Personal Assistant	[18][Must, possess good knowledge of English Shorthand and typewriting with minimum speed of 40 words per minute in English and 100 words in English Shorthand dictation per minute. In case, final marks obtained by 02 or more candidates are equal, preference will be given to those having good knowledge of Hindi shorthand and typewriting with minimum speed of 9000 key-depression in Hindi type-writing per hour and 80 words in Hindi Shorthand dictation per minute and knowledge of Computer operation]
(c) [19][….Deleted]	Deleted

[17] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**

[18]**Substituted vide No. 164/UHC/Admin. A /2019 Dated: May 30, 2019.**

[19] **Deleted by Notification No. 357/UHC/Admin.A/2021, Dated: 09.11.2021**

(d) Deleted	**Deleted**

10. Deleted

10A. Method of selection for the post of PBX Operators—(i) In every year of recruitment, appointing authority shall ascertain the numbers of vacancies likely to occur in the posts of PBX Operators and in case there are vacancies, the process for recruitment shall be initiated.

(ii) The appointing authority shall invite applications for admission to the competitive examination and admit to the examination of such candidates as on scrutiny of the applications found eligible for recruitment to the post.

(iii) The syllabus and the rules relating to the competitive examination shall be such as may be prescribed from time to time, by the appointing authority.

(iv) The merit list shall be prepared on the basis of the marks obtained in the written examination. The list shall hold good for one year.

11. Method of selection to the post of Bench Secretary- [(1) Whenever it is required to make selection to fill up any vacancy/vacancies in the post of Bench Secretary, Grade II, the appointing authority shall invite applications from the eligible Assistants as mentioned in clause (e) of Rule 8 for admission to the competitive examination.]

(2) The procedure and the syllabus relating to the competitive examination shall be such as may be prescribed by the appointing authority from time to time.

(3) **Deleted. [*As Rule 10 has already been deleted.]***

[20][12. Method of direct recruitment to the post of Assistant Review Officer, Personal Assistant, Librarian or Assistant Librarian, Console Operator-cum-Data Entry Assistant, Translators and Typist.—

(1)Whenever it is required to make direct recruitment to fill up vacancies likely to occur in the posts of Assistant Review Officers, Personal Assistants, [21]**[Librarian or Assistant Librarian, Console Operator-cum-Data Entry Assistant, Translators and Typist]** during the course of the year of recruitment**,** the appointing authority shall ascertain the number of vacancies, including vacancies, if any, to be reserved for the candidates belonging to the Scheduled Castes and there under Rule 23.]

[22][(1-a) The process of recruitment shall be initiated by the appointing authority or Uttarakhand Public Service Commission or such other agency, as directed by the appointing authority.

(2) The appointing authority [23]**[or Uttarakhand Public Service Commission or such other agency, as directed by the appointing authority]** shall invite applications

---

[20] **As Amended by Noti. No. 382/UHC/Admin.A/2026 Dated: November 02,2026**

[21] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**

[22] **Inserted by Noti. No. 230 of 2014, dated 6th August 2014**

[23] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**

for admission to the competitive examination and admit to the examination such candidates as on scrutiny of the applications are found eligible for recruitment to the post.

(3) [24]**[The rules relating to the competitive examination shall be such as may be prescribed from time to time, by the appointing authority. The syllabus of the competitive examination shall be such as prescribed in Appendix "A' at the end of these rules.**

(4) [25]**[The merit list shall be prepared on the basis of the marks obtained in the written examination, except in case of recruitment of Personal Assistant. The list shall hold good for three years or until the next selection whichever is earlier.**

Provided that for the recruitment of Personal Assistant, merit list shall be prepared on the basis of marks obtained in the written examination and shorthand test.]

13. Promotion to the posts of Assistant Review Officer and Review Officers:—(1) Whenever it is required to make promotion to any of the posts of Assistant Review Officers and Review Officers the appointing authority shall ascertain the number of vacancies to be filled by promotion during the course of the year of recruitment. The appointing authority shall also prepare a list of the candidates who are eligible for promotion.

