



# കേരള ഗസറ്റ് KERALA GAZETTE

അസാധാരണം  
EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
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GOVERNMENT OF KERALA

Home (L) Department

NOTIFICATION

G.O.(P) No. 49/2024/Home.

Dated, Thiruvananthapuram

17<sup>th</sup> May 2024

3<sup>rd</sup> Idavam 1199

S. R. O. No. 447/2024

27<sup>th</sup> Vaisakha 1946.

In exercise of the powers conferred by the sub- section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) and in supersession of the Kerala Judicial Ministerial Subordinate Service Rules, 1975 issued under G.O. (P) No. 177/75/PD dated 2<sup>nd</sup> September, 1975 and published as S.R.O. No. 900/75 in the Kerala Gazette No. 39 dated 7<sup>th</sup> October, 1975 and all other orders on the subject, the Government of Kerala hereby make the following Special Rules for various categories of posts in the Kerala Judicial Ministerial Subordinate



Service, namely:-

## RULES

**1. Short title and commencement.-** (1) These rules may be called the Kerala Judicial Ministerial Subordinate Service Rules, 2024.

(2) These rules shall come into force at once unless otherwise expressly provided herein.

**2. Application.-** These rules shall apply to the holders of the post whether the posts are temporary or permanent and whether their appointments thereto are made before or after the coming into force of these rules, except to the extent otherwise expressly provided:-

(i) by or under any law for the time being in force, and

(ii) in respect of any person holding the post by a contract or agreement subsisting between such person and the State Government.

**3. Applicability of the General Rules.-** The Kerala State and Subordinate Service Rules, 1958 as amended from time to time, shall mutatis mutandis apply to this service except to the extent otherwise expressly provided in these rules.

**4. Constitution.-** The service shall consist of the following categories of officers, namely:-

1. Junior Superintendent (Civil Unit).
  - 1A. Junior Superintendent (Criminal Unit).
  - 1B. Bench Clerk Grade-I (Civil Unit).
  - 1C. Central Nazir (Civil Unit).
2. Head Clerk/Bench Clerk Grade- II (Civil Unit).
  - 2A. Head Clerk/ Bench Clerk Grade- II (Criminal Unit).
3. Senior Clerk/Deputy Nazir/Bench Clerk Grade- III (Civil Unit).
  - 3A. Senior Clerk/ Bench Clerk Grade- III (Criminal Unit).
4. Kannada Translator (Civil Unit).



- 4A. Kannada Translator (Criminal Unit).
5. Clerk /Protocol Officer (Civil Unit).
- 5A. Clerk (Criminal Unit).
- 5B. Tamil Clerk (Civil Unit).
- 5C. Tamil Clerk (Criminal Unit).
- 5D. Kannada Clerk (Civil Unit).
- 5E. Kannada Clerk (Criminal Unit).
6. Confidential Assistant (Civil Unit and Criminal Unit).
  - a) Senior Grade,
  - b) Grade- I,
  - c) Grade- II.
7. Fair Copy Superintendent (Civil Unit).
8. Typist (Civil Unit and Criminal Unit).
  - a) Selection Grade,
  - b) Senior Grade,
  - c) Upper Division,
  - d) Lower Division.
- 8 A. Lower Division Typist (Kannada) (Civil Unit and Criminal Unit).
9. Clerk- Typist (Criminal Unit).
10. Amin (Civil Unit).
11. Attender (Civil Unit).

*Note.-* (1) Category 1 includes the erstwhile post of Head Clerk in Motor Accidents Claims Tribunals and Munsiff's - Magistrate's Courts.



(2) The categories 1, 1B, 2, 3, 3A, 4 and 4A shall be deemed to have come into force with effect from 1<sup>st</sup> April, 2003. The post of Central Nazir shall be interchangeable with the category of Head Clerk/Bench Clerk Grade- II from 1<sup>st</sup> April, 2003 to 30<sup>th</sup> June, 2009.

(3) Category 1C shall be deemed to have come into force with effect from 1<sup>st</sup> July, 2009.

(4) Category 2A shall be deemed to have come into force with effect from 17<sup>th</sup> July, 2020. The post of Bench Clerk Grade- II shall have independent status from 1<sup>st</sup> April, 2003 to 18<sup>th</sup> October, 2017. The post of Head Clerk and Bench Clerk Grade- II shall be interchangeable from 19<sup>th</sup> October, 2017 to 16<sup>th</sup> July, 2020.

