

NOTIFICATION
Legal Department,
Sachivalaya, Gandhinagar.
Dated the 10th April,2017.

Constitution of India. No.GK/29/2017/MIS/102015/3108/D :- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the existing Rules made in this behalf, the Governor of Gujarat hereby makes the following rules to provide for regulating the recruitment to the post of Class I, Class II, Class III and Class IV which are under the control of the High Court of Gujarat, namely:-

PART-I

SHORT TITLE, COMMENCEMENT AND APPLICATIONS:-

1. These Rules may be called The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules, 2017.
2. They shall come into force from the date of their publication in the *Official Gazette*.
3. They shall apply to all the Non-Judicial Officers and Staff Members belonging to Class I, Class II, Class III and Class IV service on the establishment of the District Courts of the State, City Courts at Ahmedabad and Family Courts of the State of Gujarat.

PART-II

4. **DEFINITIONS :-** For the purpose of these Rules;
 - (A) “**Advisory Committee**” means the Committee as may be constituted by the High Court of Gujarat.
 - (B) “**Appointing Authority**” means The Principal Judge, City Civil Courts, Ahmedabad; The Principal District Judge of the District; The Principal Judge, Family Court; The Chief Judge, Small

Cause Courts, Ahmedabad or the Chief Metropolitan Magistrate, Ahmedabad, as the case may be, for the posts of Gazetted Class I, Class II and Non-Gazetted Class III and Class IV services of the Courts.

- (C) **“Cell”** means the Centralized Recruitment Cell established by the High Court for the purpose of direct recruitment on various posts which shall be guided by the Advisory Committee.
- (D) **“City Courts at Ahmedabad”** means and includes The City Civil Courts, Ahmedabad, established under The Ahmedabad City Courts Act, 1961 The Small Cause Courts, Ahmedabad, established under The Presidency Small Cause Courts Act, 1882 and The Metropolitan Magistrates’ Courts, Ahmedabad established under Section 16 of The Code of Criminal Procedure, 1973.
- (E) **“Courts”** means and includes, all the Courts in the State, established under the respective Statutes/Acts and falling under Article 235 of the Constitution of India, except Courts established under The Labour Legislations.
- (F) **“Departmental Promotion Committee”** means the Promotion Committee comprising of the Head of the Department and other two members from the cadre of District Judge and/or Senior Civil Judge, that may be nominated by the Head of the Department, for considering the promotion of the officers and members of the staff to the various posts.
- (G) **“District Court”** means a Court established under The Gujarat Civil Courts Act, 2005.
- (H) **“Family Court”** means the Court established under The Family Courts Act, 1984.
- (I) **“Government”** means the Government of the State of Gujarat.

- (J) **“Governor”** means the Governor of the State of Gujarat.
- (K) **“Head of the Department”** means the Principal Judge, City Civil Courts, Ahmedabad; the Principal District Judge of the District; the Principal Judge, Family Court; the Chief Judge, Small Cause Courts, Ahmedabad and The Chief Metropolitan Magistrate, Ahmedabad, as the case may be.
- (L) **“High Court”** means the High Court of Gujarat.
- (M) **“Member of Staff”** means and includes the Class III and Class IV employees working on the establishment of the Courts.
- (N) **“Non-Judicial Officers”** means Class I and Class II officers appointed either by direct recruitment and/or promoted from amongst the members of the staff of the Courts.
- (O) **“Recruiting Authority”** means-
- (i) The Head of the Department for the posts of Class I to Class IV services, to be filled up by way of promotion and ;
 - (ii) The Cell established by the High Court for recruitment to the posts to be filled up by direct recruitment.
- (P) **“Scheduled Castes”** 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 Gujarat under Article 341 of the Constitution of India.
- (Q) **“Scheduled Tribes”** means such tribes or tribal communities or part of groups within such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Gujarat under Article 342 of the Constitution of India.
- (R) **“Socially and Educationally Backward Classes”** means such castes, classes and groups as may be determined by the State Government as Socially and Educationally Backward Classes from time to time.

- (S) “**Select List**” means a list showing names of the successful candidates for being recruited to various posts in any class or category.

PART-III

5. **CLASSIFICATION OF SERVICES OF POST:-** The Services and posts on the establishment of the Courts shall be classified as follow;
- (i) Class-I Gazetted
 - (ii) Class-II Gazetted
 - (iii) Class-III Non-Gazetted
 - (iv) Class-IV Non-Gazetted.
6. **MODE OF APPOINTMENT:-** Appointment of non-Judicial officers and staff Members of the courts shall be made in the manner as indicated in these rules, either by –
- (i) Direct recruitment or
 - (ii) Promotion or
 - (iii) Deputation.
7. **COMPOSITION OF POSTS:-**

CITY CIVIL COURTS, AHMEDABAD.

GAZETTED OFFICERS, CLASS I

1. Registrar, City Civil Courts, Ahmedabad.
2. Additional Registrar, City Civil Courts, Ahmedabad.
3. Executive Assistant to the Principal Judge, City Civil Courts, Ahmedabad.
4. English/ Gujarati Stenographer Grade-I.
5. Deputy Registrar, City Civil Courts, Ahmedabad.

GAZETTED OFFICERS, CLASS II

6. English Stenographer, Grade-II.
7. Gujarati Stenographer, Grade-II.

8. Secretary to the Principal Judge, City Civil Courts, Ahmedabad / Bench Clerk ; Grade-I
9. Accounts Officer, City Civil Courts, Ahmedabad.

NON-GAZETTED, CLASS III

10. Superintendent
11. Assistant Superintendent.
12. Librarian.
13. Assistant.
14. Xerox Operator.
15. Driver.
16. Process Server/Bailiff.

NON-GAZETTED, CLASS IV

17. Havildar.
18. Book Binder /Filer / Court Keeper.
19. Naik.
20. Peon / Watchman / Jail Warder / Hamal / Sweeper / Water Server/ Liftman / Home attendant-Domestic attendant.

FAMILY COURTS

GAZETTED OFFICERS, CLASS I

1. Registrar, Family Court.
2. Executive Assistant to the Principal Judge, Family Court.
3. English/ Gujarati Stenographer Grade-I.

GAZETTED OFFICERS, CLASS II

4. English Stenographer, Grade-II.
5. Gujarati Stenographer, Grade-II.
6. Bench Clerk, Grade-I.

NON-GAZETTED, CLASS III

7. Superintendent, Family Court, Ahmedabad.
8. Superintendent/Nazir/Record Keeper.
9. Senior Clerk /Assistant Superintendent.
10. Librarian.
11. Assistant.
12. Xerox Operator.
13. Driver.
14. Process Server/Bailiff.

NON-GAZETTED, CLASS IV

15. Havildar.
16. Book Binder /Filer / Court Keeper.
17. Naik.
18. Peon / Watchman / Jail Warder / Hamal / Sweeper / Water Server/
Liftman / Home attendant-Domestic attendant.

DISTRICT COURTS

GAZETTED OFFICERS, CLASS I

1. Registrar /Additional Registrar, District Court; Registrar,
Additional District Court.
2. Executive Assistant to the Principal District Judge
3. English/ Gujarati Stenographer, Grade-I.
4. Registrar, Senior Civil Court.

GAZETTED OFFICERS CLASS II

5. English Stenographer, Grade II.
6. Gujarati Stenographer, Grade II.
7. Secretary to the Principal District Judge / Protocol Officer, District
Court / Registrar, Civil Court / Bench Clerk Grade-I

NON-GAZETTED, CLASS III

8. English Stenographer, Grade III.
9. Gujarati Stenographer, Grade III.
10. Head Clerk / Nazir / Bench Clerk, Grade-II.
11. Senior Clerk / Bench Clerk, Grade-III
12. Librarian.
13. Assistant.
14. Xerox Operator.
15. Driver.
16. Process Server/Bailiff.

NON-GAZETTED, CLASS IV

17. Havildar.
18. Book Binder /Filer / Court Keeper.
19. Naik.
20. Peon / Watchman / Jail Warder / Hamal / Sweeper / Water Server/
Liftman / Home attendant-Domestic attendant.