[26][**2) Promotion to the post of Review Officer shall be made on the criteria as mentioned in Rule 8 (c) and to the post of Assistant Review Officer as mentioned in Rule 8 (b).**]

(3) The select list shall hold good for three years or until the next selection whichever is earlier.

13A. deleted

[27]14. [* * *]

15. Appointment to the post of Court Officer and Cashier—The posts of Court Officer and Cashier are selection posts. Appointments to these posts shall be made by transfer of suitable officials from officials belonging to class II or class III by the appointing authority keeping in view the aptitude of the candidates and their willingness to furnish requisite security, where required. The person concerned shall be liable to be transferred back to his original post. His lien will continue to be maintained on his original post and he may be reverted to his original post.

16. Sources of recruitment to class II posts.-- The sources of recruitment to the various class II posts in the establishment shall be as follows:

(a) Section Officer, General Office	By promotion from amongst permanent Review Officers.

[24] **Substituted by Noti. No. 230 of 2014, dated 6th August 2014**
[25]**Substituted No. 164/UHC/Admin. A /2019 Dated: May 30, 2019.**
[26]**As amended by Noti. No. 382/UHC/Admin.A/2026 Dated: November 02,2026.**
[27] **Deleted by No. 50/UHC/ Admin.A /2016 Dated: March 23, 2016.**

(b) Bench Secretaries Grade I	By promotion from Bench Secretaries Grade II.
(c) Stamp Reporter	By transfer of one of the Section Officers of General Office or Bench Secretary, Grade I.
(d) Private Secretaries	By promotion from amongst permanent Personal Assistants.
(e) Deleted	
	Explanation: Persons selected for the post of Private Secretary and Private Secretary to Senior Judge will maintain his seniority on the post of Private Secretary and shall be liable to be transferred back to the post of Private Secretary.
(f) Librarian	By promotion of Deputy or Assistant Librarian or Review Officers doing the library work if he possesses requisite qualifications prescribed for direct recruitment. In case he is not found suitable for promotion, the vacancy shall be filled by direct recruitment.
(g) Deleted	[28][* * *]

17. Qualifications--A candidate for direct recruitment to the post of Librarian must be a Law Graduate and must also hold a Library Science Degree or Diploma. Practical experience of work in a library of repute will be an additional qualification.

18. Method of selection for all promotion posts--(i) Selection for promotion to posts mentioned in Rules 16 shall be made by a Selection Committee appointed by the Chief Justice.

[29][(ii) Criteria for selection for each shall be seniority subject to the rejection of unfit]

[30][(iii) A candidate shall be declared unfit. If;

(a) He has been convicted in any criminal case involving moral turpitude.

(b) The candidate has been punished in any departmental enquiry during the last five years.

(c) There is adverse annual confidential remark during any of the last five years.

19. Method of direct recruitment for the post of Librarian-- When a suitable person is not available for promotion to the post of Librarian, it shall be filled up by direct recruitment.

20. Source of recruitment to Class I posts:--The source of recruitment to the various class I posts in the establishment shall be as follows:

---

[28] **Deletd by Noti. No. 230 of 2014, dated 6th August 2014**

[29] **Substituted vide No. 199/UHC/ Admin.A /2016 Dated: July 14, 2016.**

[30] **Inserted No. 199/UHC/ Admin.A /2016 Dated: July 14, 2016.**

(a) Assistant Registrar	By promotion from amongst permanent Section Officers.
(a-1) Principal Private Secretary to Hon'ble Chief Justice.	By promotion of Private Secretary having three years experience as such.
(b) Deputy Registrar	[31][(i) By promotion from amongst Assistant Registrar of General Office, Bench Secretaries Grade-I and Private Secretaries having three years experience as such. Provided: (1) That the appointment shall be so regulated that out of the existing posts of Deputy Registrars 50% of the posts shall be filled from amongst the Assistant Registrar, 25% from amongst Bench Secretaries Grade-I and 25% from amongst the Private Secretaries. In Case a fraction of a post, the matter as to whom it should go shall rest in the discretion of the Chief Justice. (2) Notwithstanding anything contained in Proviso (1) above, any Deputy Registrar may also be appointed by the Chief Justice as he deems fit and expedient.
(c) Joint Registrar.	**[32]**[By promotion from amongst the Deputy Registrars on the basis of "merit cum-seniority". Merit to be assessed on the entire record of service of the eligible candidates and interview by the Committee of three Judges to be constituted by the Hon'ble Chief Justice. Provided that the person must have worked as Deputy Registrar for a period of three year. Provided further that the Chief Justice will have the power to relax the requirement of the period of three years for just and valid reason.]
(d) Additional Registrar	By deputation of an officer of Higher Judicial Service.
(e) Registrar	By Deputation of an officer from amongst the members of Higher Judicial Service."
[33][(e-1) ***Registrar (For High Court Cadre***	Appointment by transfer of any of the Joint Registrar in the establishment of High Court on the basis of Seniority-cum-Suitability. Suitability shall be adjudged by a Three member Committee of Hon'ble Judges, constituted by Hon'ble the Chief Justice. Provided further that the person must have worked as Joint Registrar in the establishment of High Court for at-least a period of two years.]

[31] Amended vide No. 252/UHC/Admin. A /2015 Dated: October 07, 2015

[32] Vide No. 176/UHC/ Admin-.A /2019 Dated: June 20, 2019.

[33] Inserted by Not. No. 194/UHC/Admin-A/2020, dated 17th July, 2020

(f) Registrar General	By deputation of a senior officer from amongst the members of Higher Judicial Service.]

21. Appointing Authority:- The Chief Justice shall be the appointing authority in respect of all Class I posts in the establishment.

22. Method of selection for the post of Principal Private Secretary to Chief Justice) and Deputy Registrar

I. Whenever it is required to make selection or promotion to the post of Principal Private Secretary to the Chief Justice, Principal Private Secretary /Head Private Secretary, Private Secretary in the same pay scale as Principal Private Secretary and Joint Principal Private Secretary, the Registrar shall prepare a list of candidates eligible for promotion under these Rules, The list shall be drawn according to the inter se seniority of the candidates on the post from which the promotion is made.

[34][II. Whenever it is required to make selection of promotion to the post of Deputy Registrar, the Registrar shall prepare three separate lists one each of:

(a) Assistant Registrars	50%
(b) Principal Private Secretary to C.J. Head Private Secretary, Private Secretary in the same pay scale as Principal Private Secretary and Private Secretaries.	25%
(c) Bench Secretary Grade-I	25%
Who are eligible for promotion under these Rules.]	

III. Whenever it is required to make selection to the post of Assistant Registrar, the Registrar General shall prepare a list of Section Officers in order of seniority and shall place the list together with the Character Roll of the Section Officers and other relevant record pertaining to them before the Chief Justice, who may select the candidates himself or on the recommendation of Committee formed by the Chief Justice for the purpose.

The criteria for selection in each case shall be merit with due regard to seniority.

IV. Deleted.

The Registrar shall place eligibility list together with the character roll of the candidates and other relevant records pertaining to them before the Chief Justice who may select the candidate/candidates who are found more suitable for promotion to the post.

The criteria for selection in each case shall be merit with due regard to seniority.

[35][22A. Relaxation in Qualifying Service

1. Where, for promotion to a post under these rules, prescribed length of service in feeding cadre is eligibility and sufficient candidates having such eligibility are not available for the promotion, Chief Justice may relax the eligibility for such length of service, as it deems fit.

