

## विधि और विधायी कार्य विभाग

क्रमांक 771-2017-इक्कीस-ब (एक)

भोपाल, दिनांक 25 फरवरी 2017

The Madhya Pradesh District Court Establishment  
(Recruitment and Conditions of Service) Rules, 2016

PREAMBLE

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madhya Pradesh, in consultation with the High Court of Madhya Pradesh, hereby make the following Rules for regulating the recruitment and conditions of service of employees of the establishment of District Courts under the superintendence of High Court of Madhya Pradesh, in supersession of all rules, instructions and orders in force:

PART-I

GENERAL

1- Short title, extent and commencement :

- (i) These Rules may be called "The Madhya Pradesh District Court Establishment (Recruitment and Conditions of Service) Rules, 2016".
- (ii) Rules shall come into force from the date of their publication in Madhya Pradesh Gazette.
- (iii) Rules shall apply to every member of the service without prejudice to the generality of the provisions contained in the Madhya Pradesh Civil Services (General Conditions of Service) Rules, 1961.

2- DEFINITIONS :

In these Rules, unless there is any thing repugnant in the subject or context-

- (a) "Appointing Authority" means the High Court or the District and Sessions Judge of respective Districts, as specified in Schedule II;
- (b) "Chief Justice" means the Chief Justice of the High Court of Madhya Pradesh;
- (c) "Counseling" means process of allocation of District on the choice of candidate on the basis of merit for appointment in a particular district;
- (d) "Departmental Promotion Committee" means committee as specified in Rule 17;
- (e) "Establishment" means District Court establishment;

- (f) "Examination" means examination conducted by the "Examination Cell" of the High Court for selection of employees of the District Court;
- (g) "Examination Committee" means Committee constituted by the Hon'ble the Chief Justice to monitor and overseeing the selection process for the recruitment of various staff of District Courts;
- (h) "Governor" means Governor of Madhya Pradesh;
- (i) "Government" means the Government of Madhya Pradesh;
- (j) "Other Backward Class" means the other Backward Classes of citizens as specified by the State Government vide notification No. F.85-XXV-4-84, dated the 26<sup>th</sup> December, 1984 as amended from time to time;
- (k) "Post" means posts as mentioned in Schedule II;
- (l) "Schedule" means each schedule appended to these rules;
- (m) "Scheduled Castes" means any caste, race or tribe or part of or a group within a caste, race or tribe specified as scheduled castes with respect to the State of Madhya Pradesh under article 341 of the Constitution of India;
- (n) "Scheduled Tribe" means any tribe, tribal community or part of or group within a tribe or tribal community specified as scheduled tribes with respect to the State of Madhya Pradesh under article 342 of the Constitution of India;
- (o) "Selecting Authority" means "Examination Cell" of the High Court established for the purpose;
- (p) "Service" means Madhya Pradesh District Court service;
- (q) "Specially abled" means persons coming under the provision of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996).
- (r) "Year of Recruitment" means year commencing from 1<sup>st</sup> January to 31<sup>st</sup> December;

## **PART-II**

### **3- Constitution of Service:**

- (1) On and from the date of commencement of these Rules "M.P. District Court Services" shall be constituted.
- (2) The M.P. District Court Services shall consist of the following persons, namely:
  - (i) Persons, who at the time of commencement of these rules are holding substantively or in an officiating capacity, the posts specified in the Schedule II;
  - (ii) Persons recruited to the service before the commencement of these rules; and
  - (iii) Persons recruited to the service in accordance with the provisions of these rules.

### **4- Classification, Scale of Pay etc:**

- (1) The classification of the service, the number of posts included in the service and the scale of pay attached thereto shall be as specified in Schedule II.

Provided that the Government may, from time to time, add or reduce the number of posts included in the service either on permanent or temporary basis.
- (2) The member of service shall have eligibility of time pay scale under the provisions of the circular dated 24<sup>th</sup> July 2008 of the Finance Department.