SMALL CAUSE COURTS, AHMEDABAD
GAZETTED OFFICERS, CLASS I

1. Registrar/Deputy Registrar, Small Cause Courts, Ahmedabad.

GAZETTED OFFICERS, CLASS II

2. English Stenographer, Grade-II.
3. Gujarati Stenographer, Grade-II.

NON-GAZETTED, CLASS III

4. Superintendent / Bench Clerk, Grade-II
5. Assistant Superintendent
6. Librarian.
7. Assistant.
8. Xerox Operator.
9. Driver.
10. Process Server/Bailiff.

NON-GAZETTED, CLASS IV

11. Havildar.
12. Book Binder /Filer / Court Keeper.
13. Naik.
14. Peon / Watchman / Jail Warder / Hamal / Sweeper / Water Server/
Liftman / Home attendant-Domestic attendant.

METROPOLITAN MAGISTRATES' COURTS, AHMEDABAD

GAZETTED OFFICERS, CLASS I

1. Registrar/Additional Registrar, Metropolitan Magistrates' Courts,
Ahmedabad.

GAZETTED OFFICERS, CLASS II

2. English Stenographer, Grade-II.
3. Gujarati Stenographer, Grade-II.

NON-GAZETTED, CLASS III

4. Superintendent / Bench Clerk, Grade-II
5. Assistant Superintendent.
6. Librarian.
7. Assistant.
8. Xerox Operator.
9. Driver.
10. Process Server / Bailiff.

NON-GAZETTED, CLASS IV

11. Havildar.
12. Book Binder / Filer / Court Keeper.
13. Naik.
14. Peon / Watchman / Jail Warder / Hamal / Sweeper / Water Server/
Liftman / Home attendant-Domestic attendant.

PART- IV
GENERAL CONDITIONS

8. CALCULATION AND REQUISITION OF VACANCIES:

Each year, the Head of the Department of the Courts shall send, to the Registrar of the Cell, by 1st June of the year, the requisition of the requirement of the posts to be filled up by direct recruitment, indicating clear vacancies category-wise as on 1st May of the year, as well as future vacancies likely to occur by the next year between the month of June and May, due to the retirement, promotion, creation of new posts owing to anticipated development or otherwise, in the prescribed proforma. Such calculation shall also include vacancy of reserved posts.

On receipt of such requisition of posts, the Cell shall take necessary steps to notify the total vacancies. Entire process of recruitment shall be governed by these Rules as well as the guidelines and the instructions issued by the High Court / Advisory Committee from time to time in that behalf, for making recruitment to the post in question. Any procedural steps not forming part of these Rules, shall be decided by the High Court/Advisory Committee.

9. FUNCTION OF THE ADVISORY COMMITTEE :

The Advisory Committee constituted by the High Court may instruct in general or in particular, for the recruitment process to be undertaken by the Cell.

10. PREPARATION OF SELECT LIST AND WAIT LIST:

The Select List and Wait List shall be prepared by the Cell of the High Court on the basis of the merits of the candidates, which shall contain names of successful candidate/s to the extent notified in the advertisement.

The Cell shall thereafter allot the successful candidates on the basis of the vacancies notified in different districts, bearing in mind the

preferences given by the selected candidates. The preference, however, would not give vested right to a candidate to insist for being posted in a particular District. The Cell shall also compute total vacancies for wait listed candidates which shall be 10% of total vacancy. The wait list shall be maintained for the entire State and allotment of candidates from the Wait List shall be made according to the requirement.

11. EXPIRY OF THE SELECT AND WAIT LIST :

Any Select List and Wait List prepared by the Cell, shall be final and continue to remain in force until the posts advertised are filled-up or for the period of one year from the date of its publication on the High Court website, whichever is earlier.

12. RESERVATION:

Reservation in direct recruitment / promotion in various categories and classes of posts on the establishment of the Courts with regard to the Scheduled Castes, the Scheduled Tribes, the Socially and Educationally Backward Classes, Differently Abled Persons, Women and Ex-Service Men shall be in accordance with the prevailing Rules/Orders of the Government.

13. APPOINTING AUTHORITY:

The appointments to any post in Gazetted Class I and Class II as well as Non Gazetted Class III and Class IV services, either by promotion or by direct recruitment, shall be made by the Head of the Department of the Court concerned, in view of the provisions of these Rules or from the list prepared and forwarded to them by the High Court.

14. PAY AND ALLOWANCES:-

The persons borne on the establishment of the Courts shall draw such pay scale as are indicated in Schedule- A to these Rules or as may be fixed or prescribed from time to time by the Government

15. ELIGIBILITY :

A person shall not be eligible for appointment on the establishment of the Courts on any posts unless he possesses the qualifications and fulfill the requirements of such posts as are indicated in Schedule –B to these Rules.

16. AGE LIMIT:

The lower and upper age limit of the candidates for appointment by direct recruitment on the establishment of the Courts shall be as prescribed in Schedule–B to these Rules.

The upper age limit may be relaxed in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons, Women and Ex-Service Men, as per the prevailing Government Rules / Orders.

The upper age limit may also be relaxed in favour of the employees of the State and on uniform basis, as provided in The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

17. AGE OF RETIREMENT:

The age of retirement of the Non-Judicial Officers and Staff Members of the Courts, shall be as per the provisions contained in Chapter-III of The Gujarat Civil Services (Pension) Rules, 2002.

18. SENIORITY:

Inter se seniority of two or more persons appointed on the same post in a class or category on the establishment of the Courts 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, as per the list prepared by

the Cell, subject to fulfillment of the condition that the candidate joins his duty within the prescribed time as per the appointment order and also satisfy the other norms for confirmation as provided under the relevant Rules of the Government. ;

(iii) In any class or category of posts which provides for appointment both by promotion as well as by direct recruitment, the direct recruits shall rank senior to promotes.

19. PROBATION:

Notwithstanding anything contained in these Rules, an Employee appointed to any post in Class I, Class II, Class III and Class IV services by direct recruitment, shall be on probation for the period as provided in The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

In case of promotion to any post in Class-I and Class-II services, he/she shall be on probation for a period of one year from the date of such promotion.

If it appears at any time during or at the end of the probation that the services of the concerned employee are not found satisfactory, his services may be dispensed with, in case of a direct recruit or be reverted to the substantive post in case of a promotee, without any prior notice.

The period of probation provided in this rule may, in case of any particular person, be extended by the Appointing Authority.

20. MEDICAL EXAMINATION (PHYSICAL FITNESS):

Each person appointed by direct recruitment on the establishment of the Courts shall be required to produce a medical certificate of fitness in accordance with the provisions contained in the Gujarat Civil Services (General Conditions of Services) Rules, 2002.

21. COMPUTER EXAMINATION:

To be eligible for appointment to any post in Gazetted Class I and Class II as well as Non-Gazetted Class III services, either by direct recruitment or by promotion on the establishment of the Courts, a candidate must possess a certificate regarding basic knowledge of computer in accordance with the provisions of The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 and/or the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as the case may be or as applicable.

22. DEPARTMENTAL EXAMINATION:

After appointment on the establishment of the Courts, the staff members concerned, shall require to pass, within the prescribed time limit, the departmental examinations as provided at rule 569 of "The Civil Manual, 1960".

If such a Member of the Staff fails to pass the Examination within the chances and the period specified in above referred Rule-569, his increments shall, after the expiry of the specified chances and the specified period, be withheld until he passes the examination

Any increment withheld as above shall become payable to him/her from the date on which he/she passes the examination and all future increments shall accrue to him/her as if no increments had been withheld.

Provided that such member of the staff shall not be entitled to claim the arrears of pay which were lost to him/her by reason of the increments having been so withheld.

23. HINDI / GUJARATI EXAMINATION:

A member of the staff shall be required to pass an examination in Hindi or Gujarati or both in accordance with the rules prescribed by the Government from time to time in this behalf.

24. TRAINING :

A member of the staff shall have to undergo such Training as may be prescribed by the High Court and instructions issued thereof, from time to time.

25. APPOINTMENT ON COMPASSIONATE GROUND:

In case of death of an employee belonging to Class-III or IV services, his dependents shall be given benefits in accordance with the prevailing Rules/Policy of the Government.