(5) The Category 5 shall be deemed to have come into force with effect from 6<sup>th</sup> July, 2012. The post of Clerk shall have independent status from 1<sup>st</sup> August, 2002 to 6<sup>th</sup> July, 2012.

(6) The post of Central Nazir shall be interchangeable with the category of Head Clerk/ Bench Clerk Grade-II from 1<sup>st</sup> April, 2003 to 30<sup>th</sup> June, 2009.

**5. Method of Appointment.** - Appointment to the various categories specified in column (2) of the table below shall be made by the method specified in the corresponding entry in column (3) thereof, namely:-

| <i>Sl.No</i> | <i>Category</i>                     | <i>Method of appointment</i>                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)          | (2)                                 | (3)                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.           | Junior Superintendent (Civil Unit). | <p>(i) By promotion from category IB [Bench Clerks Grade-I (Civil Unit)].</p> <p>(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 1C [Central Nazir (Civil Unit)].</p> <p>(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by transfer from category 2 [Head Clerk/Bench Clerk Grade-II (Civil Unit)].</p> |



(iv) In the absence of qualified and suitable candidates under items (i), (ii) and (iii) above by direct recruitment.

*Note:-* The administrative instructions in the High Court Order No. R-18/2000/SS/C2(A) dated 20<sup>th</sup> December, 2010 read with High Court Order No.CI-97906/2014 dated 9<sup>th</sup> July, 2018 shall govern the appointment to the category from 1<sup>st</sup> April, 2003 to 30<sup>th</sup> June, 2009.

2. Junior Superintendent (Criminal Unit).

(i) By promotion from category 2A [Head Clerk/ Bench Clerk Grade-II (Criminal Unit)]

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 3A [Senior Clerk/Bench Clerk Grade- III (Criminal Unit)/4A [Kannada Translator (Criminal Unit)] on the basis of their seniority in the common seniority list.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.

3. Bench Clerk Grade-I (Civil Unit).

(i) By promotion from Category 1C [Central Nazir (Civil Unit)].

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 2 [Head Clerk/Bench Clerk Grade- II (Civil Unit)].

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by transfer from category 3 [Senior Clerk/ Deputy Nazir / Bench Clerk Grade- III (Civil Unit)] and 4 [Kannada Translator (Civil Unit)] on the basis of their seniority in the common seniority list.

(iv) In the absence of qualified and suitable candidates under items (i), (ii) and (iii) above, by direct recruitment.



*Note:-* The administrative instructions in the High Court Order No. R-18/2000/SS/C2(A) dated 20<sup>th</sup> December, 2010 shall govern the appointment to the category from 1<sup>st</sup> April, 2003 to 30<sup>th</sup> June, 2009.

4. Central Nazir (Civil Unit).

(i) By promotion from category 2 [Head Clerk / Bench Clerk Grade- II (Civil Unit)].

ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 3 [Senior Clerk/Deputy Nazir/Bench Clerk Grade-III (Civil Unit)] and 4 [Kannada Translator (Civil Unit)] on the basis of their seniority in the common seniority list.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.

5. Head Clerk/ Bench Clerk Grade-II (Civil Unit).

(i) By promotion from category 3 [Senior Clerk/Deputy Nazir/Bench Clerk Grade-III (Civil Unit)] and 4 [Kannada Translator (Civil Unit)] on the basis of their seniority in the common seniority list.

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 5 [Clerk/Protocol Officer (Civil Unit)/5B [Tamil Clerk (Civil Unit)]/5D [Kannada Clerk(Civil Unit)] on the basis of their seniority in the common seniority list.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.

*Note:-* The administrative instructions issued in High Court O.M. No. R-18/2000/SS/C2(A) dated 12<sup>th</sup> January, 2012 shall prevail in respect of the appointment to the category of Bench Clerk Grade-II from 1<sup>st</sup> April, 2003 to



30<sup>th</sup> June, 2009.

6. Head Clerk/ Bench Clerk Grade-II  
(Criminal Unit).

(i) By promotion from category 3A [Senior Clerk/Bench Clerk Grade- III (Criminal Unit)] and 4A [Kannada Translator (Criminal Unit)] on the basis of their seniority in the common seniority list.

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 5A [Clerk (Criminal Unit)], 5C [Tamil Clerk (Criminal Unit)], 5E [Kannada Clerk (Criminal Unit)] and 9 [Clerk-Typist (Criminal Unit)] on the basis of their seniority in the common seniority list.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.