## **PART-III**

### **RECRUITMENT**

#### **5- Method of Recruitment:**

Recruitment to the service after the commencement of these rules shall be made by the following method, namely;

- (a) By direct recruitment; through Competitive Examination or Interview or by both for the posts indicated in the Schedule II;

- (b) By promotion; of members of service as specified in Schedule II;
- (c) By transfer or deputation of persons who hold in substantive or officiating capacity such posts in such service as may be specified in this behalf by the High Court;

**Appointment to the service :**

All appointments to the service after the commencement of these rules shall be made by the appointing authority and no appointment shall be made except after selection by one of the methods of recruitment as specified in these Rules;

**Appointment by Direct Recruitment :**

**Eligibility for direct recruitment:**

In Order to be eligible for selection, a candidate must satisfy the following conditions, namely:

- (a) He must be a citizen of India;
- (b) He should have attained the age of 18 years but should not have attained the maximum age as specified in Schedule III;
- (c) The Upper age limit for candidates belonging to Schedule Caste, Schedule Tribe or Other Backward Classes and females shall be relaxable as specified in Schedule III which is subject to change as per the Government policy;
- (d) The Upper age limit shall also be relaxable in respect of widows, destitute or divorced women candidates as specified in Schedule III;
- (e) The upper age limit shall also be relaxable in respect of the candidates who are or have been the Permanent or Temporary Employee of the Madhya Pradesh Government or Board and Corporation owned by the Government of Madhya Pradesh as specified in schedule III subject to change as per Government policy. This concession shall also be

admissible to the contingency paid, work-charged or contract employee;

- (f) The relaxation in the upper age limit in respect of "Specially abled" candidates shall be as per the Orders/Guidelines issued by the Government from time to time.

Provided that in no case maximum age limit shall exceed 45 years including all relaxations in all categories.

**Date of reckoning of age:** The age limit shall be reckoned as on 1<sup>st</sup> January of the current year of recruitment.

**Explanation** – A woman candidate will be deemed to be destitute if she has no source of income and her parents and her husband do not support her financially or who has some source of income but that does not exceed a sum of money specified by the High Court as determined by the State Government.

**Note** – In no other case will these age limits be relaxed. Departmental candidates must obtain previous permission of their appointing authority to appear for the selection.

**8- Educational Qualification :**

The candidate must possess the educational qualifications prescribed for the service as shown in schedule I.

**9- Disqualification for Appointment:**

- (1) No persons shall be eligible for appointment unless he is citizen of India.
- (2) No candidate who has more than one spouse living will be eligible for appointment to the service.
- (3) No candidate shall be eligible for appointment unless he has been certified to be medically fit for appointment to the post by the District Medical Board;

Provided that a candidate may be appointed provisionally subject to production of Medical fitness certificate as aforesaid within a period of 30 days from the date of appointment. If the candidate is found unfit by the Medical Board, his services shall be liable to be terminated forthwith.

- (4) Any attempt on the part of the candidate to obtain support for his candidature by any means shall be held by the Committee to disqualify him for selection.
- (5) No person shall be eligible for appointment if he or she-

(a) Is or has been a member of, or has associated himself or herself with, any body or association after such body or association is declared as an unlawful body or association;

or

- (b) Has participated in or is associated with, any activity or programme-
- (i) Aimed at subversion of the Constitution of India.
- (ii) Aimed at organized breach or defiance of law involving violence;
- (iii) Which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or
- (iv) Which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people;

or

(c) Is dismissed from service under the Government of India or any State Government or any High Court;

or

(d) Is or has been debarred or disqualified by the Union or any State Public Service Commission or any High Court from

appearing for any examination or selection conducted by it;

or

(e) Is or has been convicted of an offense involving moral turpitude.

10- A selected candidate shall be eligible for appointment subject to the satisfaction of the Appointing Authority after verification of his testimonials and antecedents.

**11- Requisition from District Establishments :**

All the District Establishments shall send their requisition forms to the Registrar (D.E.) of the High Court by 30<sup>th</sup> September every recruitment year for all such posts which are to be filled and likely to fall vacant in the ensuing recruitment year. District Establishments in their requisition shall show the details of the posts of the reserved categories. Registrar (D.E.) of High Court after receiving all requisitions from District Establishments shall compile in tabular form details of all posts including reservations by the 30<sup>th</sup> October to the Examination Cell for starting recruitment process.

**12- Mode of Selection:**

- (a) Selection will be made in a centralized manner by the Examination Cell of the High Court as per directions of the Examination Committee.
- (b) Examination Cell shall advertise the total number of vacancies across the State in daily newspapers, both, English and Hindi language.
- (c) Examination Cell shall conduct a centralized written examination followed by interview as per the directions of the Examination Committee of the High Court. The examination may be conducted offline or online system between the months of January to April every year.

