

TRIPURA GAZETTE



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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

THE HIGH COURT OF TRIPURA AGARTALA

No. F.3(35)-HC/13-14/15257

Dated, Agartala, the 30th August 2014

NOTIFICATION

In exercise of the powers conferred by Paragraph 28(3) of The Tripura (Courts) Order, 1950 and all other enabling provisions in this behalf and in supersession of all Rules, Regulations, Notifications, Orders, etc. on the subject, the High Court of Tripura hereby makes the following Rules with respect to recruitment and conditions of service of persons on the District Courts' Ministerial Establishment in Tripura.

PART-I

1. Short title and commencement :-

- (1) These Rules shall be called "The Tripura District Courts' Ministerial Establishment (Recruitment and Conditions of Service) Rules, 2014."
- (2) They shall come into force from the date of their publication in Tripura Gazette.
- (3) They shall apply to the members of staff appointed on the Ministerial establishment of the District Courts in Tripura.

2. Definitions:-

In these Rules, unless the context otherwise requires:-

- (a) '**Board**' means any Board/Institution recognized under law for conducting examinations up to Secondary and Higher Secondary level.
- (b) '**Cadre Officer**' means a member of the Stenographers' Cadre in any of the grades and includes a temporary officer to that grade.
- (c) '**Chief Justice**' means the Chief Justice of the High Court of Tripura.
- (d) '**Drivers' Cadre**' means the posts included in different grades of Drivers on the establishment of the District Courts in Tripura.
- (e) '**District Courts**' include-
 - (i) District and Sessions Judges' Courts.

- (ii) Addl. District and Sessions Judges' Courts.
- (iii) Civil Judge (Sr. Division) and Assistant Sessions Judges' Courts.
- (iv) Chief Judicial Magistrate & Civil Judges' (Sr. Division) Courts.
- (v) Addl. Chief Judicial Magistrate and Civil Judges' (Sr. Division) Courts.
- (vi) Sub-Divisional Judicial Magistrates and Civil Judges (Jr.Division) Courts.
- (vii) Judicial Magistrate and Civil Judges' (Jr. Division) Courts.
- (viii) Civil Judge (Jr. Division) & Judicial Magistrates' Courts.

(f) '**Departmental Promotion Committee**' means a committee consisting of all the District and Session Judges chaired by the senior most District & Sessions Judge for making appointment, gradation, promotion and inter-district transfers of the members of the District Courts' Ministerial Establishment. Such committee, in short, shall be called DPC.

The Committee after seeking permission of Hon'ble the Chief Justice may also decide other matters connected with the appointment, promotion, gradation etc.

(g) '**Establishment**' means and includes all Offices, Departments, Sections, Branches and other ancillary Cells, Units and Wings of the Districts Courts in Tripura.

(h) '**Governor**' means The Governor of the State of Tripura.

(i) '**High Court**' means High Court of Tripura.

(j) '**Institution**' means a recognized institution competent to confer certificate, diploma or a degree in a particular branch of study.

(k) '**Member of the Ministerial establishment**' includes Stenographers, Drivers, Group-D employees and any person appointed on the establishment of the District Courts in accordance with these Rules or the Rules or orders in force prior to the commencement of these Rules, but does not include persons appointed by way of deputation from any other establishment or department.

- (i) '**Motor Vehicle**' means a light, medium or heavy motor Vehicle as defined under the Motor Vehicles Act, 1988
- (m) '**Schedule**' means the Schedules appended to these Rules.
- (n) '**Scheduled Caste**' means such castes, races or tribes or parts of groups within such castes, races or tribes as are deemed to be Scheduled Castes in relation to the State of Tripura under Article 341 of The Constitution of India.
- (o) '**Scheduled Tribe**' means such tribes or tribal communities or parts of groups within such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Tripura under Article 341 of The Constitution of India.
- (p) '**Service**' means the Tripura District Courts' Ministerial Establishment Service
- (q) '**State Government**' means the Government of Tripura.
- (r) '**Stenographers' Cadre**' means the posts included in different grades of stenographers on the establishment of the District Courts in Tripura.
- (s) '**University**' means any University Incorporated by law in India and recognized as such by University Grants Commission of India.

PART-II

3. District Courts' Ministerial Establishment:-

- (1) The District Courts' Ministerial Establishment shall comprise various posts classified and categorized in the **Schedules** appended to these Rules.
- (2) The State Government may from time to time create additional number of posts in any class or category with the prior approval of the High Court.

4. Appointing Authority:-

Subject to the provisions of these rules, the District and Sessions Judge in his respective judicial district shall be the Appointing Authority for all categories of posts on the District Courts' Ministerial establishment with the prior approval of the High Court.

5. Appointment of persons on the Ministerial establishment of the District Courts:-

(1) Appointment of persons on the District Courts' Ministerial Establishment shall be made either by-

(a) Direct recruitment; or

(b) Promotion; or

(c) Deputation with the prior approval of the High Court.

(2) Appointment to all posts shall be made in the manner as indicated in the Schedules.

(3) *In order to maintain uniformity in the standard of assessment of merit of the candidates for direct recruitment to various posts on District Courts' Ministerial Establishment and maintain rationality in preparation of common merit list of the candidates appointed to various posts in the Districts, DPC shall meet twice in a year in January & July to work out the number of existing and anticipated vacancies in various categories of posts and take initiative for appointment by common tests to be conducted by the DPC.*

(4) *Type test/written test/interview for direct recruitment shall be conducted by the DPC or by a selection committee constituted for this purpose by the DPC.*

Screening test shall be conducted by the D.P.C. after seeking permission of the Hon'ble High Court where the number of candidates is large.