---

[34]**Amended by Noti. No. 252/UHC/Admin. A /2015 Dated: October 07, 2015**

[35] **Inserted by Notification No. 347/UHC/Admin.A/2021, Dated 23.10.2021**

2. The relaxation under sub-rule (1), may also be given, where an aggregate prescribed length of service is the eligibility.

3. Where for promotion under these rules, marks are awarded on the basis of entries in annual confidential reports for prescribed service years, and after the relaxation, such years of a personnel fall short of the prescribed years, the marks awarded shall be apportioned, as if, they are for the prescribed service years.]

[36][Explanation:- The word "promotion" under this rule shall include selection through competitive examination under rule 8(e) of these Rules.]

[37][22B. Ad-hoc Promotions

1. Where for promotion under these Rules, eligible candidates are available, and for exigencies of work, the post can not be left vacant till the regular promotions are made, such post may be filled by Ad-hoc promotion amongst the eligible candidates.

2. The Ad-hoc promotion under sub-rule (1) shall in no case be treated as regular promotion on the post concerned.

3. Notwithstanding that pay and allowances of the post held on the Ad-hoc promotion are made admissible, but the service rendered on such post, shall not be counted for the purposes of seniority, future promotions or other like service benefits.

4. Unless procedure for Ad-hoc promotions under this rule is made by Chief Justice, the promotions shall be in accordance with the seniority of eligible candidates in their respective feeding cadre, and by the authority, which is competent to make the regular promotions.]

23. Reservation for Scheduled Casts, etc.—Reservation for recruitment to the various categories of posts in the establishment in favour of the [38][Scheduled Castes, Scheduled Tribes and Other Backward class shall be in accordance with the orders issued by the Chief Justice from time to time] [39][having regard to the relevant reservation policy framed by the State Government].

23A. deleted

[40][24. Nationality.—No person shall be appointed to the establishment of High Court of Uttarakhand, unless he/she be a citizen of India. [41][* * *]

---

[36] **Inserted by Notification No. 381/UHC/Admin.A/2021, Dated 18.12.2021**

[37] **Inserted by Notification No. 347/UHC/Admin.A/2021, Dated 23.10.2021**

[38] **Substituted by No. 230/UHC/Admin. A /2014 Dated: 6th August, 2014.**

[39] **Added by No. 264/UHC/Admin. A /2014 Dated: October 31, 2014.**

[40] **Substituted by No. 230/UHC/Admin. A /2014 Dated: 6th August, 2014.**

No person shall be appointed to the establishment of High Court of Uttarakhand, unless he/she be a citizen of India.

[41] **Omitted by Noti. No. 181/UHC/Admin.-A /2019 Dated: 28.06.2019. earlier it was added by No. 264/UHC/Admin. A /2014 Dated: October 31, 2014 and it read as under—**For direct recruitment to Class III posts at the establishment of High Court of Uttarakhand, a candidate shall be eligible only if his name is registered in any of the Government employment Exchange situated in the State of Uttarakhand

25. Age—A candidate for direct recruitment must have attained the age of 18 years in case of class IV and 21 years in case of other posts and has not crossed the age of 35 years on the Ist day of July of the year when the recruitment is undertaken.

42[The maximum age may be raised by order issued from time to time by the Chief Justice having regard to the policy of the State Government.

43[The maximum age limit as indicated above shall, in the case of Candidates of Scheduled Casts, Scheduled Tribes and Backward Classes, be relaxed by five years.

44[* * *]

Provided further that in case of members of the High Court staff, a relaxation by five years may, in suitable cases, be made by five years may, in suitable cases, be made by the Chief Justice.

Provided also that no candidate shall, by virtue of relaxation of age under this rule, have more than three opportunities to appear at the competitive examination or selection.]

26. Deleted.

27. Character-- The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. It will be the duty of the appointing authority to satisfy himself on this point.

Note-- Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or state Government will be deemed to be ineligible for the appointment under these rules.