26. DEPUTATION :

The High Court at its discretion may appoint any person on the establishment of Courts, on deputation from any source. The High Court may, in appropriate case, permit an Officer or Member of the Staff to go on deputation, outside the Courts, for such period as it may consider appropriate.

27. PROMOTION

(i) Where an appointment to any post is to be made by promotion, no employee shall be entitled to such promotion on the ground of seniority alone. No such appointment shall be made unless in addition to seniority, the employee to be appointed is found to be fit for such promotion.

(ii) No one shall be promoted to higher post unless he passes the requisite departmental examination as well as qualifying examination for Computer knowledge.

(iii) Promotion to any post in any class or category on the establishment of the Courts, shall be made by the Head of the Department in view of the Provisions of Rules 523 and 524 of the Civil Manual, 1960 as well as, as per the provisions made in Schedule-B to these Rules. However, prior approval of the High Court shall be required to be obtained for Class I posts.

However, where the Appointing Authority is satisfied that a person having the experience specified, is not available for promotion and that it is necessary in the public interest to fill up the post by promotion even of

a person having experience of a lesser period, it may, for reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two-thirds of the period specified.

28. **POSTING AND TRANSFER:**

The employee appointed as Registrar/Additional Registrar/Deputy Registrar on the establishment of Courts, shall be posted to any Court and may be transferred on completion of five years at one station to any other such Court, by the High Court.

All other Non- Judicial Officers and Members of Staff in Class I to Class IV services may be transferred within the District Court or Family Court or City Courts, as the case may be, by the Head of the Department, on completion of three years at one station/place. An employee may be retained for a longer period than prescribed, for administrative exigency and in public interest.

However, High Court may transfer any employee to an equivalent post in respective class or category, to any other Court including Industrial Courts and Labour Courts of the State, on administrative ground or otherwise.

29. **CONDITIONS OF SERVICES :**

The conditions of service of Court employees 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, which are not inconsistent with these Rules, shall regulate the conditions of service of Court employees subject to such modifications, variations, and exceptions, if any, in the said Rules and Orders, as the High Court may from time to time specify.

If any question arises as to which Rules or Orders are applicable to the case of any particular person serving on the establishment of the Courts and as to interpretation thereof, it shall be decided by the High Court and its decision shall be final.



30. RESIDUARY MATTERS :

The matters of conduct of the Members of the Staff of the Courts shall be governed by the Gujarat Civil Services (Conduct), Rules, 1971 and the Gujarat Civil Services (Discipline & Appeal), Rules, 1971 as amended time to time.

31. CONTROL:

All the Non-judicial Officers and Members of the Staff working on the establishment of the Courts, shall be under the direct control and superintendence of the High Court.

32. APPOINTMENT BY RELAXATION OF RULES :

Notwithstanding anything contained in these rules, the High Court may, in the interest of administration of justice :-

- (i) permit the appointing authority to appoint a person to any services or post by method other than that prescribed under these rules, or
- (ii) relax any of the provisions of these rules.

33. REPEAL AND SAVING:

The Rules of Recruitment of candidates to Class-I, Class-II, Class-III and Class-IV services in the Courts as well as the instructions issued by the High Court and Government from time to time with regard to recruitment to any post in any Class or Category, shall hereby stand repealed.

Provided that such repeal shall not affect the previous operation of the rules/instructions so repealed or anything done or any action taken thereunder.

SCHEDULE – A
(Rule-14)

(in Rupees)

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
CITY CIVIL COURTS, AHMEDABAD			
<u>GAZETTED OFFICERS , CLASS I</u>			
1	Registrar, City Civil Courts, Ahmedabad	Cadre pay of Civil Judge	----
2	Additional Registrar, City Civil Courts, Ahmedabad.	15600-39100	15600-39100
		6600	7600
		PB-3	PB-3
3	Executive Assistant to the Principal Judge, City Civil Courts, Ahmedabad	---	15600-39100
		---	6600
		---	PB-3
		---	Special Pay : Rs.200/-
4	English/Gujarati Stenographers Grade-I	15600-39100	---
		6600	---
		PB-3	---
5	Deputy Registrar, City Civil Courts, Ahmedabad	9300-34800	15600-39100
		4600	5400
		PB-2	PB-3
<u>GAZETTED OFFICERS , CLASS II</u>			
6	English Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
7	Gujarati Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
8	Secretary to the Principal Judge, City Civil Courts, Ahmedabad / Bench Clerk Grade-I	9300-34800	---
		4600	---
		PB-2	---
9	Accounts Officer, City Civil Courts, Ahmedabad	9300-34800	---
		4600	---
		PB-2	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
<u>NON-GAZETTED , CLASS III</u>			
10	Superintendent	9300-34800	---
		4400	---
		PB-2	---
11	Assistant Superintendent	5200-20200	---
		2400	---
		PB-1	---
12	Librarian	5200-20200	---
		2400	---
		PB-1	---
13	Assistant	5200-20200	---
		1900	---
		PB-1	---
14	Xerox Operator	5200-20200	---
		1900	---
		PB-1	---
15	Driver	5200-20200	---
		1900	---
		PB-1	---
16	Process Server / Bailiff	5200-20200	---
		1900	---
		PB-1	---
<u>NON-GAZETTED, CLASS IV</u>			
17	Havildar	4440-7440	---
		1650	---
		-1S	---
18	Book Binder / Filer/ Court Keeper	4440-7440	---
		1650	---
		-1S	---
19	Naik	4440-7440	---
		1400	---
		-1S	---
20	Peon / Watchman / Jail Warder / Sweeper/ Hamal / Water Server / Liftman / Home attendant-Domestic attendant	4440-7440	---
		1300	---
		-1S	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
FAMILY COURTS			
<u>GAZETTED OFFICERS, CLASS I</u>			
1	Registrar, Family Court	9300-34800	15600-39100
		4600	7600
		PB-2	PB-3
2	Executive Assistant to the Principal Judge, Family Court.	---	15600-39100
		---	6600
		---	PB-3
		---	Special Pay : Rs.200/-
3	English/Gujarati Stenographer Grade-I	15600-39100	---
		6600	---
		PB-3	---
<u>GAZETTED OFFICERS, CLASS II</u>			
4	English Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
5	Gujarati Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
6	Bench Clerk Grade-I	---	9300-34800
		---	4600
		---	PB-2
<u>NON-GAZETTED, CLASS III</u>			
7	Superintendent, Family Court, Ahmedabad	9300-34800	---
		4400	---
		PB-2	---
8	Superintendent / Nazir / Record Keeper	9300-34800	---
		4200	---
		PB-2	---
9	Senior Clerk / Assistant Superintendent	5200-20200	---
		2400	---
		PB-1	---
10	Librarian	5200-20200	---
		2400	---
		PB-1	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
11	Assistant	5200-20200	---
		1900	---
		PB-1	---
12	Xerox Operator	5200-20200	---
		1900	---
		PB-1	---
13	Driver	5200-20200	---
		1900	---
		PB-1	---
14	Process Server / Bailiff	5200-20200	---
		1900	---
		PB-1	---
<u>NON-GAZETTED, CLASS IV</u>			
15	Havildar	4440-7440	---
		1650	---
		-1S	---
16	Book Binder/Filer/Court Keeper	4440-7440	---
		1650	---
		-1S	---
17	Naik	4440-7440	---
		1400	---
		-1S	---
18	Peon / Watchman / Jail Warder / Sweeper/ Hamal / Water Server / Liftman / Home attendant-Domestic attendant	4440-7440	---
		1300	---
		-1S	---
DISTRICT COURTS			
<u>GAZETTED OFFICERS, CLASS I</u>			
1	(i) Registrar, District Court, (ii) Additional Registrar, District Court (iii) Registrar, Additional District Court.	9300-34800	15600-39100
		4600	7600
		PB-2	PB-3
2	Executive Assistant to the Principal District Judge	---	15600-39100
		---	6600
		---	PB-3
		---	Special Pay :