(5) *There shall be a "Monitoring Committee" constituted by the Chief Justice, by order, consisting of one or more Judge(s) of the High Court and such other persons as the Chief Justice may from time to time, nominate for an overall monitoring of the process of recruitment of all categories of employees on the District Courts' Ministerial Establishment.*

(i) The Monitoring Committee may, with the approval of the Chief Justice, issue such directions/guidelines as it may consider appropriate for regulating the recruitment process.

(ii) The DPC shall, before inviting applications from candidates, communicate to the Monitoring Committee through the Registrar General of the High Court, its decision of filling up the vacancies, mentioning the actual number of existing and anticipated vacancies intended to be filled up.

(iii) The Monitoring Committee, thereafter, shall either set up the question papers itself or issue direction to the DPC or the Selection Committee constituted by DPC regarding setting up of question papers and custody thereof.

(iv) After the question papers are set up in the manner, as in clause(iii) of sub-rule (5) of this rule, the DPC shall take further steps for selection of candidates and appointment in the manner as provided in these Rules and direction/guidelines issued by the Monitoring Committee, if any.

(6) The Appointing Authorities shall provide staff support to the selection committee and share expenditure in conducting such selection tests.

(7) The appointment order in all cases shall be issued by the respective District and Sessions Judge as the Appointing authority.

6. Pay, Allowances and other benefits:-

(1) The persons borne on the District Courts' Ministerial Establishment shall be entitled to such pay scale as are indicated in the **Schedules** or as may be fixed or prescribed from time to time by the State Government.

(2) In all other matters like leave, Medical allowance, LTC and other benefits and entitlements, the members on the District Courts' Ministerial Establishment shall be governed by the Rules as are applicable to persons holding equivalent posts under the State Government.

(3) The members of the District Courts' Ministerial Establishment shall be entitled to such other facilities, allowances and benefits as may be notified by the State Government from time to time.

7. Eligibility :-

A person shall not be eligible for appointment on the District Courts' Ministerial Establishment on any post unless he or she possesses the qualifications and fulfills the requirements of such posts as are indicated in the **Schedules**.

8. Disqualification for appointment: - No person shall be eligible for appointment to any post on the District Courts' Ministerial Establishment-

- (1) Unless he is a citizen of India;
- (2) If he is dismissed from service by the High Court, Government or a statutory or local authority established by law;
- (3) If he has been convicted of an offence involving moral turpitude;
- (4) If he directly or indirectly tries to influence, the appointing authority by any means for his candidature;
- (5) If he / she has more than one spouse living;

9. Age :-

- (1) The lower and upper age limits of candidates for appointment by direct recruitment on the District Courts' Ministerial Establishment shall be 18 years and 40 years respectively.
- (2) The upper age limit is relaxable by 5 years for government servants, Physically Disabled, Ex-servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
Provided that the lower age limit for appointment of drivers by direct recruitment shall be 21 years.

10. Age of superannuation :-

- (1) Members on District Courts' Ministerial Establishment are liable to retire at the age prescribed for the employees of the State Govt. holding corresponding posts and all rules made by the State Govt. In this regard shall apply to the members of the District Courts' Ministerial Establishment.

11. Retirement benefits : In all matters like age of retirement, pension, death-cum-retirement gratuity, leave salary and other benefits and entitlements on retirement, the members on the District Courts' Ministerial

Establishment shall be governed by the Rules as are applicable to persons holding equivalent posts under the State Government.

12. Seniority :-

(1) (a) The seniority of a member of the District Courts' Ministerial Establishment other than those on deputation, shall be determined on the basis of his position in the merit list prepared by the appointing authority during initial appointment by direct recruitment.

(b) Inter-se seniority of two or more persons appointed on the same post in a category of the District Courts' Ministerial Establishment simultaneously will, notwithstanding the fact that they may join or assume duty of their appointment on different dates, shall be determined :-

- (i) in the case of those promoted, by their relative seniority in the lower service, class, category or grade;
- (ii) in the case of those recruited directly, according to the positions attained by and assigned to them in order of merit in the Competitive Examination as is determined and declared, and
- (iii) in any class or category of posts which provides for appointment, both by promotion as well as by direct recruitment, the promotees shall rank senior to direct recruits promoted during that calendar year and inter-se seniority of appointees in both groups would be subject to (i) and (ii) above.

Provided that persons appointed to the posts in Group-C on the District Courts' Ministerial Establishment by promotion through suitability test from among the group-D employees having graduation and five years' continuous and satisfactory service in Group-D shall always rank junior to those appointed in Group-C either by promotion in other mode or direct recruitment.

Provided further that the seniority among such promotes from Group-D shall be determined as per the merit list prepared by the appointing authority on the basis of their suitability test.

- (2) All persons appointed by direct recruitment on compassionate ground shall rank junior to the persons appointed in the group by any mode of appointment under these Rules.
- (3) All members of the District Courts' Ministerial Establishment shall be entitled to inter-district seniority in accordance with this Rule and for this purpose the departmental promotion committee, in short DPC, shall finally publish **common seniority list** of such members in each group. A draft seniority list inviting objections shall precede the publication of such final seniority list. Such seniority list shall be reviewed and published annually without interruption.

13. Promotion:-

- (1) Promotion to all Posts shall be made on the basis of Merit, Merit-cum-seniority and Seniority-cum-merit subject to rejection of unfit as mentioned in the Schedule.
- (2) The departmental promotion committee in a meeting shall consider such promotion of the members on the District Courts' Ministerial Establishment and issue order of promotion with the prior approval of the High Court.