- (d) The Examination Cell may change the mode of testing the suitability of candidates as per the recommendation of the Examination Committee as and when such change is considered to be appropriate.
- (e) In conducting "Online examination", precautions mentioned in Schedule IV, to the extent considered applicable by the Examination Committee, shall be adhered to.
- (f) The Examination Cell, on the directions of Examination Committee, may hold screening test, which may also be held online, prior to main written examination if the ratio of number of eligible candidates and the number of posts is inordinately high in view of Examination Committee.
- (g) The names of candidates recommended for appointment shall be sent by the Examination Cell to Appointing Authority.

**13- Appointment of Candidates**

Appointing Authority, after scrutinizing documents of the recommended candidates and satisfying itself as to his eligibility regarding suitability in all respects of an appointment to the post in the cadre, shall issue an order of appointment which shall be final.

**14- Requirement of Character Certificate:**

No person shall be appointed unless the Appointing Authority is satisfied that he is of good character and is in all respect suitable for appointment to the service. Every candidate selected for direct recruitment shall furnish to the Appointing Authority certificates given not more than six months prior to the date of selection, by two respectable persons.

**15- Conditions relating to Physical fitness:**

No candidate selected for appointment shall be appointed to any post unless he satisfies the



Appointing Authority that he is physically fit to discharge the duties that he may be called upon to perform. Appointing Authority, may by order, prescribe the physical standards required to be satisfied by a person for appointment and specify the medical authority which may grant the certificate of physical fitness and provide such other incidental matters as may be necessary. The opinion of the Medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates

However, a Candidate selected for appointment who fails to appear before the Medical Authority specified by the Appointing Authority shall be given one more opportunity to appear before such authority. If the candidate fails to appear before Medical Authority given on second occasion his name shall be deleted from the list of selected candidates and he shall cease to be eligible for appointment.

**16- Examination Fees etc.:**

Every candidate for direct recruitment to any category of post shall be required to pay such fees and portal charges if any, as may be specified by the Examination Committee in respect of his applications.

The relaxation of fee which is applicable to the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes shall be applicable to the domiciles of Madhya Pradesh who have been declared by the Government as Scheduled Castes, Scheduled Tribes and Other Backward Classes only.

Provided further that the candidates belonging to Other Backward Classes and are coming in creamy layer shall not be eligible for the benefit of reservation relaxation in age limit or any other benefit of the category.

Provision for fee relaxation shall also be applicable for Specially abled candidates.

**17- Joining time for appointment :**

(1) A Candidate appointed by direct recruitment shall assume charge of the post specified by the Appointing Authority on the date or within the period specified in the order.

However, the Appointing Authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time but not exceeding thirty days as it may deem necessary.

**Explanation** – For the purpose of the sub-rule “the date of the order of appointment” means the date of dispatch of order of appointment by registered post to the address given by the candidate.

(2) The name of the candidate who fails to assume charge of the post within the time specified in sub rule(1) shall stand deleted from the list of selected candidates and the candidate concerned shall cease to be eligible for appointment and in that event, Appointing Authority may appoint candidates from the wait list as per the Rules frame in that respect.

(3) **Duration of validity of the final list of successful candidate :** The final list of the successful candidates in the examination in any recruitment year shall be valid upto 18 months from the date of declaration of the final list, but shall become invalid after declaring the results of next years examination.

**18- Provision for reservation of Appointment :**

(1) Posts shall be reserved for the members of the Schedule Castes, Schedule Tribes, and for Other Backward Classes to such extent and in such manner as may be specified by the Government. The reservations for these categories shall be applicable only vertically.

Provided that for reservation on the district level posts shall be given as per the district wise

reservation roster, issued by the General Administration Department shall apply.

{2} A total 6 percent Horizontal reservation shall be given to persons with physical impairment, with 2 percent each for hearing, visually and orthopaedically impaired.

Provided that the reservation shall be made as per the posts identified and marked by the High Court for specially abled persons.

{3} As per the provision of the Madhya Pradesh Civil; Services(Special Provisions for Appointment of Women) Rules ,1997, 30 percent Horizontal reservation shall be applicable for women candidates.

(4) Appointments shall be made strictly in accordance with the roster prescribed separately for direct recruitment and promotion.

(5) Verification of percentage of physical impairment in case of "Specially abled " candidates shall be verified by the Medical Board.

(6) In the event of non-availability of the eligible and suitable candidates amongst the Other Backward Casts, Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total and thereafter such reservation would lapse.

### Appointment by Promotion

#### **19. Constitution of Departmental Promotion Committee:**

(1) There shall be constituted a three members Committee consisting of District Judge as Chairman,

Senior-most Additional District Judge (for the time being working), Senior-most Civil Judge Senior Division (for the time being working).