28. Marital status-- A male candidate who has more than one wife living or a female candidate who has married a person already having a wife living shall not be eligible for recruitment to the establishment:

Provided that the Chief Justice may, if satisfied that there are any special grounds for doing so, exempt any person from the operation of this rule.

29. Physical fitness:-(1) No person shall be recruited to the establishment unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment to the establishment he shall be required to produce a medical certificate of physical fitness.

(2) If the post of Librarian is filled by direct recruitment the candidate shall before he is finally approved for appointment, be required to pass the examination by the Medical Board as may be prescribed by the appointing authority.

30. Appointment.--(1) On the occurrence of substantive vacancies, the appointing authority shall make appointments to the various categories of posts in the establishment from the respective list of persons duly selected under these rules.

---

42 Inserted by No. 264/UHC/Admin. A /2014 Dated: October 31, 2014.

43 Substituted by No. 230/UHC/Admin. A /2014 Dated: 6th August, 2014.

44 Deleted by No. 230/UHC/Admin. A /2014 Dated: 6th August, 2014.

Where a select list has been prepared, appointments shall be made in the same order in which the names appear in the list.

(2) Appointments against temporary and officiating vacancies shall also be made in the manner provided in sub-rule (1).

31. Existing Staff—(1) Persons appointed to the various categories of posts in the establishment in substantive capacity prior to the commencement of these rules shall be members of the establishment as if appointed in such capacity under these rules.

(2) Persons appointed to the various categories of posts in the establishment in temporary or officiating capacity prior to the commencement of these rules shall continue as if appointed in temporary or officiating capacity under these rules.

32. Probation—(1) A person on initial appointment to a post in the establishment in substantive capacity shall be placed on probation for a period of one year.

(2) The appointing authority may allow continuous service rendered in an officiating capacity or as a temporary measure on the post, or on a higher post, to be taken into account for the purpose of computing the period of probation.

(3) The appointing authority, may, for reasons to be recorded in writing, extend the period of probation in individual cases specifying the date up to which the extension is granted. Provided that in no case the period of probation will be extended by three years.

(4) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation, as the case may be, that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any or if he does not hold a lien on any post, his services may be dispensed with.

(5) A Person whose services are dispensed with under sub-rule (4) shall not be entitled to any compensation.

33. Confirmation—A Probationer shall be confirmed in his appointment at the end of his period of probation or extended period of probation, as the case may be, if—

(a) his work and conduct during the probationary period have been found to be satisfactory;

(b) he is considered fit for confirmation, and

(c) his integrity is certified.

34. Seniority—Except as provided in rule 35 seniority in each category of post in the establishment shall be determined by the date of the order of appointment in a substantive capacity and where more than one person are appointed together, by the order in which their names are arranged in the said order.

35. Seniority of persons already in service—Seniority of the persons appointed to a post in the establishment prior to the commencement of these rules shall be determined by the Chief Justice in accordance with these rules.

Explanation-- List of officiating and temporary officials shall be drawn up for purpose of seniority on the basis of date of continuous officiation.

36. Pay—The Scales of pay admissible to persons appointed to the various categories of posts in the establishment, whether in a substantive or officiating capacity or as a temporary measure shall be such as may be determined by the Chief Justice from time to time with the approval of the Governor of **Uttarakhand**.

37. Pay during probation--(1) Notwithstanding any provisions in the Fundamental Rules to the contrary, a person on probation if he is not already in permanent Government service, shall draw during the period of probation increments as they accrue on the condition that his work and conduct are reported to be satisfactory:

Provided that if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the Chief Justice directs otherwise.

(2) The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules referred to in rule 40 (2).

38. Criteria for crossing efficiency bars--(1) No person shall be allowed to cross the first efficiency bar unless his work has been satisfactory, he is found to have worked steadily and to the best of his ability and his integrity is certified.

(2) No person shall be allowed to cross subsequent efficiency bar unless he is found to have continued to work with ability and his integrity is certified.