14. Probation, officiation and confirmation:-

- (1) Notwithstanding anything contained in these Rules, a person appointed to any category of service or posts by any mode of direct recruitment, shall be on probation for a period of two years during which he/ she has to compulsorily undergo the training course as provided in Rule 19.
- (2) Every person appointed to the service by promotion shall be on officiating basis for a period of two years.
- (3) At the expiry of the period of probation or officiation as the case may be, the appointing authority shall consider the suitability of the person to hold the post to which he / she is appointed or promoted, and ;-
 - (i) If he / she is found suitable to hold the post, the appointing authority with the approval of the High Court shall issue an order confirming his / her service in the post, and ;-

(ii) If he / she is not found suitable to hold the post to which he / she is appointed or promoted, the appointing authority, with the approval of the High Court, shall,

(a) If he / she is a promotee, revert him / her to the post held by him / her prior to his / her promotion; and

(b) If he / she is a probationer after fresh appointment, discharge him / her from service:

15. Medical Examination and other conditions relating to suitability for direct recruitment:-

- (1) Each person for direct recruitment to the District Courts' Ministerial Establishment shall be required to produce a Medical Certificate of fitness from a Civil Surgeon or a Medical Officer of the State Government along with the acceptance of the offer of appointment.
- (2) The Appointing Authority may condone any disqualifying medical defect reported in the case of any person on medical examination, if it is of the opinion that such defect would not come in the way of efficient discharge of his / her official duty.
- (3) Any person claiming reservation in appointment on the ground of physical disability shall be required to produce a Disability Certificate Issued by a Medical Board duly constituted by the State Government under Rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996.
- (4) No person selected for direct recruitment shall be appointed unless the appointing authority is satisfied that he / she possess a good moral character and is in all other respects suitable for such appointment.
- (5) Every candidate selected for appointment by direct recruitment shall furnish certificates from Two respectable persons who know him / her for at least 05 years prior to such appointment. Such certificates shall testify to his character and suitability to work in court in terms of honesty and integrity.

16. Fees: - Every candidate for direct recruitment shall be required to pay such fees as may be specified in the notification inviting applications for the post / posts.

Provided that in the case of a candidate belonging to Scheduled caste, Scheduled tribes, the fees payable shall be one half of the fees prescribed in the notification for other candidates. Candidates claiming reservation on physical disability and holding disability certificate issued by competent authority shall not be required to pay any application fee.

17. Reservation:-

Save as otherwise provided in these Rules Reservation in direct recruitment and promotion for various categories of posts on the District Courts' Ministerial Establishment with respect to Scheduled Castes, Scheduled Tribes, Physically Disabled Persons shall be in accordance with the prevailing policies of the State Government. If no such suitable candidate is available, the posts will be filled up by the candidate other than those of the Scheduled Castes, Scheduled Tribes and Physically Disabled person.

18. Joining time for appointment:-

- (1) A candidate appointed by direct recruitment shall report for duty within such date as may be specified in the order of appointment.
- (2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, on an application made by the appointee, grant by order in writing, such further time as it may deem necessary for joining if there are good and sufficient reasons for doing so.
- (3) An appointee who fails to report for duty within the time specified in sub-rule (1) or (2) shall cease to be eligible for joining the service and his name shall be removed from the list of selected candidates unless he / she satisfies the appointing authority that the situation preventing him from joining was beyond his control.

19. Training:-

- (1) There shall be a compulsory training for all members appointed on the District Courts' Ministerial Establishment as per **schedule**.
- (2) Every person appointed by direct recruitment shall have to undergo such training in the State Judicial Academy immediately after appointment or during his / her probation period.
- (3) For successful completion of the period of probation a direct recruit has to successfully complete such training.

20. Deputation:-

- (1) The Appointing Authority may, with the prior approval of the High Court appoint a person having requisite qualifications on the District Courts' Ministerial Establishment on deputation.
- (2) The Appointing Authority, with prior approval of the High Court, may without hampering the work of its establishment, permit a member of the District Courts' Ministerial Establishment to go on deputation outside the Establishment for such period, as it considers appropriate.

21. Appointment on compassionate ground :-

The Appointing Authority may in suitable cases appoint the dependent of a deceased employee of the District Courts' Ministerial Establishment who, died while in service, on compassionate ground, having requisite qualifications on any Post of Group - 'D' subject to availability of post with the prior approval of the High Court.

In exceptional circumstances where the deceased employee belonged to Group B service, the High Court for reasons to be recorded in writing may grant compassionate appointment in Group C service.

22. Posting and Transfer:-

Except as otherwise provided in these Rules, the appointing authority shall have exclusive power to make posting order of its employees on the initial appointment of any person in any particular post or any particular class or category and the Appointing Authority may in the interest of administration, transfer any person to any other equivalent post, or to the same class or category on the District Courts' Ministerial Establishment, and such transfer or posting shall not affect his seniority as originally fixed or determined.

Provided that the inter-district posting and transfers of the members of the District Courts' Ministerial Establishment shall be on the basis of consensus among the appointing authorities of the respective Districts with the approval of the High Court.

23. Disciplinary Authority:-

The Members on the District Courts' Ministerial Establishment shall be under the Disciplinary control of the respective appointing authority and all the disciplinary proceedings, except as otherwise provided in these Rules, may be drawn-up

against them in accordance with the relevant Rules applicable to the employees of the State Government holding equivalent posts.