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
			Rs.200/-
3	English/Gujarati Stenographer Grade-I	15600-39100	---
		6600	---
		PB-3	---
4	Registrar, Senior Civil Court	9300-34800	15600-39100
		4200	5400
		PB-2	PB-3
<u>GAZETTED OFFICERS , CLASS II</u>			
5	English Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
6	Gujarati Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
7	Secretary to the Principal District Judge / Protocol Officer, District Court / Registrar, Civil Court / Bench Clerk Grade-I	5200-20200	9300-34800
		2400	4600
		PB-1	PB-2
<u>NON-GAZETTED, CLASS III</u>			
8	English Stenographer Grade-III	9300-34800	---
		4400	---
		PB-2	---
9	Gujarati Stenographer Grade-III	9300-34800	---
		4400	---
		PB-2	---
10	Head Clerk/Nazir/Bench Clerk Grade-II	9300-34800	---
		4200	---
		PB-2	---
11	Senior Clerk / Bench Clerk Grade-III	5200-20200	---
		2400	---
		PB-1	---
12	Librarian	5200-20200	---
		2400	---
		PB-1	---
13	Assistant	5200-20200	---
		1900	---
		PB-1	---
14	Xerox Operator	5200-20200	---
		1900	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
		PB-1	---
15	Driver	5200-20200	---
		1900	---
		PB-1	---
16	Process Server / Bailiff	5200-20200	---
		1900	---
		PB-1	---
<u>NON-GAZETTED, CLASS IV</u>			
17	Havildar	4440-7440	---
		1650	---
		-1S	---
18	Book Binder / Filer / Court Keeper	4440-7440	---
		1650	---
		-1S	---
19	Naik	4440-7440	---
		1400	---
		-1S	---
20	Peon / Watchman / Jail Warder / Sweeper / Hamal / Water Server / Liftman / Home attendant-Domestic attendant	4440-7440	---
		1300	---
		-1S	---
SMALL CAUSE COURTS, AHMEDABAD			
<u>GAZETTED OFFICERS, CLASS I</u>			
1	(i) Registrar / Deputy Registrar Small Cause Courts, Ahmedabad.	9300-34800	15600-39100
		4600	5400
		PB-2	PB-3
<u>GAZETTED OFFICERS, CLASS II</u>			
2	English Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
3	Gujarati Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
<u>NON-GAZETTED, CLASS III</u>			
4	Superintendent / Bench Clerk Grade-II	9300-34800	---
		4400	---
		PB-2	---
5	Assistant Superintendent	5200-20200	---
		2400	---
		PB-1	---
6	Librarian	5200-20200	---
		2400	---
		PB-1	---
7	Assistant	5200-20200	---
		1900	---
		PB-1	---
8	Xerox Operator	5200-20200	---
		1900	---
		PB-1	---
9	Driver	5200-20200	---
		1900	---
		PB-1	---
10	Process Server / Bailiff	5200-20200	---
		1900	---
		PB-1	---
<u>NON-GAZETTED, CLASS IV</u>			
11	Havildar	4440-7440	---
		1650	---
		-1S	---
12	Book Binder / Filer / Court Keeper	4440-7440	---
		1650	---
		-1S	---
13	Naik	4440-7440	---
		1400	---
		-1S	---
14	Peon / Watchman / Jail Warder / Sweeper/ Hamal / Water Server / Liftman / Home attendant-Domestic attendant	4440-7440	---
		1300	---
		-1S	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
METROPOLITAN MAGISTRATES' COURTS, AHMEDABAD			
<u>GAZETTED OFFICERS, CLASS I</u>			
1	(i) Registrar / Additional Registrar, Metropolitan Magistrates' Courts, Ahmedabad.	9300-34800	15600-39100
		4600	5400
		PB-2	PB-3
<u>GAZETTED OFFICERS, CLASS II</u>			
2	English Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
3	Gujarati Stenographer Grade-II	9300-34800	---
		4600	---
		PB-2	---
<u>NON-GAZETTED, CLASS III</u>			
4	Superintendent / Bench Clerk Grade-II	9300-34800	---
		4400	---
		PB-2	---
5	Assistant Superintendent	5200-20200	---
		2400	---
		PB-1	---
6	Librarian	5200-20200	---
		2400	---
		PB-1	---
7	Assistant	5200-20200	---
		1900	---
		PB-1	---
8	Xerox Operator	5200-20200	---
		1900	---
		PB-1	---
9	Driver	5200-20200	---
		1900	---
		PB-1	---
10	Process Server / Bailiff	5200-20200	---
		1900	---
		PB-1	---

Sr. No.	Name of the Post	Existing Pay Scale	Revised Pay Scale as per the Shetty Pay Commission
		Grade Pay	Grade Pay
		Pay Band	Pay Band
<u>NON-GAZETTED, CLASS IV</u>			
11	Havildar	4440-7440	---
		1650	---
		-1S	---
12	Book Binder / Filer / Court Keeper	4440-7440	---
		1650	---
		-1S	---
13	Naik	4440-7440	---
		1400	---
		-1S	---
14	Peon / Watchman / Jail Warder / Sweeper / Hamal / Water Server / Liftman / Home attendant-Domestic attendant	4440-7440	---
		1300	---
		-1S	---



SCHEDULE -B

(Rule -15)

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>CITY CIVIL COURT, AHMEDABAD</u>						
<u>GAZETTED OFFICERS, CLASS I</u>						
1	Registrar, City Civil Courts, Ahmedabad	Registrar, City Civil Courts, Ahmedabad	By deputation from the cadre of Civil Judge to be made by the High Court.	---	---	---
2	Additional Registrar, City Civil Courts, Ahmedabad	Additional Registrar, City Civil Courts, Ahmedabad	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview	Deputy Registrar, City Civil Courts, Ahmedabad.	Preferably Law Graduate	Not less than 05 years in the feeder cadre
3	---	Executive Assistant to the Principal Judge, City Civil Courts, Ahmedabad	By posting of suitable person	English/ Gujarati Stenographer Grade-I	---	---
4	Principal Private Secretary	English/ Gujarati Stenographer Grade-I	By Promotion, of a person, on the basis of efficiency and past performance.	Up-gradation of 50% Posts from English/ Gujarati Stenographer Grade-II	-----	Not less than 08 years as English/ Gujarati Stenographer Grade-II
5	Deputy Registrar, City Civil Courts, Ahmedabad	Deputy Registrar, City Civil Courts, Ahmedabad	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be	Secretary to the Principal Judge, City Civil Courts, Ahmedabad / Bench Clerk Grade-I	Preferably Law graduate.	Not less than 08 years in feeder cadre jointly or separately