(2) The selection list prepared by the Committee and the District Judge shall issue appointment orders based on the recommendation of the Committee.

(3) The exercise of making promotion shall be carried out every year regularly as per **Calendar** containing date wise Schedule for appointments to various posts.

(4) The selection shall be made on the basis of seniority-cum-merit up to Accountant and thereafter on the basis of merit-cum-seniority subject to Rule 19.

(5) While making exercise of promotions the confidential record of each candidate shall also be considered and candidates with "Average" performance in the past 5 years shall not be considered for promotion.

(6) An employee who has not been found fit for being promoted or whose seniority has been affected may submit his representation before the High Court within thirty days from the date of publication of the list.

(7) The Committee of the High Court considering such representation may cancel or modify such selection list.

**20- Provision for Departmental Competitive Examination to promote merit :**

In Order to promote merit, 15% of vacancies in any cadre shall be kept open for appointment from Lower Cadre by selection through competitive examination and only in case of non availability of suitable candidates through competitive examination, the same will not be carried forward and such vacancies may be filled by promotion on the basis of seniority-cum-merit.

**21- Seniority :**

Seniority of the person included in the select list shall follow the order in which the names of such persons appear in the select list.

In case list of candidates promoted on the basis of seniority-cum-merit and the list of candidates selected through competitive examination is brought out during the same recruitment year, the seniority of candidates promoted on the basis of seniority-cum-merit shall be over and above the seniority of candidates selected through competitive examination.

**22- Preparation of List of suitable Officers:**

- (1) The Departmental Promotion Committee shall prepare a list of such persons who satisfy the conditions prescribed and as are held by the Committee to be suitable for promotion to the service. The list shall be sufficient to cover the anticipated vacancies on account of retirement and promotion during the course of one year from the date of preparation of the select list. A reserved list containing 25% of the number of persons included in select list shall also be prepared to meet the unforeseen vacancies occurring during the course of the aforesaid period.
- (2) The names of selected officials included in the list shall be arranged in order of seniority in service;

**Explanation :**

A person whose name is included in the select list but who is not promoted during the validity of the list, shall have no claim to seniority over those considered in a subsequent selection merely by the fact of his earlier selection.

- (3) The list so prepared shall be reviewed and revised every year.
- (4) If in the process of selection, review or revision it is proposed to supersede any member of the service, the committee shall record its reasons for the proposed supersession.

**23- Reservation :**

Reservation for the promotion to any service in favour of the Schedule Castes, Scheduled Tribes and Other Backward Classes shall be in accordance with the orders issued by the High Court from time to time.

**24- Select List :**

The select list shall ordinarily be in force until it is reviewed or revised in accordance with sub-rule (3) of Rule 21 mentioned above, but its validity shall not be extended beyond the total period of 12 months from the date of its publication.

Provided that in the event of a grave lapse in the conduct of performance of duties on the part of any person included in select list a special review of the select list may be made at the instance of the Appointment Authority and it may, if it thinks fit, remove the name of such person from the select list.

**PART-IV****PROBATION**

**25-(1)** All appointments to the Service by direct recruitment or by promotion shall be on probation for the period of two years.

(2) The period of probation for reasons to be recorded in writing, may be extended by the Appointing Authority by such period not exceeding the period of probation specified in sub rule(I) or (II) of Rule 3.

(3) At the end of period of probation or the extended period of probation the Appointing Authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was appointed or promoted, and

(I) If it is decided that he is suitable to hold the post to which he was appointed or

promoted, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation and such an order shall have effect from the date of expiry of the period of probation, including extended period, if any, as the case may be.

(II) If it is considered that the person is not suitable to hold the post to which he was appointed or promoted, as the case may be, he shall by order.

(a) If he is a promotee, revert him to the post which he held prior to his promotion.

(b) If he is probationer, discharge him from service.

(4) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to the effect is passed, any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation.

**26- Discharge of a probationer during the period of probation :**

Notwithstanding anything contained in the rule mentioned above the Appointing Authority may, at any time during the period of probation, discharge from the service, a probationer on account of reasons that his/her services are no more required.

**27- Increment during the period of probation:**

A probationer or promotee may draw the increments that fall due during the period of probation. He shall not, however, draw any increment after the expiry of the period of probation unless and until he is declared to have satisfactorily completed his probation.

When a probationer or promotee is declared to have satisfactorily completed his probation, he shall draw, from the date as such order takes effect, the

pay he would have drawn had he been allowed the increments for the whole of his service from the date of his appointment or probation.