24. Other Conditions of Service:-

In respect of all such matters regarding the conditions of service of the Members of District Courts' Ministerial Establishment for which no provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force and applicable to employees, holding corresponding posts in the Government of Tripura, which are not inconsistent with these Rules, shall regulate the conditions of service of such employees subject to such modifications, variations, and exceptions, if any, in the said Rules, as the High Court may from time to time specify.

25. Relaxation:-

The High Court may, from time to time, with respect to any individual case or for any class or group of cases, by order in writing, relax any condition or any requirement as it relates to age, qualifications or minimum experience, prescribed in or under these Rules.

26. Code of Conduct:-

- (1) A member of the service appointed under these rules shall be required to maintain the integrity and conduct himself in conformity with dignity of the service. He should follow the code of conduct, as provided in **Appendix-A**.
- (2) The Tripura Civil Service (Conduct) Rules, 1988, with its amendments made from time to time, shall in so far as they are not inconsistent with these rules shall apply to the member of the service.

27. Repeal and savings:-

- (A) All previous Rules, Regulations, Orders, Notifications, Circulars, Instructions and other Instruments with respect to the subject matter covered by these Rules except order no. F.22(2)-HC/93/13/1217-24 dated 22.01.2014 regarding transfer of the office bearers of the Central Committee of employees on District Courts' Ministerial Establishment are hereby repealed.

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- (B) Notwithstanding such repeal, any appointment made or action taken under any of the aforesaid repealed provisions shall be deemed to have been made or taken under these Rules and is hereby saved.

By order

(M. CHAKRABARTI)
REGISTRAR GENERAL
HIGH COURT OF TRIPURA

Schedules

- Schedule A** - Classification of Posts, mode of appointment, qualification, experience and pay scale etc. other than the posts of Stenographers, Drivers and Group-D and instructions to the appointing authority regarding method of appointment.
- Schedule B** - Classification of Posts of the Cadre of Stenographers, the mode of appointment, age, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment.
- Schedule C** - Classification of Posts of Drivers' Cadre, mode of appointment, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment.
- Schedule D** - Classification of the Posts of Group-D, mode of appointment, age, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment.
- Schedule E** - Syllabus for competitive examination for appointment of LDC by direct recruitment on the District Courts' Ministerial Establishment.
- Schedule F** - Syllabus for competitive examination for appointment of Stenographers by direct recruitment in the Stenographers' Cadre.
- Schedule G** - Syllabus for competitive examination for appointment of Group-D posts of various categories by direct recruitment on the establishment of District Courts.
- Schedule H** - Training Course for the Direct recruits on District Courts' Ministerial Establishment.
- Schedule- I** - Application form for direct recruitment to the posts on the District Courts' Ministerial Establishment.

Schedule A

Classification of Posts, mode of appointment, qualification, experience and pay scale etc. other than the posts of Stenographers, Drivers and Group-D and instructions to the appointing authority regarding method of appointment

SL No	Name of the Post	Mode of appointment	Required minimum qualification	Required experience	Present scale of pay
1	Chief Administrative-cum-Accounts Officer (Gazetted)	By promotion on Merit & Merit will be ascertained on the basis of average ACRs of last five years.	HS(+2) or equivalent	Certificate in Administrative-cum-Accounts training issued by competent authority and must have completed 02 years of service in the immediate lower Grade/post	Pay Band-4, Rs.13,575/- & 37,000/- & Grade Pay-Rs. 3,700/-
2	Senior Sheristader in the Court of District Judge	By promotion on Merit-cum-Seniority & Merit will be ascertained on the basis of average ACRs of last five years.	Same	Must have completed 02 years of service in the immediate lower Grade/post	Pay Band-3, Rs.9,570/- & 30,000/- & Grade Pay-Rs. 3,500/-
3	Senior Sheristader in the Court of Additional District Judge	Same	Same	Same	Pay Band-3, Rs.9,570/- & 30,000/- & Grade Pay-Rs. 3,500/-
4	Senior Sheristader in the Court of Civil Judge (Sr. Division)	Same	Same	Same	Pay Band-3, Rs.9,570/- & 30,000/- & Grade Pay-Rs. 3,500/-
5	Office Superintendent in the Court of District Judge	Same	Same	Same	Pay Band-3, Rs.9,570/- & 30,000/- & Grade Pay-Rs. 3,100/-
6	Office Superintendent (Bench) in the Court of District Judge	Same	Same	Same	Pay Band-3, Rs.9,570/- & 30,000/- & Grade Pay-Rs. 3,100/-

7	Head Clerk (Establishment) in the Court of District Judge	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
8	Head Clerk (Establishment) in the Court of Chief Judicial Magistrate -cum-Civil Judge (Sr. Division)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
9	Head Clerk (Accounts)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
10	Head Clerk (Bench)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
11	Head Clerk * (Nazir)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
12	Head Clerk (Sessions)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
13	Head Clerk (Judicial)	Same	same	same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
14	Head Clerk (Comparing)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
15	Head Clerk (Record Keeping)	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-

16	Sheristader of the Court of Civil Judge, Jr. Division	Same	Same	Same	Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay- Rs. 2,400/-
17	UDC (Bench Clerk)	By promotion on Seniority-cum-Merit subject to rejection of unfit.	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
18	UDC (Additional Bench Clerk) in the court of the District Judge, Agartala	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
19	UDC (Civil Suits)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
20	UDC (Suit)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
21	UDC (Establishment)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
22	UDC (Accounts)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
23	UDC (Library)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
24	UDC (Judicial)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
25	UDC (Copying)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-