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			evaluated by Oral/Personal Interview			
<u>GAZETTED OFFICERS CLASS-II</u>						
6	English Stenographer Grade-I	English Stenographer Grade-II	By Direct Recruitment	For promotion :- English Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement. ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
7	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	By Direct Recruitment	For promotion :- Gujarati Stenographer Grade-III	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have</p>	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>attained the age of 40 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Transcription thereof in Typing in 75 minutes. iv) sufficient knowledge of English, Gujarati and Hindi Language. v) Basic knowledge of computer as prescribed by the Government.	
8	Secretary to the Principal Judge, City Civil Courts, Ahmedabad / ---'	Secretary to the Principal Judge, City Civil Courts, Ahmedabad / Bench Clerk Grade-I	By Promotion, on the basis of past performance and efficiency.	Superintendent	---	Not less than 07 years in the feeder cadre
9	Accounts Officer, City Civil Courts, Ahmedabad	Accounts Officer, City Civil Courts, Ahmedabad (Class-II)	By Deputation from the Accounts Department of the Government	---	---	---
<u>NON-GAZETTED, CLASS III</u>						
10	Superintendent	Superintendent	By Promotion, on the basis of past performance and efficiency.	Assistant Superintendent	---	Not less than 05 years in the feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
11	Assistant Superintendent	Assistant Superintendent	By Promotion on the basis of past performance and efficiency.	Assistant	----	Not less than 05 years in feeder cadre.
12	Librarian	Librarian	<p>i) By Promotion on the basis of past performance, proved merits and efficiency.</p> <p>OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	Assistant	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 37 years on the date specified in the advertisement</p> <p>ii) Bachelor of Library and Information Science or its equivalents Degree from a University recognized by the Government.</p> <p>iii) Preferably Degree in Law</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English,</p>	<p>For promotion not less than 05 years in the feeder cadre.</p> <p>For direct recruitment- 02 years experience of working in any well organized Library after obtaining degree.</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Gujarati and Hindi.	
13	Assistant (Jr.Clerk) /Board Typist/ Typist -cum- Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>iii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>i) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>For Promotion, Transfer and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent</p>	<p>Not less than 05 years in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	
14	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<p>i) Bailiff, appointment by posting</p> <p>ii) Class IV Service (Class IV)</p>	<p>i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>ii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>iii) sufficient knowledge of English, Gujarati and</p>	Not less than 05 years in the feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	
15	Driver	Driver	i) By Promotion, on the basis of proved merits and efficiency and test in driving. OR ii) By Direct Recruitment on the basis of Competitive Examination.	For Promotion: Class IV Service (Class IV)	i) For direct recruitment, a candidate shall have attained the age of 23 years and must not have attained the age 33 years on the date specified in the advertisement. ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. iii) Must possess a valid Light and/ or Heavy Motor Driving License of about 03 years standing. iv) Must possess adequate knowledge of	For Promotion: i) Not less than 05 years in the feeder cadre and must possess the qualifications -(ii) to (viii) prescribed for direct recruitment. For Direct Recruitment: About 05 years experience of Driving in a Government / private sector or with an individual.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Motor Vehicle maintenance, and Traffic Signs. However preference shall be given to the candidates who possess the knowledge of mechanism and repairing of Motor Vehicle.</p> <p>v) Have good physique with;</p> <p>In case of Male candidate- 1) Height not less than 162 Cms. (158 Cms. For the candidates of Scheduled Tribes of the State of Gujarat) 2) Chest Measurement of not less than 84 Cms. when full inflated with minimum expansion of 05 Cms.</p> <p>In case of Female candidate- Height not less than 158 Cms. (155 Cms. For the candidates of Scheduled Tribes of the</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>State of Gujarat)</p> <p>vi) Should not be colour blind and must possess good vision with or without Spectacles.</p> <p>vii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>viii) sufficient knowledge of English, Gujarati and Hindi.</p>	
16	Bailiff	Process Server/ Bailiff	<p>i) 75% of Posts by Promotion, on the basis of efficiency and past performance</p> <p>ii) 25% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	For Promotion: Class IV Service (Class IV)	<p>Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent</p>	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (vi) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of riding Bicycle/ Two Wheelers with valid Driving Licence.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	
<u>NON-GAZETTED, CLASS IV</u>						
17	Havildar	Havildar	By Promotion	<p>i) Naik</p> <p>ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant (Class-IV)</p>	---	Not less than 05 years jointly or separately in feeder cadre
18	Book Binder/ Filer/ Court Keeper	Book Binder/ Filer/Court Keeper	By Promotion	<p>i) Naik</p> <p>ii) Peon/ Watchman/</p>	Possess adequate knowledge of Book Binding work such as	Not less than 05 years jointly or separately in feeder

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	folding, gathering, counting, wrapping, envelope making	cadre
19	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	---	Not less than 05 years in feeder cadre
20	Peon/ Watchman/ Jail Warder/ Sweeper/ Hamal/ Water Server/ Liftman /	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	By Direct Recruitment	---	i) A candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date specified in the advertisement ii) Must pass Secondary School Certificate Examination (SSCE) from the Board recognized by the Government or an equivalent Examination recognized as such by the	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Government. iii) Possess skills relevant to the job as may be prescribed by the High Court from time to time. iv) Sufficient knowledge of Gujarati and / or Hindi.	
<u>FAMILY COURTS</u>						
<u>GAZETTED OFFICERS, CLASS I</u>						
1	Registrar, Family Court	Registrar, Family Court	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview	Bench Clerk Grade-I	Preferably Law Graduate	Not less than 08 years in feeder cadre.
2	---	Executive Assistant to the Principal Judge, Family Court	By posting of suitable person	English/ Gujarati Stenographer Grade-I	---	---
3	Principal Private Secretary	English/ Gujarati Stenographer Grade-I	By Promotion, of a person, on the basis of efficiency and past performance.	Up-gradation of 50% Posts from English/ Gujarati Stenographer Grade-II (Class-II)	-----	Not less than 08 years as English/ Gujarati Stenographer Grade-II

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>GAZETTED OFFICERS, CLASS II</u>						
4	English Stenographer Grade-I	English Stenographer Grade-II	By Direct Recruitment	For promotion :- English Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement. ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>recognized by the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
5	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	By Direct Recruitment	For promotion :- Gujarati Stenographer Grade-III	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement</p>	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 75 minutes.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					iv) sufficient knowledge of English, Gujarati and Hindi Language. v) Basic knowledge of computer as prescribed by the Government.	
6	---	Bench Clerk Grade-I	By Promotion, on the basis of past performance and efficiency.	i) Superintendent, Family Court, Ahmedabad ii) Superintendent, / Nazir / Record Keeper	---	Not less than 07 years jointly or separately in feeder cadre.
<u>NON-GAZETTED, CLASS III</u>						
7	Superintendent, Family Court, Ahmedabad	Superintendent / Bench Clerk Grade-II, Family Court, Ahmedabad	By Promotion, on the basis of past performance and efficiency.	Nazir / Record Keeper	---	Not less than 05 years jointly or separately in feeder cadre.
8	Superintendent/ Nazir / Record Keeper	Superintendent/ Nazir / Record Keeper	By Promotion on the basis of past performance and efficiency.	Assistant Superintendent	---	Not less than 05 years in feeder cadre.
9	Senior Clerk / Sheristedar/ Assistant Superintendent	Assistant Superintendent	By Promotion on the basis of past performance and	Assistant	----	Not less than 05 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			efficiency.			
10	Librarian	Librarian	<p>i) By Promotion on the basis of past performance, proved merits and efficiency.</p> <p>OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	Assistant	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 37 years on the date specified in the advertisement</p> <p>ii) Bachelor of Library and Information Science or its equivalents Degree from a University recognized by the Government.</p> <p>iii) Preferably Degree in Law</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	<p>For promotion not less than 05 years in the feeder cadre.</p> <p>For direct recruitment- 02 years experience of working in any well organized Library after obtaining degree.</p>
11	Assistant (Jr.Clerk) /Board Typist/	Assistant	i) 15% of Posts By Promotion, on the basis	I) by promotion of person working in	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct</p>	Not less than 05 years in feeder

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
	Typist -cum- Clerk		<p>of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>ii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p>	<p>cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					iv) Possess Basic Knowledge of Computer as prescribed by the Government. v) sufficient knowledge of English, Gujarati and Hindi.	
12	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	i) Bailiff, appointment by posting ii) Class-IV Services (Class-IV)	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or equivalent Examination recognized as such by the Government. ii) Possess Basic Knowledge of Computer as prescribed by the Government. iii) sufficient knowledge of English, Gujarati and Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	Not less than 05 years in the feeder cadre.
13	Driver	Driver	i) By	For Promotion:	i) For direct	For