39. Canvassing-- No recommendation either written or oral other than those required under these rules will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

40. Regulation of other matters--(1) All officers and servants of the Court shall be subject to the superintendence and control of the Chief Justice.

(2) In respect of all matters (not provided for in these rules) regarding the conditions of service of officers and servants of the Court including matters relating to their conduct, control and discipline, the rules and orders for the time being in force and applicable to Government servants holding corresponding posts in the Government of **Uttarakhand** shall apply to the officers and servants of the Court subject to such modifications, variations and exceptions, if any, as the Chief Justice may, from time to time, specify:

Provided that no order containing modifications, variations or exceptions in rules or orders relating to salaries, allowances, leave or pensions shall be made by the Chief Justice except with the approval of the Governor:

Provided further that the said powers exercisable under rules and orders of Government of **Uttarakhand** by the Governor shall be exercised by the Chief Justice or by such officer as he may, by general or special order, direct.

(3) If any doubt arises in regard to a particular post in the establishment being corresponding to a post in the State Government, the matter will be decided by the Chief Justice.

41. Residuary powers--Nothing in these rules shall be deemed, to affect the power of the Chief Justice to make such orders, from time to time, as he may deem fit in

regard to all matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as have not been sufficiently provided for:

Provided that if any such order relates to salaries, allowances, leave or pension, the same shall be made with the approval of the Governor of **Uttarakhand.**

42. Interpretation- All questions relating to the interpretation of these rules shall be referred to the Chief Justice, whose decision thereon shall be final.

43. Repeal and savings- The High Court (conditions of Service of Staff) Rules, 1946, are hereby repealed:

Provided further that any action taken or proceedings under the repealed rules and pending at the commencement of these rules shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules.

44. All notifications issued, orders passed, appointments made or powers exercised by the Chief Justice or the Registrar prior to the commencement of these rules shall be deemed to have been issued, made and exercised respectively under the provisions of these rules.

45. Notwithstanding anything contained in these rules, the Chief Justice shall have the power to make such orders, as he may consider fit, in respect of recruitment, promotion, confirmation or any other matter.

Appendix "A"

Syllabus of the competitive examination for the direct recruitment on the posts of Personal Assistant, Assistant Review Officer, Assistant Librarian, Console Operator-cum-Data Entry Assistant, Translators & Typist.

[45][General Knowledge (Objective Type) (For all Posts), except Personal Assistant.

General Knowledge (Objective Type)

Time: 03 Hours **MM: 200**

(i) General Science
(ii) Current Affairs (National & International)
(iii) Indian History & World History
(iv) Indian Geography & World Geography
(v) Legal glossary
(vi) Legal History
(vii) Knowledge of Uttarakhand (History, Geography, Economy & Polity Based)
(viii) Constitution of India
(ix) Computer Science & its Applications.

Personal Assistant

Paper-I- Time: 90 minutes MM: 80

(A) General Knowledge (Indian History, Knowledge of Uttarakhand, General Science, Constitution of India, Current Affairs)

---

[45] Amended by Not. No. 164/UHC/Admin.A/2019 Dt. 30.5.2019

40 Questions (Multiple-choice) of 40 marks.

(B) English Language

(i) Word, Phrases, Synonyms, Antonyms (10 Questions of 10 marks)

(ii) Grammar (10 Questions of 10 marks)

(iii) Translation from English to Hindi (10 Marks)

(iv) Precis writing in English (10 Marks)

Paper II- Practical

(v) **Typing Test- (Qualifying)-** The candidate must possess minimum speed of 40 words per minute (corresponding to 12000 key-depressions per hour) in English Typing.

Candidates, who will not be able to type 12000 key depressions per hour, shall be disqualified.