26	UDC (Nazir)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
27	UDC (Tamil)	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
28	UDC (Nayeb Nazir) in the court of District Judge, Agartala.	Same	Same	Same	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 2100/-
29	LDC	85% posts shall be filled up by direct recruitment and 15% by promotion from among the Group-D employees having graduation in any discipline and 5 years continuous and satisfactory service in Group-D	Candidates for direct recruitment must have Graduation in any discipline with certificate in computer education in a course of minimum 6 months' duration	Candidates for direct recruitment must have adequate knowledge in computer operation.	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 1,800/-
30	LDC (Nazir)	By Direct recruitment	Graduation in any discipline with certificate in computer education in a course of minimum 6 months' duration	Must have adequate knowledge in computer operation	Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 1,800/-
31	Bailiff	By Promotion from the post of process server through suitability test	Madhyamik / Secondary examination passed		Pay Band-2 Rs. 5,310/- 24,000/- & Grade Pay Rs. 1,800/-

32	Duplicating Operator / record arranger	By Promotion from process server through suitability test.	VIII Passed	Must have completed minimum 03 years of continuous and satisfactory service as process server.	Pay Band-2 Rs. 5,310/- & Grade Pay Rs. 1,600/-
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Instructions to the Appointing authority :

A: A Selection Committee constituted by DPC in the manner as provided under Rule-5 will set the question papers, conduct the type test on computer, written examination and interview for direct recruitment. The committee may select a computer expert to assist the committee in holding the typing speed test of the candidates on computer.

B: Only those candidates who qualify in the typing test on computer will be allowed to sit in the written examination followed by an interview. The ratio of candidates short listed through type test on computer shall be 1: 6 i.e for one advertised post 6 candidates, as far as practicable, will be short listed for written examination. Similarly, candidates appearing in the written test will once again be short listed on the basis of their performance in the written examination. The ratio of candidates short listed through written test shall be 1: 3 i.e for one advertised post 3 candidates, as far as practicable, will be short listed for viva-voice. A Panel of the candidates thus selected on the basis of type test on computer, written test and interview shall be prepared in order of merit. As far as practicable such panel may double the number of Posts advertised and the panel shall be in force for a period of One Year from the date of its publication for filling up the existing and anticipated vacancies.

Schedule B

Classification of Posts of the Cadre of Stenographers, the mode of appointment, age, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment

Sl. No.	Name of the Posts	Grade	Mode of appointment	Class (Gazetted/ Non Gazetted)	Required minimum qualification	Required experience	Present scale of pay
1	Special Assistant & Ex-officio Joint Secretary (PS-I)	Special Grade	By promotion On the basis of Merit & Merit will be ascertained on the basis of average ACRs of last five years.	Group-A Gazetted	*Graduation in any discipline with adequate knowledge in short hand and certificate in computer education in a course of minimum 6 months' duration	Must have completed 03 years of service in the super selection Grade.	Pay Band-4, Rs.13,575/- 37,000/- & Grade Pay Rs. 5,600/-
2	Private Secretary (PS-II)	Super selection Grade	By promotion on the basis of merit-cum-seniority.	Group-A Gazetted	Same	Must have completed 05 years of service in the Higher selection Grade.	Pay Band-4, Rs.13,575/- 37,000/- & Grade Pay Rs. 4,800/-
3	Private Secretary (PS-III)	Higher selection grade	Same	Group-A Gazetted	Same	Must have completed 05 years of service in the selection Grade.	Pay Band-4, Rs.13,575/- 37,000/- & Grade Pay Rs. 4,500/-
4	Assistant Private Secretary (PS-IV)	Selection grade	Same	Group-B Gazetted	Same	Must have completed 05 years of service in the senior Grade.	Pay Band-3, Rs.9,570/- 30,000/- & Grade Pay Rs. 3,500/-
5	Personal Assistant (PA-I)	Senior Grade	By promotion On the basis of Seniority-cum-Merit subject to rejection of unfit	Group-B Non Gazetted	Same	Must have completed 05 years of service in the junior Grade.	Pay Band-3, Rs.9,570/- 30,000/- & Grade Pay Rs. 3,100/-

6	Personal Assistant (PA-II)	Junior Grade	By Direct recruitment	Group-C Non Gazetted			Pay Band-2, Rs.5,310/- 24,000/- & Grade Pay Rs. 2,100/-
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**Note : The employees in service as on the date of publication of the Rules and holding post of Personal Assistant-II or above shall be considered for promotion in case they are H.S.(+2) passed.*

Instructions to the Appointing authority :

A : A Selection Committee constituted by DPC in the manner as provided under Rule-5 will set the question papers, conduct the written examination and interview and shorthand test. The committee shall select a computer expert to assist the committee in holding the type test on computer of the candidates.

B : Only those candidates who qualify in the shorthand and typing speed test on computer will be allowed to sit in the written examination followed by an interview. The ratio of candidates short listed through short-hand test and type test on computer shall be 1: 6 i.e for one advertised post, 6 candidates, as far as practicable, will be short listed for written examination. Similarly, candidates appearing in the written test will once again be short listed on the basis of their performance in the written test. The ratio of candidates short listed through written test shall be 1: 3 i.e for one advertised post 3 candidates, as far as practicable, will be short listed for viva-voice. A Panel of the candidates thus selected on the basis of shorthand test and type test on computer, written test and viva-voice shall be prepared in order of merit. As far as practicable such panel may double the number of Posts advertised and the panel shall be in force for a period of One Year from the date of its publication for filling up the existing and anticipated vacancies.