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			<p>Promotion, on the basis of proved merits and efficiency and test in driving.</p> <p>OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	Class-IV Services (Class-IV)	<p>recruitment, a candidate shall have attained the age of 23 years and must not have attained the age 33 years on the date specified in the advertisement.</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Must possess a valid Light and/ or Heavy Motor Driving License of about 03 years standing.</p> <p>iv) Must possess adequate knowledge of Motor Vehicle maintenance, and Traffic Signs. However preference shall be given to the</p>	<p>Promotion:</p> <p>i) Not less than 05 years in the feeder cadre and must possess the qualifications -(ii) to (viii) prescribed for direct recruitment.</p> <p>For Direct Recruitment:</p> <p>About 05 years experience of Driving in a Government / private sector or with an individual.</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>candidates who possess the knowledge of mechanism and repairing of Motor Vehicle.</p> <p>v) Have good physique with;</p> <p>In case of Male candidate-</p> <p>1) Height not less than 162 Cms. (158 Cms. For the candidates of Scheduled Tribes of the State of Gujarat)</p> <p>2) Chest Measurement of not less than 84 Cms. when full inflated with minimum expansion of 05 Cms.</p> <p>In case of Female candidate-</p> <p>Height not less than 158 Cms. (155 Cms. For the candidates of Scheduled Tribes of the State of Gujarat)</p> <p>vi) Should not be colour blind and must possess good vision with or</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					without Specs. vii) Possess Basic Knowledge of Computer as prescribed by the Government. viii) sufficient knowledge of English, Gujarati and Hindi.	
14	Bailiff	Process Server/ Bailiff	i) 75% of Posts by Promotion, on the basis of efficiency and past performance ii) 25% of Posts by Direct Recruitment on the basis of Competitive Examination.	For Promotion: Class-IV Services (Class-IV)	Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. iii) Possess knowledge of	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (vi) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					driving Cycle/ Two Wheelers. iv) Sufficient knowledge of Gujarati and / or Hindi. v) Possess Basic Knowledge of Computer as prescribed by the Government.	
<u>NON-GAZETTED, CLASS IV</u>						
15	Havildar	Havildar	By Promotion	i) Naik ii) Peon / Watchman/ Jail Warder/Sweeper / Water Server/ Liftman/Home attendant-Domestic Attendant (Class-IV)	---	Not less than 05 years jointly or separately in feeder cadre
16	Book Binder/ Filer/ Court Keeper	Book Binder/ Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than 05 years jointly or separately in feeder cadre
17	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-	---	Not less than 05 years in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
				Domestic Attendant		
18	Peon/ Watchman/ Jail Warder/ Sweeper/ Hamal/ Water Server/ Liftman /	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	By Direct Recruitment	---	<p>i) A candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date specified in the advertisement</p> <p>ii) Must pass Secondary School Certificate Examination (SSCE) from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess skills relevant to the job as may be prescribed by the High Court from time to time.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p>	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>DISTRICT COURTS</u>						
<u>GAZETTED OFFICERS, CLASS I</u>						
1	i) Clerk of the Court, District Court ii) Additional Clerk of the Court, District Court iii) Clerk of the Court, Additional District Court	i) Registrar, District Court ii) Additional Registrar, District Court iii) Registrar, Additional District Court. (Class-I)	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview.	Registrar, Senior Civil Court If not available, then from i) Secretary to the Principal District Judge / Protocol Officer , District Court / Registrar, Civil Court / Bench Clerk Grade-I	Preferably Law Graduate	Shall have 05 years experience in the cadre of Deputy registrar, (Class-I) or Shall have combined 08 years experience as Deputy Registrar (Class-I) and i) Secretary to the Principal District Judge / Protocol Officer , District Court / Registrar, Civil Court / Bench Clerk Grade-I (Class-II)
2	---	Executive Assistant to the Principal District Judge	By posting of suitable person	English/ Gujarati Stenographer Grade-I	---	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
3	Principal Private Secretary	English/ Gujarati Stenographer Grade-I	By Promotion, of a person, on the basis of efficiency and past performance.	Up-gradation of 50% Posts from English/ Gujarati Stenographer Grade-II (Class-II)	-----	Not less than 08 years as English/ Gujarati Stenographer Grade-II
4	Clerk of the Court Senior Civil Court / Deputy Registrar	Registrar, Senior Civil Court (Class-I)	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview	i) Secretary to the Principal District Judge / Protocol Officer , District Court / Registrar, Civil Court / Bench Clerk Grade-I	Preferably Law Graduate	Not less than 08 years jointly or separately in feeder cadre

GAZETTED OFFICERS, CLASS II

5	English Stenographer Grade-I	English Stenographer Grade-II	(i) 50% of Posts By promotion of a suitable person on the basis of efficiency and past performance. (ii) 50% of Posts by Direct Recruitment on the basis of the competitive Examination.	For promotion :- English Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement. ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by	Not less than 07 years in feeder cadre.
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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as</p>	



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					prescribed by the Government.	
6	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	(i) 50% of Posts By promotion of a suitable person on the basis of efficiency and past performance. (ii) 50% of Posts by Direct Recruitment on the basis of the competitive Examination	For promotion :- Gujarati Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 75 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
7	Secretary to the Principal District Judge / Public Relation Officer / Clerk of the Court, Civil Court / ---	Secretary to the Principal District Judge / Protocol Officer , District Court / Registrar, Civil Court / Bench Clerk Grade-I	By Promotion, on the basis of past performance and efficiency.	Head Clerk/ Nazir/ Bench Clerk Grad-II	For Protocol Officer, District Courts shall have sufficient knowledge of English, Hindi and Gujarati languages.	Not less than 07 years jointly or separately in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>NON-GAZETTED, CLASS III</u>						
8	English Stenographer Grade-II	English Stenographer Grade-III	By Direct Recruitment, on the basis of Competitive Examination.	---	<p>i) A candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement.</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 100</p>	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
9	Gujarati Stenographer Grade-II	Gujarati Stenographer Grade-III	By Direct Recruitment, on the basis of Competitive Examination	---	<p>i) A candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement.</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or</p>	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 75 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 60 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language</p> <p>v) Basic knowledge of computer as prescribed by the</p>	

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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Government.	
10	Head Clerk/ Nazir/ --	Head Clerk/ Nazir/ Bench Clerk Grade-II	By Promotion on the basis of past performance and efficiency.	Senior Clerk/ Bench Clerk Grade-III	---	Not less than 05 years jointly or separately in feeder cadre.
11	Senior Clerk / Sheristedar/	Senior Clerk / Bench Clerk Grade-III	By Promotion on the basis of past performance and efficiency.	Assistant	----	Not less than 05 years in feeder cadre.
12	Librarian	Librarian	i) By Promotion on the basis of past performance, proved merits and efficiency. OR ii)By Direct Recruitment on the basis of Competitive Examination.	Assistant	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 37 years on the date specified in the advertisement ii) Bachelor of Library and Information Science or its equivalents Degree from a University recognized by the Government iii) Preferably Degree in Law iv) Possess Basic Knowledge of	For promotion not less than 05 years in the feeder cadre. For direct recruitment- 02 years experience of working in any well organized Library after obtaining degree.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Computer as prescribed by the Government. v) sufficient knowledge of English, Gujarati and Hindi.	
13	Assistant (Jr.Clerk) /Board Typist/ Typist -cum- Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>ii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>I) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the</p>	Not less than 05 years in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government iii) 5000 key depression on computer in English and/or Gujarati iv) Possess Basic Knowledge of Computer as prescribed by the Government. v) sufficient knowledge of English, Gujarati and Hindi.	
14	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	i) Bailiff, appointment by posting ii) Class-IV Services (Class-IV)	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. ii) Possess Basic Knowledge of Computer as prescribed by	Not less than 05 years in the feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>the Government.</p> <p>iii) sufficient knowledge of English, Gujarati and Hindi.</p> <p>iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.</p>	
15	Driver	Driver	<p>i) By Promotion, on the basis of proved merits and efficiency and test in driving.</p> <p>OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	For Promotion: Class-IV Services (Class-IV)	<p>i) For direct recruitment, a candidate shall have attained the age of 23 years and must not have attained the age 33 years on the date specified in the advertisement.</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Must possess a valid Light and/ or Heavy Motor Driving License of</p>	<p>For Promotion:</p> <p>i) Not less than 05 years in the feeder cadre and must possess the qualifications -(ii) to (viii) prescribed for direct recruitment.</p> <p>For Direct Recruitment:</p> <p>About 05 years experience of Driving in a Government / private sector or with an individual.</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>about 03 years standing.</p> <p>iv) Must possess adequate knowledge of Motor Vehicle maintenance, and Traffic Signs. However preference shall be given to the candidates who possess the knowledge of mechanism and repairing of Motor Vehicle.</p> <p>v) Have good physique with;</p> <p>In case of Male candidate—</p> <p>1) Height not less than 162 Cms. (158 Cms. For the candidates of Scheduled Tribes of the State of Gujarat)</p> <p>2) Chest Measurement of not less than 84 Cms. when full inflated with minimum expansion of 05 Cms.</p> <p>In case of</p>	