7. Senior Clerk/ Deputy Nazir/ Bench Clerk  
Grade-III (Civil Unit).

By promotion from category 5 [Clerk/Protocol Officer (Civil Unit)] or 5B [Tamil Clerk (Civil Unit)] or 5D [Kannada Clerk (Civil Unit)] on the basis of their seniority in the common seniority list.

8. Senior Clerk/ Bench Clerk Grade-III  
(Criminal Unit).

By promotion from category 5A [Clerk (Criminal Unit)] or 5C [Tamil Clerk (Criminal Unit)] or 5E [Kannada Clerk (Criminal Unit)] or 9 [Clerk-Typist (Criminal Unit)] on the basis of their seniority in the common seniority list.

9. Kannada Translator (Civil Unit)

(i) By transfer from Confidential Assistant Grade-II of the Unit.

(ii) in the absence of qualified and suitable candidates under item (i) above, by transfer from Clerk, Kannada Clerk and Lower Division Typist of the Civil Unit.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by transfer from Lower Division Typist of



another Unit of the same District.

(iv) In the absence of qualified and suitable candidates under items (i), (ii) and (iii) above, by direct recruitment.

10. Kannada Translator (Criminal Unit).

(i) By transfer from Confidential Assistant Grade-II of the Unit.

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from Clerk/Kannada Clerk/Typist (Lower Division) of the Unit.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by transfer from Lower Division Typist of another Unit of the same District.

(iv) In the absence of qualified and suitable candidates under items (i), (ii) and (iii) above, by direct recruitment.

11. Clerk/Protocol Officer (Civil Unit)

(i) By transfer from qualified Amin and Driver cum Office Attendant of the Unit who have completed three years of service and probation in the Unit on the basis of their seniority in the common seniority list.

(ii) By direct recruitment.

*Note.-* (1) By transfer and direct recruitment shall be in the ratio of 1:1.

(2) In the absence of qualified and suitable hands for by transfer, such vacancies shall be filled up by direct recruitment.

(3) The appointment to the post of Protocol Officer shall be as per the administrative instructions in the High Court O.M. No. R-18/2000/SS/C2(A)(1) dated 16<sup>th</sup> November 2012.

(4) The ratio of 1:1 between by transfer under



Rule 5(d) in the erstwhile Kerala Judicial Ministerial Subordinate Service Rules and direct recruitment for appointment to the category of Clerk as per the administrative instructions in the High Court O.M. No. C1-27247/2000 dated 1<sup>st</sup> August, 2002 shall prevail for the period from 1<sup>st</sup> August, 2002 till the date of coming into effect of this rule.

12. Clerk (Criminal Unit)

(i) By transfer from the Category 2k (Office Attendant) of the Last Grade Service of the Unit and who have completed three years of service and probation and from Driver cum Office Attendant of the Unit who have completed three years service and probation in the Unit on the basis of their seniority in the common seniority list.

(ii) By direct recruitment.

*Note.*- (1) By transfer and direct recruitment shall be in the ratio of 1:9.

(2) The seniority for appointment by transfer shall be reckoned with reference to the date of advice in the entry cadre.

(3) In the absence of qualified and suitable candidates for promotion/by transfer such vacancies shall be filled up by direct recruitment.

13. Tamil Clerk (Civil Unit).

Direct recruitment.

14. Tamil Clerk (Criminal Unit).

Direct recruitment.

15. Kannada Clerk (Civil Unit).

Direct recruitment.

16. Kannada Clerk (Criminal Unit).

Direct recruitment.

17. Confidential Assistant (Civil Unit and Criminal Unit)

Ratio promotion.

- a) Senior Grade
- b) Grade- I



c) Grade- II

(i) By transfer from Upper Division Typist.

(ii) if no qualified and suitable hands are available under item (i) above, by promotion from Lower Division Typist.

(iii) direct recruitment.

*Note.-* (1) The ratio for appointment by promotion and appointment by direct recruitment shall be 1:1.

(2) In the absence of qualified and suitable hands for Promotion such vacancies shall be filled up by direct recruitment.

18. Fair Copy Superintendent (Civil Unit).

By promotion from category 8(a) [Typist (Selection Grade) (Civil Unit)].

19. a) Typist, Selection Grade (Civil Unit and Criminal Unit).

Ratio promotion.