Schedule C

Classification of Posts of Drivers' Cadre, mode of appointment, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment

SL. No.	Present Designation of the Posts	Grade	Mode of appointment	Required minimum qualification	Required experience	Present scale of pay
1	Driver	Driver-I In Group-C	By promotion on seniority-cum-merit subject to rejection of unfit.		Must have completed 05 years of satisfactory service in the post of Driver-II	Pay Band-2, Rs.5,310/- to 24,000/- & Grade Pay Rs. 2,100/-
2	Driver	Driver-II (Senior) In Group-C	By promotion on seniority-cum-merit subject to rejection of unfit.		Must have completed 05 years of satisfactory service in the post of Driver-III	Pay Band-2, Rs.5,310/- to 24,000/- & Grade Pay Rs. 2,000/-
3	Driver	Driver-III (Junior) In Group-C	By Direct recruitment	Must have passed Madhyamik/secondary examination from a recognized board / institution and having a valid commercial driving licence issued by competent authority	Must have 03 years experience in driving light motor vehicle. Preference will be given to candidates having experience in Driving Medium and Heavy Motor Vehicle	Pay Band-2, Rs.5,310/- to 24,000/- & Grade Pay Rs. 1800/-

General Instruction :

- A. Initial appointment of drivers in the lowest grade shall be made by direct recruitment through Motor Driving Test of 80 marks followed by an Oral interview of 20 Marks and Medical fitness.
- B. A Selection Committee constituted by DPC in the manner as provided under Rule-5 will conduct the Driving test and Oral interview for selection of drivers by direct recruitment.
- C. The Driving test shall be conducted in presence of a designated Senior Motor Vehicle's Inspector and no person having less than 03 years experience in driving light Motor Vehicle and holding a valid driving license issued by the competent authority shall be

eligible to apply for appointment. Preference will be given to candidates having experience in driving Medium and Heavy Motor Vehicles. The ratio of candidates short listed through driving test shall be 1: 6 i.e for one advertised post 6 candidates, as far as practicable, will be short listed for oral interview.

- D. Through Oral interview the honesty, sense of courtesy, temperament, rationality, promptness in taking decision, cleanliness, health consciousness and overall personality shall be tested with a view to ascertain the suitability of the candidate for the job of driver.

Schedule D

Classification of the Posts of Group-D, mode of appointment, age, qualification, pay scale etc. and instructions to the appointing authority regarding method of appointment

SL. No.	Designation of the Posts	Grade	Mode of appointment	Required minimum qualification	Required experience	Present scale of pay
1	Process server	Process Server / Duftry Grade	By promotion through a suitability test from Peon Grade	Class VIII Passed	Must have completed 05 years of satisfactory service in peon Grade	Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,400/-
2	Duftry		By promotion through a suitability test from Peon Grade	Same	Must have completed 05 years of satisfactory service in peon Grade	Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,400/-
3	Peon	Peon Grade	By Direct recruitment	Same		Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-
4	Night Guard		By Direct recruitment	Same		Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-
5	Guard		By Direct recruitment	Same		Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-
6	Orderly		By Direct recruitment	Same		Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-
7	Sweeping and Cleaning Assistant		By Direct recruitment	Same		Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-
8	Gardener		By Direct recruitment	Same	Due weightage will be given to the candidates who have training/ experience in Horticulture/gardening from any Govt. Institution/ department/recognized Nursery	Pay Band-1, Rs.4,500/- to 13,000/- & Grade Pay Rs. 1,200/-

❖ Instructions to the Appointing authority :-

A : A Selection Committee constituted by DPC in the manner as provided under Rule-5 will set the question papers, conduct the written examination and interview.

B : Only those candidates who qualify in the written examination shall be called for interview. The ratio of candidates short listed through written examination shall be 1: 6 i.e for one advertised post 6 candidates, as far as practicable, will be short listed for oral interview. A Panel of the candidates selected on the basis of written test and interview shall be prepared in order of merit. As far as practicable such panel may double the number of Posts advertised and the panel shall be in force for a period of One Year from the date of its publication for filling up the existing and anticipated vacancies.

Schedule E

**Syllabus for competitive examination for appointment of LDC by
direct recruitment on the District Courts' Ministerial
Establishment**

Written Examination: 85 MARKS IN TOTAL

Duration: 3 Hours.

Parts	Subjects	Standard and scope of the Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, précis writing etc. The standard will be that of HS (+2 Stage) Examination of the Tripura Board of Secondary Education.	30
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation.	25
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country.	30

VIVA VOICE – 15 MARKS

I	VIVA VOICE	To assess the overall personality of the candidate	15
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Typing speed test on computer – 50 MARKS

I	Typing test on Computer	The candidate must be computer savvy with a typing speed of at least 30 words per minute on computer.	50
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Schedule F

Syllabus for competitive examination for appointment of
Stenographers by direct recruitment in the Stenographers'

Cadre

Written Examination: 85 MARKS IN TOTAL

Duration: 2 Hours.

Parts	Subjects	Standard and scope of the Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, précis writing etc. The standard will be that of HS (+2 Stage) Examination of the Tripura Board of Secondary Education.	50
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation.	10
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country.	25

VIVA VOICE – 15 MARKS

I	VIVA VOICE	To assess the overall personality of the candidate	15
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Short hand & Typing speed test on computer – 100 MARKS

I	Short hand & Typing speed test on computer	The candidate must be computer savvy with a capacity to take dictation of 100 words per minute and typing speed of at least 60 words per minute in computer.	100
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Schedule G

Syllabus for competitive examination for appointment of
Group-D posts of various categories by direct recruitment on
the establishment of District Courts.