**28- Appointment to the service from the select list:**

- (1) Appointments of the persons included in the select list shall follow the order in which the names of such persons appear in the select list.
- (2) In case of promotion, it shall not ordinarily be necessary to consult the Committee for exclusion of a person whose name is included in the select list if during the period intervening between the inclusion of his name in the select list and the date of the proposed appointment, there occurs any deterioration in his work, which, in the opinion of the Appointing Authority, is such as to render him unsuitable for appointment to the service.

**29- Applicability of other Rules :**

The pay, allowance, pensions, gratuity, leave, retirement, T.A., Medical Allowance, GPF, discipline, control, punishment and other conditions of service of persons appointed to the District Courts establishment shall be governed by the rules applicable to the employees of the Government.

**30- Transfer :**

- 1- The High Court, may, in public interest or for administrative reasons, transfer any member of the service from one District Court establishment, to another District Court establishment within the State and the member of the service so transferred, shall carry his seniority with him.
- 2- However, in case the employee seeks transfer on his own choice, he shall not be entitled to keep his seniority which he held prior to such transfer and his seniority in his new place of posting, his position, will be at the bottom of other employees



of the same cadre posted in the District to which he is transferred.

**31- Deputation :**

Any member of the service may be deputed by the High Court for a continuous period not exceeding four years to perform the duties of any post in the Central Government or the State Government or took service in any Organization, which is wholly or partly owned or controlled by the Government.

**PART-V**

**MISCELLANEOUS**

**32- Age of superannuation,-**

Subject to the provision contained in Rule 56(3) of the Fundamental Rules and Rule 42(1)(b) of M.P. Civil Services (Pension) Rules, 1976, the age of superannuation of a member of the service shall be the age specified by the Government from time to time for the employees of the Government of the same cadre.

**33- Retirement in public interest.-**

Notwithstanding anything contained in these rules or any other law the appointing authority may, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any member of the Service who has put in not less than twenty years of service or has attained the age of 50 years, by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice.

**34- Training etc.-**

(1) Every person appointed by direct recruitment to the Service shall, undergo such training as the High Court may, from time to time specify.

(2) Every member of the Service shall be given such periodical training as the High Court may, from time to time specify.

(3) Every member of the Service shall pass such tests or examinations and within such time as the High Court may, from time to time specify.

**35- Interpretation :**

If any question arises regarding the interpretation of the rules, it shall be referred to the Chief Justice whose decision thereon shall be final.

**36- Relaxation :**

Nothing in these Rules shall be construed to limit or abridge the power of the High Court to deal with the case of any person(s) to whom these rules apply may dispense with or relax the particular rule in such a manner as may appear to him to be just and equitable;

**37- Repeal and Savings:**

All Rules, orders, instructions and circulars corresponding to these Rules, in force immediately before the commencement of these Rules are hereby repealed in respect of matters covered by these Rules;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**38- Residuary provision.-**

(1) All members of the service shall be subject to the superintendence of the High Court.

(2) In respect of all matters (not provided in these rules) regarding the conditions of service of the members of the service, including matters relating to the conduct, control and discipline, provisions of M.P. Civil Services (Conduct) Rules 1965, M.P. Civil Services (CCA) Rules 1966 and all others applicable to M.P. State Government employee shall apply subject to such modification, variation and exceptions, if any, as the High Court may, from time to time specify:

<b>SCHEDULE I SEE RULE 8)</b>	
<b>EDUCATIONAL &amp; TECHNICAL QUALIFICATION PRESCRIBED</b>	
<b>S.No.</b>	<b>NAME OF SERVICE</b>
1	<p style="text-align: center;">Stenographer Grade-II</p> <p>1- Higher Secondary School Certificate Exam (10+2) or Higher Secondary Exam passed from Board/Institution recognized by M.P. Government.</p> <p>2- C.P.C.T. score card exam passed from M.P. Agency for Promotion of Information Technology (MAP-I.T.) or any other Agency/Institution recognized by the M.P. Government.</p> <p>3- Hindi Shorthand exam passed with speed of 100 W.P.M. from Board/Institution recognized by M.P. Government.</p> <p>4- One year Diploma Course passed in Computer Application from Institution recognized by M.P. Government.</p>
2	<p style="text-align: center;">Stenographer-III</p> <p>1- Higher Secondary School Certificate Exam (10+2) or Higher Secondary Exam passed from Board/Institution recognized by M.P. Government.</p> <p>2- C.P.C.T. score card exam passed from M.P. Agency for Promotion of Information Technology (MAP-I.T.) or any other Agency/Institution recognized by the M.P. Government.</p> <p>3- Hindi Shorthand exam passed with speed of 80 W.P.M. from Board/Institution recognized by M.P. Government.</p> <p>4- One year Diploma Course passed in Computer Application from Institution recognized by M.P. Government.</p>
3	<p style="text-align: center;">Assistant Grade III</p> <p>1- Higher Secondary School Certificate Exam (10+2) or Higher Secondary Exam passed from Board/Institution recognized by M.P. Government.</p> <p>2- C.P.C.T. score card exam passed from M.P. Agency for Promotion of Information Technology (MAP-I.T.) or any other Agency/Institution recognized by the M.P. Government.</p>
4	<p style="text-align: center;">Assistant Grade III (English Knowing)</p> <p>3- One year Diploma Course passed in Computer Application from Institution recognized by M.P. Government.</p> <p>1- Higher Secondary School Certificate Exam (10+2) or Higher Secondary Exam passed from Board/Institution recognized by M.P. Government.</p> <p>2- C.P.C.T. score card exam passed from M.P. Agency for Promotion of Information Technology (MAP-I.T.) or any other Agency/Institution recognized by the M.P. Government.</p> <p>3- English Shorthand exam passed with speed of 80 W.P.M. from Board/Institution recognized by M.P. Government.</p> <p>4- One year Diploma Course passed in Computer Application from Institution recognized by M.P. Government.</p>
5	<p style="text-align: center;">Driver (Contingency)</p> <p>1- 8th Standard passed.</p> <p>2- Driving Licence holder of Light Motor Vehicle.</p>
6	<p style="text-align: center;">Peon/Chowkidar/Water man/Mail/Sweeper (Contingency)</p> <p>1- 8th Standard passed.</p>

## SCHEDULE II

(SEE RULE 5)

S.NO.	NAME OF THE POST	NO. OF POST	CLASSIFICATION	SCALE OF PAY	APPOINTING AUTHORITY	METHOD OF RECRUITMENT
1	Clerk of Court	50	III	15600-39100-G.P. 5400	High Court	By promotion from Dy.Clerk of Court.
2	Dy. Clerk of Court	119	III	5200-20200- G.P. 2800	High Court	By promotion from Accountant. -
3	Accountant	100	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Accountant/Asstt. Gr.II who have passed accounts training or crossed the age of 45. but it is relaxable for their persons who have crossed the age of 45 years.
4	Assistant Accountant	60	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.II who have passed accounts training or crossed the age of 45. but it is relaxable for their persons who have crossed the age of 45 years.
5	Statistical Writer	50	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.
6	Reader to District Judge	47	III	9300-34800 G.P. 3600	District & Sessions Judge	By promotion from Reader Grade II
7	Reader to ADJ	466	III	9300-34800 G.P. 3600	District & Sessions Judge	By promotion from Reader Grade II
8	Reader to Civil Judge (Senior Division)	346	III	5200-20200- G.P. 2800	District & Sessions Judge	By promotion from Reader Grade III
9	Reader to Civil Judge II (Junior Division)	606	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr. III
10	Record Keeper	61	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.
11	Librarian-Cum-Farms Clerk	50	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.
12	Execution Clerk (Asstt.Gr.II)	505	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.

S.NO.	NAME OF THE POST	NO. OF POST	CLASSIFICATION	SCALE OF PAY	APPOINTING AUTHORITY	METHOD OF RECRUITMENT
13	Execution Clerk (Asstt.Gr.III)	919	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
14	Assistant Record Keeper	359	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
15	Deposition Writer	1440	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
16	Despatcher	58	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
17	Assistant Statistical Writer	45	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
18	Office Mohrir	54	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
19	Senior Personal Assistant	41	III	9300-34800 G.P. 4200	High Court	By promotion from Personal Assistant
20	Personal Assistant	121	III	9300-34800 G.P. 3600	High Court	By promotion from Stenographer
21	Stenographer	364	III	5200-20200- G.P. 2800	District & Sessions Judge	By promotion from Stenographer Gr.II
22	Stenographer Grade II	328	III	5200-20200- G.P. 2800	District & Sessions Judge	By promotion from Stenographer Gr.III & Direct Recruitment
23	Stenographer Grade III	431	III	5200-20200- G.P. 2400	District & Sessions Judge	By direct recruitment
24	Head Copyist	61	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.
25	Copyist	361	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
26	Office Typist	108	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
27	District Nazir	50	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.
28	Senior Naib Nazir	92	III	5200-20200- G.P. 2400	District & Sessions Judge	By promotion from Asstt. Gr.III.