(b) Typist, Senior Grade (Civil Unit and Criminal Unit)

(c) Typist, Upper Division (Civil Unit and Criminal Unit)

(d) Typist, Lower Division (Civil Unit and Civil Unit Criminal Unit)

(i) By transfer from Amin who have completed three years of service in the unit.

(ii) In the absence of qualified and suitable hands available under item (i) above, by transfer from Attender who have completed three years of service in the Unit.

(iii) In the absence of qualified and suitable hands available under items (i) and (ii) above, by transfer from Category 8 (Process Server) of the Last Grade Service who have completed probation and three years of service in the Unit and from Driver cum Office Attendant of the Unit who have completed probation and three years service in the Unit on the basis of their seniority in



the common seniority list.

(iv) direct recruitment.

**Criminal Unit**

(i) By transfer from the Category 2k (Office Attendant) of the Last Grade Service of the Unit who have completed probation and three years service in the Unit and from Driver cum Office Attendant of the unit who have completed probation and three years service in the Unit on the basis of their seniority in the common seniority list.

(ii) direct recruitment

*Note.-* (1) In both Units (Civil and Criminal) by transfer and direct recruitment shall be in the ratio of 1:2.

(2) In both Units (Civil and Criminal) in the absence of qualified hands for by transfer such vacancies shall be filled up by direct recruitment.

20. Lower Division Typist (Kannada) (Civil Unit and Criminal Unit)

**Civil Unit**

(i) By transfer from qualified Amin who have completed three years of service in the unit.

(ii) In the absence of qualified and suitable hands under item (i) above, by transfer from Attender.

(iii) In the absence of qualified and suitable hands under items (i) and (ii) above, by transfer from Category 8 (Process Server) of the Last Grade Service who have completed probation and completed two years of service in the unit.

(iv) direct recruitment.



### Criminal Unit

(i) By Transfer from the Category 2k (Office Attendant) of the Last Grade Service of the Unit who have completed probation and completed two years of service in the Unit.

(ii) direct recruitment.

*Note.* - (1) In both Units (Civil and Criminal) by transfer and direct recruitment shall be in the ratio of 1:2.

(2) In both Units (Civil and Criminal ) in the absence of qualified hands for by transfer such vacancies shall be filled up by direct recruitment.

#### 21. Clerk -Typist (Criminal Unit)

(i) By transfer from the Category 2k (Office Attendant) of the Last Grade Service of the Unit who have completed probation and three years of service in the Unit.

(ii) By direct recruitment.

*Note.* - (1) By transfer and direct recruitment shall be in the ratio of 1:2.

(2) In the absence of qualified hands for Promotion/By Transfer such vacancies shall be filled up by direct recruitment.

#### 22. Amin (Civil Unit)

(i) By promotion from Attender.

(ii) In the absence of suitable and qualified hands under item (i) above, by transfer from Category 8 (Process Server) of the Last Grade Service of the Unit who have completed probation.

(iii) In the absence of suitable and qualified hands under items (i) and (ii) above, by direct recruitment.

*Note.* - The method of appointment for Amin



in the erstwhile Kerala Judicial Ministerial Subordinate Service Rules shall prevail during the period from 1<sup>st</sup> August, 2002 till the date of coming into effect of this rule.

23. Attender (Civil Unit)

(i) By transfer from Category 8 (Process Server) of the Last Grade Service of the Unit who have completed probation.

(ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from Category 1(b) (Court Keeper/Duffedar) of the Last Grade Service of the unit who have completed probation.

(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by transfer from Category 2k (Office Attendant) of the Last Grade Service of the Unit who have completed probation.

(iv) In the absence of qualified and suitable candidates under items (i), (ii) and (iii) above, by direct recruitment.

*Note.* - (1) The percentage based higher grades/ratio promotions applicable to various categories shall be in accordance with the orders issued by the Administrative Department in Government/ as given below the Judiciary Schedule in Pay Revision orders from time to time.

(2) The qualifications and the method of appointment under various categories shall be with reference to the date of occurrence of vacancies and the ratio/percentage based promotion wherever specified with reference to the cadre strength.

(3) The appointing authority may, on the application of a member belonging to categories 6 or 8(a), 8(b), and 8(c) and who have five years of total service, appoint him by transfer to every sixth vacancy arising in category 3 or 3A in the same unit, provided person is suitable and qualified to hold the post and has as much service as the senior most member in categories 5, 5A, 5B, 5C, 5D, 5E and 9 awaiting promotion.