Written Examination: 75 MARKS IN TOTAL

Duration: 2 Hours.

Parts	Subjects	Standard and scope of the Written Paper	Marks
I	Letter writing	This part of the written paper will be set to test the candidate's proficiency in the language. It may include writing letter in Bengali with a view to test the capacity of expression and clarity of thought of the candidate.	25
II	Hand writing test	This part of the paper will consist of hand writing test in English and Bengali. The candidates will be asked to copy paragraphs consisting of 60 words each in English and Bengali.	25
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs.	25

VIVA VOICE - 25 MARKS

I	VIVA VOICE	To asses the overall personality of the candidate	25
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Schedule H

Training Course for the Direct recruit LDC and Group-D on District Courts' Establishment.

A. After appointment by direct recruitment in various posts of LDC on the Ministerial Establishment of District Courts, each appointee shall be given 4 weeks-compulsory training-immediately-after-appointment or at any time during the period of probation in the State Judicial Academy. The training curriculum shall, amongst others, include as follows :-

- (i) Various provisions of the civil court rules and orders.
- (ii) Various provisions of the criminal court rules and orders with special emphasis on Classification, maintenance and destruction of records in Civil and Criminal Cases.
- (iii) Legal aid and Lok Adalat in Civil and Criminal Cases.
- (iv) Law relating to execution of decree and appointment of commissioner.
- (v) Use of computer in court.
- (vi) SR / FR & GPF Rules.
- (vii) Law relating to disciplinary proceedings.
- (viii) Proper dealings with the lawyers, litigants, witnesses and other visitors to court.
- (ix) Courts' decorum.
- (x) Consequence of misconduct.

Each of the trainees will be given certificate on successful completion of the training course.

B. After appointment by direct recruitment in Stenographers' Cadre on the Establishment of District Courts, each appointee shall be given 10 days compulsory training immediately after appointment or at any time during the period of probation in the State Judicial Academy. The training curriculum shall, amongst others, include as follows :-

- (i) Use of computer in court.
- (ii) Proper dealings with the lawyers, litigants, witnesses and other visitors to court.
- (iii) Courts' decorum.

- (iv) The value of confidentiality in stenographer's job.
- (v) How to maintain appointment schedule of officers.
- (vi) Consequence of misconduct.

Each of the trainees will be given certificate on successful completion of the training course.

C. After appointment by direct recruitment in Drivers' Cadre on the Establishment of District Courts, each appointee shall be given 10 days compulsory training immediately after appointment or at any time during the period of probation in the State Judicial Academy. The training curriculum shall, amongst others, include as follows :-

- (i) Maintenance and protection of Vehicles.
- (ii) Roads safety and driver's duty towards victims receiving injury from the use of his vehicle.
- (iii) Good conduct and appropriate dealings with the lawyers, litigants, witnesses and other visitors to court.
- (iv) Courts' decorum.
- (v) How to maintain good health.
- (vi) Value of punctuality.
- (vii) Consequence of misconduct.

Each of the trainees will be given certificate on successful completion of the training course.

D. After appointment by direct recruitment in Group-D on the Establishment of District Courts, each appointee shall be given 02 Weeks compulsory training immediately after appointment or at any time during the period of probation in the State Judicial Academy. The training curriculum shall, amongst others, include as follows :-

- (i) How to serve summons.
- (ii) How to keep the court premises and its surroundings clean.
- (iii) How to show respect to the Judicial Officers, lawyers, Court employees, litigants, witnesses and other visitors to court.
- (iv) Courts' decorum.

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- (v) How to maintain good health.
- (vi) Value of punctuality.
- (vii) Consequence of misconduct.

Each of the trainees will be given certificate on successful completion of the training course.

Schedule- I

Application form for direct recruitment to the posts on the District Courts' Ministerial Establishment.

Affix self-attested
Recent Passport
Size Colour
Photograph

(Also provide three extra
copy of photograph)
Do not staple your
photograph here

To

The District and Sessions Judge,

..... Tripura District.

Subject : Application for the post of

Ref: Your Advertisement No..... dated..... published
in..... dated Inviting applications for the post.

Sir,

With reference to above, I would like to offer myself as a candidate for the post of under your judgeship. Necessary particulars of my candidature are as follows:

01	Name of the post applied for	
02	Name of the applicant (in Block Letters)	
03	Father's / Mother's / Husband's name	Shri / Late
04	Present Postal Address	Village..... PO:..... / Pin : PS: Sub-Division.....

		District.....
05	Date of Birth YY MM..... DD
06	Nationality	
07	Caste Status	UR / ST / SC
08	Educational Qualification	
09	Technical Qualification in Computer Application	
10	Working experience, if any	
11	Other relevant information, if any	
12	Employment Exchange Regn No. if any,	(Valid up to:.....)
13	Contact No.	Land : Cell :

Date :.....

Full signature of the applicant

Place :.....

Enclosed: Self attested copies of the aforesaid documents including permanent Residence Certificate are annexed herewith insheets of paper.

**APPENDIX-A
CODE OF CONDUCT**

(See Rule- 26)

1. General -

- (1) Every member of the service shall at all times maintain absolute integrity and devotion to duty.
- (2) No member of the service shall act in a manner prejudicial to discipline and good order in the establishment of the District Courts.