S.NO.	NAME OF THE POST	NO. OF POST	CLASSIFICATION	SCALE OF PAY	APPOINTING AUTHORITY	METHOD OF RECRUITMENT
29	Junior Naib Nazir	227	III	5200-20200- G.P. 2100	District & Sessions Judge	By promotion from Asstt. Gr.III.
30	Sale Amin	232	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
31	Process Writer	1264	III	5200-20200- G.P. 1900	District & Sessions Judge	By direct recruitment 25% by promotion from Class IV
32	Process Server	1108	IV	5200-20200- G.P. 1800	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
33	Driver to DJ/ADJ	218	IV	5200-20200- G.P. 1900	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
34	Driver to CIM	50	IV	5200-20200- G.P. 1900	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
35	Daftari	54	IV	4440-7440 G.P. 1400	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
36	Farrash	129	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion from contingency Class IV employees

S.NO.	NAME OF THE POST	NO. OF POST	CLASSIFICATION	SCALE OF PAY	APPOINTING AUTHORITY	METHOD OF RECRUITMENT
37	Daftari-cum-Farrash	150	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion form contingency Class IV employees
38	Record Supplier	55	IV	4440-7440 G.P. 1400	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
39	Jamadar	416	IV	4440-7440 G.P. 1400	District & Sessions Judge	By promotion from other Class IV employees of the District Judge possessing requisite qualification.
40	Office Peon	145	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion form contingency Class IV employees
41	Record Room Peon	38	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion form contingency Class IV employees
42	Copying Peon	30	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion form contingency Class IV employees
43	Court Peon	1731	IV	4440-7440 G.P. 1300	District & Sessions Judge	By promotion form contingency Class IV employees
44	Chowkidar	278	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment
45	Waterman	256	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment
46	Sweeper	247	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment
47	Mali	68	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment
48	Driver	136	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment
49	Peon	139	Contingency	Collector Rate	District & Sessions Judge	By Direct recruitment

<b>SCHEDULE III</b> (SEE RULE 7)				
S.No.	NAME OF THE SERVICE	AGE CRITERIA AS ON 1ST JANUARY OF CURRENT YEAR FOR ALL POSTS MENTIONED IN COLUMN 2.	Minimum Age	Maximum Age
1	2	3	4	5
1	Stenographer Grade-II	1- Male Candidate (Unreserved Category)	18 year	40 year
2	Stenographer Grade-III	2- Male Candidate (Employee of Govt./Nigam/Mandal / Autonomous Institution and Nagar Sainik).	18 year	45 Year
3	Assistant Grade III			
4	Assistant Grade III (English Knowing)	3- Male Candidate (Reserved Category-Schedule Caste/Schedule Tribe/Other Backward Class)	18 year	45 Year
5	Driver/Peon/Chowkidar/Waterman/Mali/Sweeper (Contingency)	4- Male Candidate (Reserved Category- Employee of Govt./Nigam/Mandal/Autonomous Institution and Nagar Sainik). 5- Female Candidate (Unreserved Category)	18 year	45 Year
		6- Female Candidate (Employee of Govt./Nigam/Mandal/Autonomous Institution and Nagar Sainik) (Widhwa/Parityakta/Talaksuda)	18 year	45 Year
		7- Female Candidate (Reserved Category-Schedule Caste/Schedule Tribe/Other Backward Class)	18 year	45 Year



**Schedule-IV**

(See Rule 12)

**Proposed system to enhance security.**

The Database Administrator must be appointed from technical officer of High Court not below the rank of Registrar.

**A. Central Examination Server :**

- (1) Should be physically secure. No **unauthorized and unauthenticated** access should be given.
- (2) **Biometric technology** alongside with traditional password based technology should be used for securing server.
- (3) A **replica** of the same server should be available with geographically changed location.
- (4) Communication between the server should be **encrypted** with best possible technique like RES/MD5 etc.
- (5) The owner which has access to each server should be different. Owner of one server should not be able to access the second replica server.
- (6) A Monitor server should also be configured in same manner as of examination server but to store monitoring data such as audio/video/images/biometric data collected from each examination centre.