(4) In case of grant of time-bound higher grade, the post appointed through "by transfer" shall be treated as an entry post and the time bound higher grade can be granted only from the date of "by transfer" appointment and the service prior to that shall not be considered as qualifying service for grant of grade.



**Explanation:-** (1) For the purpose of Note (3), service rendered in category 8(d) will also be taken into account in calculating the five years service in the case of categories 8(a), 8(b) and 8(c).

(2) As between members of categories 6 and 8(a), 8(b) and 8(c), such appointment shall be made on the basis of seniority determined with reference to the date of appointment to category 6(c) or category 8(d), as the case may be.

(3) Seniority of Driver cum Office Attendants for by transfer appointment to the post of Clerk shall be reckoned with reference to their date of advice.

**6. *Appointing Authority.***- (1) The appointing authority for the categories in the Civil Unit shall be the District Judge and for the posts in the Criminal Unit shall be the Chief Judicial Magistrate. Provided that the appointing authority for categories 6(a) and 6(b) in both the Units shall be the Registrar (District Judiciary), High Court.

(2) All appointments shall be made subject to the control of the High Court. The control of the High Court shall be subject to the rules laid down in the Kerala State and Subordinate Services Rules and these Rules. The Registrar (District Judiciary) shall be the Head of the department.

**7. *Unit of appointment, seniority, discharge, etc.***- For the purpose of recruitment, seniority, discharge for want of vacancy and re-appointment of probationers and approved probationers, appointment of full members, promotion, postings and appointment from one post to another in the same category, the Civil Unit and the Criminal Unit of each district shall each be a separate unit.

Provided that the Civil Unit and Criminal Unit in respect of categories in 6(a) and 6(b) shall each be a separate State Unit.

**8. *Reservation of Appointments.***-The rules regarding reservation (Rule 14- 17 of the Kerala State and Subordinate Services Rules, 1958 as amended from time to time) shall apply to appointments by Direct Recruitment.

**9. *Promotion.***- As per provision in General Rules in accordance with seniority.

**10. *Revision of order of promotion or by transfer appointments.***- An order of promotion or appointment by transfer made by the District Judge or the Chief Judicial Magistrate may be revised by the High Court. Such revision may be made either suo moto at any time, or on a petition submitted by an aggrieved member within six months from the date of the order.

Provided that the said period of six months may be extended by the High Court, if sufficient cause is shown for the delay in the submission of the petition.



11. **General qualification.**- No person shall be eligible for appointment to the service unless he possesses the qualification of the Secondary School Leaving Certificate or its equivalent except for category 11, specified in the schedule to Part II of the Kerala State and Subordinate Services Rules and no person shall be eligible for direct recruitment to the categories 1, 1A, 1B, 1C, 2 and 2A unless he possesses the qualification of a Degree in Law of a recognized University and Secondary School Leaving Certificate or its equivalent for Category 11.

12. **Qualifications regarding age.**- No person shall be eligible for appointment by direct recruitment to any of the posts in the service, if he has not completed 18 years of age and if he has completed 36 years of age as on the first day of January of the year in which the application for appointment are invited. Usual relaxation in upper age limit as provided in the Kerala State and Subordinate Services Rules, 1958 shall be allowed to candidates belong to Scheduled Caste and Scheduled Tribe and Other Backward Classes. But in no case the maximum age limit shall exceed 50 (fifty) years.

13. **Qualifications.**- No person shall be eligible for appointment to the categories specified in column (2) of the table below by the method specified in column (2) unless he possesses the qualifications and departmental tests specified in the column (4) and (5) respectively, namely:-

| <i>Sl.No</i> | <i>Category</i>                        | <i>Method of Appointment</i> | <i>Essential Qualifications</i>                                                                                              | <i>Departmental Tests</i> |
|--------------|----------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| (1)          | (2)                                    | (3)                          | (4)                                                                                                                          | (5)                       |
| 1.           | Junior Superintendent (Civil Unit).    | By promotion or by transfer  | (i) Secondary School Leaving Certificate or its equivalent<br><br>(ii) Civil Judicial Test<br><br>(iii) Account Test (Lower) |                           |
|              |                                        | Direct recruitment           | Degree in Law of any recognised University                                                                                   |                           |
| 2.           | Junior Superintendent (Criminal Unit). | By promotion or by transfer  | (i) Secondary School Leaving Certificate or its equivalent.<br><br>(ii) Criminal Judicial Test                               |                           |