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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Female candidate— Height not less than 158 Cms. (155 Cms. For the candidates of Scheduled Tribes of the State of Gujarat) vi) Should not be colour blind and must possess good vision with or without Specs.</p> <p>vii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>viii) sufficient knowledge of English, Gujarati and Hindi.</p>	
16	Bailiff	Process Server/ Bailiff	<p>i) 75% of Posts by Promotion, on the basis of efficiency and past performance</p> <p>ii) 25% of Posts by Direct Recruitment on the basis of Competitive</p>	For Promotion: Class-IV Services (Class-IV)	<p>Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement</p>	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (vi) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
			Examination.		<p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of driving Cycle/ Two Wheelers.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	
<u>NON-GAZETTED CLASS-IV</u>						
17	Havildar	Havildar	By Promotion	<p>i) Naik</p> <p>ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant</p>	---	Not less than 05 years jointly or separately in feeder cadre

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
18	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than 05 years jointly or separately in feeder cadre
19	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	---	Not less than 05 years in feeder cadre
20	Peon/ Watchman/ Jail Warder/ Sweeper/ Hamal/ Water Server/ Liftman /	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	By Direct Recruitment	---	i) A candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date specified in the advertisement ii) Must pass Secondary School Certificate Examination (SSCE) from the Board recognized by the Government or an equivalent Examination recognized as	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					such by the Government. iii) Possess skills relevant to the job as may be prescribed by the High Court from time to time. iv) Sufficient knowledge of Gujarati and / or Hindi.	
<u>SMALL CAUSE COURTS, AHMEDABAD</u>						
<u>GAZETTED OFFICERS CLASS-I</u>						
1	Registrar/ Deputy Registrar Registrar Small Cause Courts, Ahmedabad	Registrar / Deputy Registrar, Small Cause Courts, Ahmedabad	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview	Superintendent / Bench Clerk Grade-II	Preferably Law graduate.	Not less than 08 years jointly or separately in feeder cadre. Note- promotion from Class-III to Class-I
<u>GAZETTED OFFICERS CLASS-II</u>						
2	English Stenographer Grade-I	English Stenographer Grade-II	By Direct Recruitment	For promotion :- English Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>not have attained the age of 40 years on the date specified in the advertisement.</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and</p>	

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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
3	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	By Direct Recruitment	For promotion :- Gujarati Stenographer Grade-III	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or</p>	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 75 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>NON-GAZETTED CLASS-III</u>						
4	Superintendent	Superintendent / Bench Clerk Grade-II,	By Promotion, on the basis of past performance and efficiency.	Assistant Superintendent	---	Not less than 05 in feeder cadre.
5	Assistant Superintendent / ---	Assistant Superintendent / Bench Clerk Grade-III	By Promotion on the basis of past performance and efficiency.	Assistant	----	Not less than 05 years in feeder cadre.
6	Librarian	Librarian	<p>i) By Promotion on the basis of past performance, proved merits and efficiency.</p> <p style="text-align: center;">OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	Assistant	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 37 years on the date specified in the advertisement</p> <p>ii) Bachelor of Library and Information Science or its equivalents Degree from a University recognized by</p>	<p>For promotion not less than 05 years in the feeder cadre.</p> <p>For direct recruitment- 02 years experience of working in any well organized Library after obtaining degree.</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>the Government.</p> <p>iii) Preferably Degree in Law</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	
7	Assistant (Jr.Clerk) /Board Typist/ Typist -cum- Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>ii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>I) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other</p>	<p>Not less than 05 years in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	
8	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<p>i) Bailiff, appointment by posting</p> <p>ii) Class-IV Services (Class-IV)</p>	i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent	Not less than 05 years in the feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Examination recognized as such by the Government.</p> <p>ii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>iii) sufficient knowledge of English, Gujarati and Hindi.</p> <p>iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.</p>	
9	Driver	Driver	<p>i) By Promotion, on the basis of proved merits and efficiency and test in driving.</p> <p>OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	<p>For Promotion: Class-IV Services (Class-IV)</p>	<p>i) For direct recruitment, a candidate shall have attained the age of 23 years and must not have attained the age 33 years on the date specified in the advertisement.</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination</p>	<p>For Promotion: i) Not less than 05 years in the feeder cadre and must possess the qualifications -(ii) to (viii) prescribed for direct recruitment.</p> <p>For Direct Recruitment: About 05 years experience of Driving in a Government / private</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>recognized as such by the Government.</p> <p>iii) Must possess a valid Light and/ or Heavy Motor Driving License of about 03 years standing.</p> <p>iv) Must possess adequate knowledge of Motor Vehicle maintenance, and Traffic Signs. However preference shall be given to the candidates who possess the knowledge of mechanism and repairing of Motor Vehicle.</p> <p>v) Have good physique with;</p> <p>In case of Male candidate-</p> <p>1) Height not less than 162 Cms. (158 Cms. For the candidates of Scheduled Tribes of the State of Gujarat)</p> <p>2) Chest</p>	sector or with an individual.



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Measurement of not less than 84 Cms. when full inflated with minimum expansion of 05 Cms.</p> <p>In case of Female candidate— Height not less than 158 Cms. (155 Cms. For the candidates of Scheduled Tribes of the State of Gujarat) vi) Should not be colour blind and must possess good vision with or without Specs.</p> <p>vii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>viii) sufficient knowledge of English, Gujarati and Hindi.</p>	



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
10	Bailiff	Process Server/ Bailiff	<p>i) 75% of Posts by Promotion, on the basis of efficiency and past performance</p> <p>ii) 25% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>For Promotion:</p> <p>Class-IV Services (Class-IV)</p>	<p>Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of driving Cycle/ Two Wheelers.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (vi) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>NON-GAZETTED CLASS-IV</u>						
11	Havildar	Havildar	By Promotion	i) Naik ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant	---	Not less than 05 years jointly or separately in feeder cadre
12	Book Binder/Filer/Court Keeper	Book Binder/Filer/Court Keeper	By Promotion	i) Naik ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	Possess adequate knowledge of Book Binding work such as folding, gathering, counting, wrapping, envelope making	Not less than 05 years jointly or separately in feeder cadre
13	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic Attendant	---	Not less than 05 years in feeder cadre
14	Peon/ Watchman/ Jail Warder/ Sweeper/	Peon/ Watchman/ Jail Warder/ Sweeper/	By Direct Recruitment	---	i) A candidate shall have attained the age of 18 years and	---

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
	Hamal/ Water Server/ Liftman /	Water Server/ Liftman/ Home attendant- Domestic Attendant			<p>must not have attained the age of 33 years on the date specified in the advertisement</p> <p>ii) Must pass Secondary School Certificate Examination (SSCE) from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess skills relevant to the job as may be prescribed by the High Court from time to time.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p>	



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
<u>METROPOLITAN MAGISTRATES' COURTS, AHMEDABAD</u>						
<u>GAZETTED OFFICERS, CLASS I</u>						
1	Registrar/ Additional Registrar, Metropolitan Magistrates' Courts, Ahmedabad	Registrar/ Additional Registrar, Metropolitan Magistrates' Courts, Ahmedabad	By Promotion, of a person, on the basis of proved merits, efficiency and past performance. Merits shall be evaluated by Oral/Personal Interview.	Superintendent/ Bench Clerk Grade-II,	Preferably Law graduate.	Not less than 08 years jointly or separately in feeder cadre. Note- promotion from Class-III to Class-I
<u>GAZETTED OFFICERS, CLASS II SERVICES</u>						
2	English Stenographer Grade-I	English Stenographer Grade-II	By Direct Recruitment	For promotion :- English Stenographer Grade-III	For Promotion and Direct Recruitment: i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement. ii) Bachelor's Degree obtained from any of the Universities or	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 120 W.P.M. in English Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 50 minutes.</p> <p>iv) sufficient knowledge of English, Gujarati and Hindi Language.</p>	