(vi) **Shorthand Test-** Candidates qualifying the typing test will have to appear for Shorthand Test at the speed of 100 words per minute in English. Max. Marks 120. Duration of Dictation 07 minutes. Transcription Time: 45 Minutes (This time excludes 10 minutes for reading of notes)

Mode of Evaluation of Shorthand Test shall be as under:

Evaluation Scheme of Shorthand Test for the post of Personal Assistant

(1) Full Mistakes:

i. Omission/ addition of any word/ figure.

ii. Substitution of any word/figure in place of dictated word/figure.

Above mistakes are counted as full mistakes and marked by red ink.

(2) Half Mistakes:

i. Spelling Mistake (spell check facility being available on computers)

ii. Non use/ wrong use of Full Stop/ Question Mark.

iii. Use of singular instead of plural and vice-versa.

iv. Wrong use of capital letter at the beginning of a sentence.

v. Other grammatical mistakes.

Above mistakes are counted as half mistakes and marked by blue ink.

Actual Mistakes= Full Mistakes+1/2 of Half Mistakes.

(3) Formula for awarding marks

(a) Total Words dictated @ 100 w.p.m.=700 words

(b) Maximum Marks=120

(c) Total mistakes admissible/relaxed =Maximum 7% of total dictated words. {7% of 700 words=49 mistakes}. For being qualified, the candidate must come within the relaxation limit of 7% mistakes and no marks will be awarded to the candidate, who commits more than 49 Actual Mistakes.

(d) For one Actual Mistake, 1 mark will be deducted.

(e) Marks obtained by the qualified candidate=Maximum Marks-Actual Mistakes committed.

Examples (i) a candidate committing 10 actual Mistakes will get 110 marks {i.e.120 (maximum marks)-10 (actual mistakes committed)},
(ii) a candidate committing 0 actual mistakes will get 120 marks (i.e. 120-0 actual mistakes) & (iii) a candidate committing 30 actual mistakes will get 90 marks (i.e. 120-30 actual mistakes).

Note: In case of incomplete transcription (more than 49 words left), the candidate will be treated as not qualified. Candidate, who commits more than 49 Actual Mistakes, will be treated as 'not qualified'.
In case of use of longhand in place of shorthand, the candidate will be disqualified.

Note 1: Typing Test will be conducted first and the candidates, who will qualify in the Typing test, will only be allowed to appear in the Shorthand test. Candidates qualified in the Shorthand test will be allowed to appear in the written examination. Final merit list shall be prepared on the basis of marks obtained in written examination (80 Marks) and Shorthand test (120 Marks).

Total marks-200.

For General category candidates, cut-off for written examination shall be 40% and for reserved category candidate, cut-off shall be 35%.

In case, two or more candidates secure equal marks, such candidates will be called for Hindi shorthand and type-writing and the candidate who will score better in Hindi shorthand will be given preference.]

Assistant Review Officer

Paper-I- English language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from English to Hindi
(vi) Letter Writing (formal)
(vii) Summary Writing

Paper II- Hindi Language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from Hindi to English
(vi) Letter Writing (formal)
(vii) Summary Writing

[46]**[Paper III Qualifying Nature Only (Practical)**
Time: 01 Hour MM: 100

Type-writing with minimum speed of 9000 key-depression per hour in English. (50 Marks)

Test of basic knowledge of computer operation shall be conducted, which will include:

(1) Windows and Internet.
(2) M.S. Word.
(3) M.S. Excel.
(4) M.S. Power Point.

Explanation: Test of knowledge of computer operation shall be of qualifying nature, in which minimum 40% marks would be required to be obtained.

Total – 100 Marks (50 Marks each).]