- |                                                      |                             |                                                                                                                         |
|------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------|
|                                                      |                             | (iii) Account Test (Lower)                                                                                              |
|                                                      | Direct recruitment          | Degree in Law of any recognised University                                                                              |
| 3. Bench Clerk Grade-I (Civil Unit).                 | By promotion or by transfer | (i) Secondary School Leaving Certificate or its equivalent<br>(ii) Civil Judicial Test<br>(iii) Account Test (Lower)    |
|                                                      | Direct recruitment          | Degree in Law of any recognised University                                                                              |
| 4. Central Nazir (Civil Unit).                       | By promotion or by transfer | (i) Secondary School Leaving Certificate or its equivalent<br>(ii) Civil Judicial Test<br>(iii) Account Test (Lower)    |
|                                                      | Direct recruitment          | Degree in Law of any recognised University                                                                              |
| 5. Head Clerk/ Bench Clerk Grade-II (Civil Unit).    | By promotion or by transfer | (i) Secondary School Leaving Certificate or its equivalent<br>(ii) Civil Judicial Test<br>(iii) Account Test (Lower)    |
|                                                      | Direct recruitment          | Degree in Law of any recognised University                                                                              |
| 6. Head Clerk/ Bench Clerk Grade-II (Criminal Unit). | By promotion or by transfer | (i) Secondary School Leaving Certificate or its equivalent<br>(ii) Criminal Judicial Test<br>(iii) Account Test (Lower) |



- |                                                                                    |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    | Direct<br>recruitment                   | Degree in Law of any<br>recognised University                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7. Senior Clerk/ Deputy<br>Nazir/ Bench Clerk<br>Grade-III (Civil Unit).           | By promotion                            | (i) Secondary School<br>Leaving Certificate or its<br>equivalent<br><br>(ii) Civil Judicial Test<br><br>(iii) Account Test (Lower)                                                                                                                                                                                                                                                                                                                                                       |
| 8. Senior Clerk/ Bench<br>Clerk Grade-III (Criminal<br>Unit).                      | By promotion                            | (i) Secondary School<br>Leaving Certificate or its<br>equivalent<br><br>(ii) Criminal Judicial Test<br><br>(iii) Account Test (Lower)                                                                                                                                                                                                                                                                                                                                                    |
| 9. Kannada Translator<br>(Civil Unit) and Kannada<br>Translator (Criminal<br>Unit) | By transfer or<br>direct<br>recruitment | (1) Bachelors Degree of<br>any recognised University<br><br>(2) Must have taken<br>Kannada as one of the<br>subjects under Part II or<br>Part III for the Degree<br>course provided that if no<br>suitable candidate with the<br>above qualifications is<br>available, a candidate<br>possessing the minimum<br>general educational<br>qualification of Secondary<br>School Leaving Certificate<br>and who has taken Kannada<br>as a subject for his<br>examination may be<br>appointed. |

*Note:-* Selection to the post  
will be made after holding  
a practical test to assess the  
proficiency of the  
candidates in translating



Kannada into English and Malayalam.

- |     |                                                          |                                                    |                                                                                                                           |                            |
|-----|----------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 10. | Clerk/Protocol Officer<br>(Civil Unit)                   | (i) By transfer                                    | Secondary School Leaving Certificate or its equivalent                                                                    | Manual of Office Procedure |
|     |                                                          | (ii) Direct recruitment                            | Secondary School Leaving Certificate or its equivalent                                                                    |                            |
| 11. | Clerk (Criminal Unit)                                    | (i) By transfer                                    | Secondary School Leaving Certificate or its equivalent                                                                    | Manual of Office Procedure |
|     |                                                          | (ii) Direct recruitment                            | Secondary School Leaving Certificate or its equivalent                                                                    |                            |
| 12. | Tamil Clerk (Civil Unit and Criminal Unit)               | Direct recruitment                                 | (1) Secondary School Leaving Certificate or its equivalent                                                                |                            |
|     |                                                          |                                                    | (2) Working knowledge of both Tamil and Malayalam language                                                                |                            |
| 13. | Kannada Clerk (Civil Unit and Criminal Unit).            | Direct recruitment                                 | (1) Secondary School Leaving Certificate or its equivalent                                                                |                            |
|     |                                                          |                                                    | (2) Working knowledge of both Kannada and Malayalam language                                                              |                            |
| 14. | Confidential Assistant<br>(Civil Unit and Criminal Unit) |                                                    | (1) Pass in plus 2 or its equivalent.                                                                                     |                            |
|     | a) Senior Grade                                          | Ratio promotion                                    | (2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification. |                            |
|     | b) Grade I                                               | Ratio promotion                                    |                                                                                                                           |                            |
|     | c) Grade II                                              | By promotion or by transfer and direct recruitment | (3) Lower Grade Certificate in Malayalam Typewriting (Kerala Government                                                   |                            |



Technical Examination) or equivalent qualification.