2. Absence from duty-

- (1) Every member of the service shall be punctual in attendance and shall not absent himself from duty without previous permission of the authority except as provided below.
- (2) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, a member of the service shall give information thereof to the office by sending application or over telephone without delay;

3. Taking part in politics and elections-

- (1) No persons employed in the Service shall be a member of or be otherwise 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;
- (2) No person employed in the service shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature or local authority:
Provided that-
 - (a) a member of the service qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
 - (b) a member of the service shall not be deemed to have contravened the provisions of this rule by reasons only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation- The display by a member of the service on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this provision.

4. Connection with press or radio-

- (1) No person employed in the service shall, except with the previous permission of the concerned District & Sessions Judge work wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication;
- (2) No person employed in the service shall, except with the previous permission of the concerned District & Sessions Judge or in the bona fide discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, educational or cultural character.

5. Evidence before committees-

- (1) No person employed in the service shall, except with the previous permission of the concerned District & Sessions Judge, give evidence before any public committee.
- (2) Nothing in this rule shall apply to-
 - (a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or
 - (b) evidence given before an authority holding any judicial or departmental inquiry.

6. **Unauthorized communication of information-** No member employed in the service shall, except in accordance with any general or special order of the High Court or the concerned District & Sessions Judge in the performance in good faith of the duties assigned to him communicate directly or indirectly to any other member of the service or to a Government servant or to any private person or to the press, any document or information which has come into his possession or knowledge in the course of his official duties or has been prepared or collected by him in the course of those duties.

7. Collecting subscription for public causes

(1) No person employed in the service shall without the permission of the concerned District & Sessions Judge, circulate amongst other members of the service or persons connected with the business of the concerned District Courts, appeal for subscriptions for public causes or raise any subscriptions by exerting his official position or influence.

(2) No person employed in the service shall assist any outsider to have access for such purposes to any Court room or the establishment of the District Courts.

8. Gifts- Any member of the service except with the previous permission of the concerned District & Sessions Judge accept from any person directly or indirectly or permit any member of his family to accept any gift, gratuity or reward for more than trifling value.

Provided that the gift of a value, reasonable in all circumstances of the case, may be accepted from relations, personal friends or presented to such persons on occasion such as, weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

9. Private trade or employment - No person employed in the service shall engage directly or indirectly, in any trade or business or undertake any employment:

Provided that a member of the service may with intimation to the concerned District & Sessions Judge undertake honorary work of a social or charitable nature or occasional work of all literary, artistic, scientific, educational or cultural character, subject to the condition that his official duties does not thereby suffer; but he shall not undertake or shall discontinue such work, if so directed by the concerned District & Sessions Judge.

Explanation - Canvassing by a member of the service in support of the business of insurance agency, commission agency, etc. owned or managed by any member of his family shall be deemed to be breach of this rule.

10. Investments, lending and borrowing -

(1) No person employed in the service shall speculate in any investment.

Explanation - The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this provision.

- (2) No person employed in the service shall make or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (3) No person employed in the service shall engage himself in the business of money lending.
- (4) No person employed in the service shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings nor shall he permit any member of his family, except with the previous permission of the concerned District & Sessions Judge, to enter into any such transaction:

11. Insolvency and habitual indebtedness - A member of the service shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A member of the service who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts thereof to the concerned District & Sessions Judge.

12. Movable, immovable and valuable property -

- (1) No person employed in the service shall, except with the previous knowledge of the concerned District & Sessions Judge, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.
- (2) A member of the service who enters into any transaction concerning any movable property exceeding twenty five thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the concerned District & Sessions Judge.
- (3) The High Court or the concerned District & Sessions Judge may, at any time by general or special order require a member of the service to submit, within a period specified in the order, a full and complete statement of such movable and immovable property, held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required include details of the means by which, or the source from which property was acquired.

13. Vindication of acts and character of members of the service -

- (1) No person employed in the service shall without the previous permission of the concerned District & Sessions Judge, have recourse to a Court or to

the press for the vindication of his official acts or character, which have been the subject matters of adverse criticism or an attack of defamatory character.

- (2) Nothing in this rule shall be deemed to prohibit or otherwise affect the right of any member of the service from vindicating his private character or any act done by him in his private capacity.
- 14. Canvassing of non-official or other outside influence -** No person employed in the service shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

15. Relations with Advocates -

- (1) No person employed in the service shall have any business dealings with an Advocate, nor shall save with the express permission of the concerned District & Sessions Judge, share any residential accommodation with any such Advocate.
- (2) This provision shall apply notwithstanding that the member of the service is related to the Advocate concerned.
- (3) This provision does not debar a member of the service from accepting an invitation from an advocate to a marriage party or to a social gathering.

16. Seeking of redress from Court in respect of service matters -

- (1) A member of the service may seek redress from the concerned District & Sessions Judge in the matter of grievance arising out of his employment or conditions of service.
- (2) No member of the service shall resort to a Court of law without first exhausting all the remedies available to him under the rules regulating his conditions of service.

17. Demonstrations and strikes - No person employed in the service shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

18. Arrests on a criminal charge - It shall be the duty of a member of the service who has been arrested on criminal charge made or a proceeding taken against him in connection with his position as a member of the service

or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the concerned District & Sessions Judge promptly in writing even though he might have subsequently been released on bail. Failure on the part of the member of the service concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

- 19. District Courts property** - No person employed in the service shall take out any article or property belonging to the District Courts outside the concerned Court house or premises without the express permission of the concerned District & Sessions Judge or the Head of Office of the concerned establishment of the District Courts.
- 20. Contravention of laws and conviction by a court of law** - Any contravention of any law by a member of the service which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally.

Where such contravention is followed by a conviction in a Court of law, the member of the service may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental proceeding.