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					v) Basic knowledge of computer as prescribed by the Government.	
3	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-II	By Direct Recruitment	For promotion :- Gujarati Stenographer Grade-III	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 40 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants</p>	Not less than 07 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Commission Act, 1956 or possess an equivalent qualification recognized by the Government.</p> <p>iii) possess Speed of 90 W.P.M. in Gujarati Short Hand for dictation of two paragraphs each of 04 minutes and Transcription thereof in Typing in 75 minutes.</p> <p>iv) Sufficient knowledge of English, Gujarati and Hindi Language.</p> <p>v) Basic knowledge of computer as prescribed by the Government.</p>	
<u>NON-GAZETTED CLASS-III</u>						
4	Superintendent / ---	Superintendent / Bench Clerk Grade-II	By Promotion, on the basis of past performance and efficiency.	Assistant Superintendent	---	Not less than 05 years in feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
5	Assistant Superintendent	Assistant Superintendent	By Promotion on the basis of past performance and efficiency.	Assistant	----	Not less than 05 years in feeder cadre.
6	Librarian	Librarian	<p>i) By Promotion on the basis of past performance, proved merits and efficiency.</p> <p style="text-align: center;">OR</p> <p>ii) By Direct Recruitment on the basis of Competitive Examination.</p>	Assistant	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 37 years on the date specified in the advertisement</p> <p>ii) Bachelor of Library and Information Science or its equivalents Degree from a University recognized by the Government.</p> <p>iii) Preferably Degree in Law</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) Sufficient</p>	<p>For promotion not less than 05 years in the feeder cadre.</p> <p>For direct recruitment- 02 years experience of working in any well organized Library after obtaining degree.</p>

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					knowledge of English, Gujarati and Hindi.	
7	Assistant (Jr.Clerk) /Board Typist/ Typist -cum- Clerk	Assistant	<p>i) 15% of Posts By Promotion, on the basis of past performance, proved merits and efficiency.</p> <p>ii) 10% of posts shall be filled by transfer</p> <p>ii) 75% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	<p>I) by promotion of person working in Class-IV services</p> <p>ii) by transfer of person working as Process Server / Bailiff, (Class-III)</p>	<p>For Promotion and Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 21 years and must not have attained the age of 35 years on the date specified in the advertisement</p> <p>ii) Bachelor's Degree obtained from any of the Universities or Institutions established or incorporated by or under the Central or State Act in India; or any other educational Institution recognized as such or declared as deemed University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent</p>	Not less than 05 years in feeder cadre. and must possess the qualifications -(ii) to (v) prescribed for direct recruitment

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Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>qualification recognized by the Government</p> <p>iii) 5000 key depression on computer in English and/or Gujarati</p> <p>iv) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>v) sufficient knowledge of English, Gujarati and Hindi.</p>	
8	Xerox Operator	Xerox Operator	By Promotion, on the basis of past performance, proved merits and efficiency.	<p>i) Bailiff, appointment by posting</p> <p>ii) Class-IV Services (Class-IV)</p>	<p>i) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>ii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>iii) sufficient knowledge of English, Gujarati and</p>	Not less than 05 years in the feeder cadre.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					Hindi. iv) Sufficient knowledge of operation of Xerox Machine and its maintenance.	
9	Driver	Driver	i) By Promotion, on the basis of proved merits and efficiency and test in driving. OR ii) By Direct Recruitment on the basis of Competitive Examination.	For Promotion: Class-IV Services (Class-IV)	i) For direct recruitment, a candidate shall have attained the age of 23 years and must not have attained the age 33 years on the date specified in the advertisement. ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or an equivalent Examination recognized as such by the Government. iii) Must possess a valid Light and/ or Heavy Motor Driving License of about 03 years standing. iv) Must possess adequate	For Promotion: i) Not less than 05 years in the feeder cadre and must possess the qualifications -(ii) to (viii) prescribed for direct recruitment. For Direct Recruitment: About 05 years experience of Driving in a Government / private sector or with an individual.

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>knowledge of Motor Vehicle maintenance, and Traffic Signs. However preference shall be given to the candidates who possess the knowledge of mechanism and repairing of Motor Vehicle.</p> <p>v) Have good physique with;</p> <p>In case of Male candidate- 1) Height not less than 162 Cms. (158 Cms. For the candidates of Scheduled Tribes of the State of Gujarat) 2) Chest Measurement of not less than 84 Cms. when full inflated with minimum expansion of 05 Cms.</p> <p>In case of Female candidate- Height not less than 158 Cms. (155 Cms. For the candidates of Scheduled</p>	



Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>Tribes of the State of Gujarat)</p> <p>vi) Should not be colour blind and must possess good vision with or without Specs.</p> <p>vii) Possess Basic Knowledge of Computer as prescribed by the Government.</p> <p>viii) sufficient knowledge of English, Gujarati and Hindi.</p>	
10	Bailiff	Process Server/ Bailiff	<p>i) 75% of Posts by Promotion, on the basis of efficiency and past performance</p> <p>ii) 25% of Posts by Direct Recruitment on the basis of Competitive Examination.</p>	For Promotion: Class-IV Services (Class-IV)	<p>Direct Recruitment:</p> <p>i) For direct recruitment, a candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date as specified in the advertisement</p> <p>ii) Must pass Higher Secondary Certificate Examination from the Board recognized by the Government or</p>	Not less than 05 years in feeder cadre and must possess the qualifications -(ii) to (vi) prescribed for direct recruitment

Sr No	Original Designation	Present Designation	Mode of Recruitment	Name of Feeder Cadre	Minimum Qualification	Experience if required
					<p>an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess knowledge of driving Cycle/ Two Wheelers.</p> <p>iv) Sufficient knowledge of Gujarati and / or Hindi.</p> <p>v) Possess Basic Knowledge of Computer as prescribed by the Government.</p>	
<u>NON-GAZETTED CLASS-IV</u>						
11	Havildar	Havildar	By Promotion	<p>i) Naik</p> <p>ii) Peon / Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/Home attendant-Domestic Attendant (Class-IV)</p>	---	Not less than 05 years jointly or separately in feeder cadre
12	Book Binder/Filer/ Court Keeper	Book Binder/ Filer/Court Keeper	By Promotion	<p>i) Naik</p> <p>ii) Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant-Domestic</p>	Possess adequate knowledge of Book Binding work such as folding, gathering, counting,	Not less than 05 years jointly or separately in feeder cadre

				Attendant	wrapping, envelope making	
13	Naik	Naik	By Promotion	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	---	Not less than 05 years in feeder cadre
14	Peon/ Watchman/ Jail Warder/ Sweeper/ Hamal/ Water Server/ Liftman /	Peon/ Watchman/ Jail Warder/ Sweeper/ Water Server/ Liftman/ Home attendant- Domestic Attendant	By Direct Recruitment	---	<p>i) A candidate shall have attained the age of 18 years and must not have attained the age of 33 years on the date specified in the advertisement</p> <p>ii) Must pass Secondary School Certificate Examination (SSCE) from the Board recognized by the Government or an equivalent Examination recognized as such by the Government.</p> <p>iii) Possess skills relevant to the job as may be prescribed by the High</p>	---

						Court from time to time.
						iv) Sufficient knowledge of Gujarati and / or Hindi.

By order and in the name of the Governor of Gujarat


10/4/17
(H.H.VARMA)

Under Secretary to Government

To,

1. The Secretary to Governor, Raj Bhavan, Gandhinagar (By Letter).
2. The Principal Secretary to Hon'ble Chief Minister, Swarnim Sankul-1, Sachivalaya, Gandhinagar.
3. The Personal Secretary to Hon'ble Minister of State(Law), Sachivalay, Gandhinagar.
4. The Registrar General, Gujarat High Court, Sola, Ahmedabad.
5. The Secretary, Gujarat Public Service Commission, Gandhinagar.
6. The Secretary, Gujarat Legislative Secretariat, Gandhinagar.
7. The Secretary, Gujarat Vigilance Commission, Gandhinagar.
8. All District and Sessions Judges.
9. All Departments of Sachivalaya, Gandhinagar.
10. The Manager, Government Central Press, Gandhinagar, for publication in Gujarat at Government Gazette Part-IV-A Extraordinary and send copies 50 of the Gazette to this Department in D and 50 copies to Gujarat High Court.
11. The Assistant Draftsman. Translate Unite, Legislative & Parliamentary Affairs, Sachivalaya, Gandhinagar – with a request to translate this Notification into Gujarati and to get it published in Government Gazette and forward 100 Copies to this department (D-Branch)
12. Legal Department's concerned Branch.
13. The System Officer with a request to upload this Notification in official website of Legal Department, Sachivalaya, Gandhinagar.
14. The Deputy Section Officer's Select File.
15. The Select File.