(4) Lower Grade Certificate in English Shorthand (Kerala Government Technical Examination) or equivalent qualification

(5) Lower Grade Certificate in Malayalam Shorthand (Kerala Government Technical Examination) or equivalent qualification.

(6) Computer Word Processing or equivalent qualification.

15. Fair Copy Superintendent By promotion (Civil Unit)

(1) Secondary School Leaving Certificate or its equivalent.

(2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification.

(3) Lower Grade Certificate in Malayalam Typewriting (Kerala Government Technical Examination) or equivalent qualification.

(4) Computer Word Processing or equivalent qualification.

*Note.* - Those who have passed Lower Grade Certificate in English Typewriting (Kerala



Government Technical Examination) or equivalent qualification, before January 2002 should produce separate certificate for computer word processing.

16. Typist (Civil Unit and Criminal Unit).

(a) Selection Grade Ratio promotion

(1) Secondary School Leaving Certificate or its equivalent.

(b) Senior Grade Ratio promotion

(2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification.

(c) Upper Division Ratio promotion

(3) Lower Grade Certificate in Malayalam Typewriting

(d) Lower Division By transfer and direct recruitment (Kerala Government Technical Examination) or equivalent qualification.

(4) Computer Word Processing or equivalent qualification.

*Note:-* (1) Those who have passed Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification before 2002 should produce separate certificate for computer Word processing.

(2) Those who are appointed as Photocopier Operator shall be given sufficient training in the operation of the



Photocopier before such appointment.

17. Lower Division Typist (Kannada) (Civil Unit and Criminal Unit) By transfer or direct recruitment
- (1) Secondary School Leaving Certificate or its equivalent.
- (2) Typewriting Junior (Kannada) of the Government of Karnataka/ and Computer Word Processing or equivalent qualification.
- (3) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification.
- (4) Knowledge of Computer Word Processing (Kannada)

*Note:-* Those who have passed the Kerala Government Technical Examination Typewriting before January 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application.

18. Clerk Typist (Criminal Unit) By transfer and direct recruitment
- (1) Secondary School Leaving Certificate or its equivalent.
- (2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification.



(3) Lower Grade Certificate in Malayalam Typewriting (Kerala Government Technical Examination) or its equivalent qualification.

(4) Computer Word Processing or its equivalent qualification.

*Note:-* Those who have passed Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification before January 2002 should produce separate certificate for Computer Word processing.

- |                           |                                                   |                                                                                                                                                                           |
|---------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. Amin (Civil Unit)     | By promotion or by transfer or direct recruitment | Secondary School Leaving Certificate or its equivalent                                                                                                                    |
| 20. Attender (Civil Unit) | (i) By transfer                                   | Secondary School Leaving Certificate or its equivalent                                                                                                                    |
|                           | OR                                                | Pass in Attenders Test                                                                                                                                                    |
|                           |                                                   | Must have passed the test conducted by the Public Service Commission for appointment as Attenders (except those who have passed the Secondary School Leaving Certificate) |
|                           | (ii) Direct recruitment                           | Secondary School Leaving Certificate or its equivalent                                                                                                                    |

*Note.-* (1) Graduates in Law need not pass the Civil Judicial Test or Criminal Judicial Test.



(2) A person appointed to 1, 1A, 1B, 1C, 2 and 2A by direct recruitment shall during the period of probation, pass the Account Test (Lower) and the Manual of Office Procedure Test, if person has not already passed those tests.

(3) A person appointed to category 5, 5A, 5B, 5C, 5D, 5E and 9 by direct recruitment shall, during the period of probation pass the Manual of Office Procedure test, if person has not already passed the same.

14. **Security posts.-** Fidelity insurance shall be introduced for the posts requiring security.