**B. Examination server at each examination centre.**

- (1) Each Examination centre should have **fingerprint reader at main gate** so that only those examinees are allowed whose fingerprint is stored on Examination server in Examination centre. User biometric information (**Fingerprint/fact recognition**) may be registered at the time of enrollment/form filling through authorized centre or kiosk only.
- (2) Each examinee should be validated by his/her own credential (id and password) through the server.
- (3) Exam Hall must have auto generated encrypted code for paper. Thus auto generated code (id) must be distributed randomly. The first

candidate who comes in exam room shall have first code, second shall get second code and likewise.

- (4) The password of each user stored in the database should be in encrypted form.
- (5) As soon as the exam gets over and data is submitted to database on Examination server at each examination centre, immediately the **DML (Data Manipulation Language) get locked for the database** so that the data could not be changed at any situation. (Database access time must be limited upto exam period only, whatever it may be 2 hrs or 3 hrs and after examination it must be blocked immediately and no command or deletion, addition, alteration shall be allowed. It is to ensure that the test is taken in a certain amount of time. Some automated testing programs allow this feature). The auto generated id is **for the internal use only** and not be opened to anyone except Examination In-charge having exclusive password..
- (6) Each examination hall should have at least two CCTV cameras with audio recording facility to the monitoring server not less than 5 Mhz frequency. The camera must have sufficient electricity back up through UPS, so that the movement and activity of Examinee can be recorded in case of power failure. This data should be uploaded to monitoring server on real time basis.
- (7) The recording of desktop of each Examinee computer should also be uploaded to monitoring server on real time basis which in turn to be secured at the monitoring server contemporaneously.
- (8) The local server installed at Examination Centre should be connected through VPN to the master server. The internet connectivity on the local server to be disconnected. No possibility of hacking is possible in this configuration.
- (9) The Examination Centre must have ISO 27001 certification or must be AICTE or NAAC accredited.
- (10) The tentative answer keys for the objective type examinations should be ported on the website of MP High Court at earliest after the examination is over and candidates will be given 7 days time to file suggestions and objections, if any to the examination authority.
- (11) The same will be placed before the Experts Committee of which Database Administrator is also a member for scrutiny and the corrected final answers be published on the website again.

#### **C. Measures to be taken at Examination Centre**

- (1) A firewall like software should be installed to each examinee computer. The task of this software is to remove vulnerabilities present in examinee computer. The tasks are listed as below:-
  - (i) Sync Examinee computer time with server time for effective log maintaining.

- (ii) All ports except those required for the online exam are disabled and the ports used can be chosen randomly for each examinee; the ports to be used have only to be sent to the examination server at examination centre with the IP of the exam client. Therefore, manipulation through a fixed port can be avoided.
- (iii) All other programs except the online exam client are deactivated by controlling the inputs of the examinees. By cutting off electronic communications and disabling other computer programs or inputs (including USB ports) on the examinees' computers, the examinees can be prohibited from manipulating their local computer or the internet. Only mouse should be enabled. The proprietary application software should be used and not to be used the open source software. (It must be ensured that use of Google Docs, screen share and opening new window in a separate tab to excess Google must be made impossible. The student cannot use offline material during online examination.)
- (iv) Online exam access should use **Respondus Lockdown Browser or its equivalent**. The proposed browser module presents to the user at startup a full-screen application window that encases a browser window. However, no address bar is provided, nor are there any menus, toolbars, buttons, or other controls that would be seen on a generic browser. The application window is locked in full-screen mode and cannot be resized or minimized until the application is terminated. Third party software like VNC viewer must be completely prohibited.
- (v) **Student id (specific auto generated id link) can work only one question at a time and cannot access completed questions.**
- (vi) An exam should randomize (scramble) question sequence and answer choices for every id link differently.
- (vii) **One (students) auto generated id link can access the online exam only one time.**
- (viii) The exam should close when the allotted time period for work expires. It is suggested that the exam end should be **triggered by Examination server to all of the examinee computers at once** and not the local time of Examinee computer / browser script should be used.

**D. Network used for communication with each other.**

- i. Communication between the server and examinee computer should be encrypted with best possible technique like RES/MD5 etc.
- ii. Communication between the Central server and Examination Hall server should be encrypted.
- iii. The server at examination centre should send the exam data to both of Central Servers on real time basis. (This step is required to prevent fraud at Central Server end or any other Source.)
- iv. Every log (Both Database and access log with client unique ID/Timestamp) of each communication between server and Examinee computer should be stored on real time basis for future reference.  
(Database log is a log which is created every time when the data (Answer in this case) is inserted into the database with timestamp. Access log is a log which is created every time when the examinee computers access any page of Web server).