Assistant Librarian

Paper I (Theory) Compulsory
Time: 03 Hours MM: 200

(i) The Library and Community (Organisation)
(ii) Government and Management of Libraries (Administration)
(iii) Classification of cataloguing
(iv) Bibliography (Physical, Analytical, Descriptive and Subjective) and Book Selection
(v) Reference and Information services

[46] Amended by Not. No. 172/uhc/Admin-A/2017, Dt. 19.06.2017

Paper II (Theory) Optional (One of the Three)

Time: 03 Hours **MM: 200**

(i) Academic or National Libraries

OR

(ii) Special Libraries and Information Centres

OR

(iii) Advanced Practical Administration of Public Library Service

Paper III- Computer Operation- Practical Examination (Qualifying Nature)

Time: 01 Hour **MM: 100**
Min. Qualifying Marks-40

Console Operator-cum-Data Entry Assistant

Paper-I- English language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from English to Hindi
(vi) Letter Writing (formal)
(vii) Summary Writing

Paper II- Hindi Language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from Hindi to English
(vi) Letter Writing (formal)
(vii) Summary Writing

Paper III- Computer Time: 03 Hours MM: 100

Part-I

(i) Computer Organisation and System Software
(ii) Programming and Problem solving through 'C' language
(iii) System Analysis, Design and MIS
(iv) Data Structure through 'C' language

Part-II

(i) Relational Data Base Management System
(ii) Data Communication and Network
(iii) Introduction to Object oriented programming and Visual Studio
(iv)

Paper IV- Computer (Practical/Qualifying Nature) Time: 01 Hour MM: 100

The speed of 9000 Key depression per hour in English for Data Entry Work will be judged by conducting a speed test on the E.D.P. Machine by the competent authority.

Note: DOEACC 'A' level or equivalent post graduate diploma from UGC approved University/Government Polytechnic is required.

Typist

Paper-I- English language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from English to Hindi
(vi) Letter Writing (formal)
(vii) Summary Writing

Paper II- Hindi Language Time: 03 Hours MM: 200

(i) Word, Phrases, Synonyms, Opposites
(ii) Essay
(iii) Precis Writing
(iv) Grammar
(v) Translation from Hindi to English
(vi) Letter Writing (formal)
(vii) Summary Writing

Paper-III Computer (Practical/Qualifying Nature) Time: 01 Hour MM: 100

The speed of 9000 Key depression per hour in English will be judged by conducting a speed test on the E.D.P. Machine by the competent authority.

Translators

Paper-I-LanguageTime: 03 Hours MM: 200

Paper II- Translation and Drafting
Time: 03 Hours MM: 200

Paper III- Computer Operation- Practical Examination (Qualifying Nature)

Time: 01 Hour MM: 100
Min. Qualifying Marks-40

[47][Appendix-B]

Departmental Examination for filling up 20% posts in Review Officer Cadre from Assistant Review Officers who have completed 05 year of service
Written Examination
1. Paper-I (50 Marks) (Duration: 1 hour)

[47] Added by noti. No. 382/UHC/Admin.A/2026 Noti. No. November 02, 2026

(i) Précis writing in English (10 Marks)
(ii) Translation from Hindi to English (10 Marks)
(iii) English Grammar (15 Marks)
(iv) Knowledge of Computer Operation (15 Marks)

2. Paper-II (50 Marks) (Duration: 1 hour)

Multiple Choice Questions (MCQ)

1. Executive and Administrative Business of the Court (Chapter III, Rules of Court, 1952)
2. Constitution and Powers of the Court (Chapter V, Rules of Court, 1952)
   Constitution of Benches: Single Judge Benches vs. Division Benches.
   Powers of the Chief Justice: Nomination of Vacation Judges and allocation of rosters.
   Reference to a Larger Bench: Procedure when Judges differ in opinion.
3. Limitation Act: Basic application of the law of limitation concerning the filing of appeals and revisions.
4. RTI Cell Operations: Handling Right to Information applications within the judicial framework.
5. Uttarakhand Government Financial Handbooks: Service Rules: Rules regarding Leave (Earned, Medical, Casual), Pension, Gratuity, and Travelling Allowance (TA/LTC).
6. Uttarakhand Government Servants Conduct Rules, 2002
7. Uttarakhand Government Servant (Discipline and Appeal) Rules, 2003

******