15. **Probation.-** Every person appointed to any of the Categories shall, from the date on which he joins duty, be on probation.-

(i) If appointed by direct recruitment or by transfer through Kerala Public Service Commission, or by transfer to a category for which direct recruitment is one of the methods of appointment, for a total period of two years on duty within a continuous period of three years.

(ii) If appointed by transfer to a category to which direct recruitment is not one of the methods of appointment, for a period of one year on duty within a continuous period of two years.

(iii) If appointed by promotion, for a total period of one year on duty within a continuous period of two years.

16. **Transfer.-** (1) Transfer of members of the service from the jurisdiction of one appointing authority to that of another shall be made by the High Court.

(2) Subject to the control of the High Court, the District Judge and the Chief Judicial Magistrate may effect transfers within their jurisdiction.

17. **Savings.-** If, before the issue of these rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test, and the possession of such qualification or the passing of such test is prescribed by these rules, these rules shall not apply to such person to the extent and in respect of the category, grade or post specifically covered by the order of exemption.

By order of the Governor,

**BISHWANATH SINHA**

*Additional Chief Secretary to Government.*



## Explanatory Note

(This does not form part of the notification, but it is intended to indicate its general purport.)

Many number of amendments are now in force and the existing Rules are in a fragmented state. Eventhough most of the common category posts are included within the Special Rules of District Judiciary Department, operation of common category Rules is also in force in the Department. Hence it has been decided to enact new Special Rules in the Department in supposition of all Rules in force.

There has been status change of categories in the light of the implementation of the recommendations of the Shetty Commission, 9<sup>th</sup> Pay Revision Orders, the related Government orders/administrative orders.

The post of Head Clerk, Chief Judicial Magistrate's Courts was granted higher scale of pay in the 9<sup>th</sup> Pay Revision Order and the post was redesignated as 'Senior Superintendent' with effect from 13<sup>th</sup> April, 2012. The post is to be excluded from the Kerala Judicial Ministerial Subordinate Service Rules.

The categories of Bench Clerk viz. Grade- I, Grade- II and Grade- III were created with effect from 1<sup>st</sup> May, 2003 as per the recommendations of the Shetty Commission. The post of Central Nazir was granted higher scale than other interchangeable posts of Head Clerk/Bench Clerk Grade-II with effect from 1<sup>st</sup> July, 2009 in the 9<sup>th</sup> Pay Revision Order.

The post of Head Clerk was created in Criminal Unit as per G.O. (Ms.) No. 160/2017/Home dated 21<sup>st</sup> July, 2017. The High Court issued administrative orders allotting the newly sanctioned posts to various Courts as per the High Court OM No. D8-48484/1987 dated 19<sup>th</sup> October, 2017.

The post of Protocol Officer was created in the cadre of Clerk as per G.O. (Ms.) No. 176/2012/Home dated 6<sup>th</sup> July, 2012.

By transfer appointment to the post of Clerk from the post of Amin under rule 5(d) of the erstwhile Kerala Judicial Ministerial Subordinate Services Rules and direct recruitment was limited to the ratio of 1:1 as per High Court O.M. No. C1-27247/2000 dated 1<sup>st</sup> August, 2002. In order to incorporate the said provision, specific method of appointment to the Post of Clerk is prescribed. A provision for by transfer appointment from the post of driver cum office attendants to the post of Clerk in Civil Unit and Office Attendants to the post of Clerk in



Criminal Unit is to be included in view of G.O. (P) No.1/2014/P&ARD dated 3<sup>rd</sup> January 2014.

Though Manual of Office Procedure Test is prescribed as a departmental qualification for declaration of probation in the post of Clerk, it is noticed that generally, as compared to the direct recruitees, by transfer appointees are not giving due importance to obtain the qualification of Manual of Office Procedure and choose the easier way of permanent exemption on attaining the age of fifty years. Revision of the employees is the course of action if they fail to acquire the test qualification within the prescribed period. Since a considerable share of vacancies are filled up by way of transfer appointment especially in the civil unit of the department, on and off reversion of employees for want of test qualification is bound to cause administrative inconveniences. Considering the nature of duty and responsibilities attached to the post of Clerks, it is necessary that they be aware of office procedures. Under the circumstances, it has become necessary to consider the option of appointing only those in the feeder category having the test qualification of Manual of Office Procedure so that an efficient service cadre can be ensured. Hence it has been decided to prescribe Manual of Office Procedure test as a qualification for by transfer appointment to the post of Clerks.

Members of Last Grade Service are given promotion avenues to the categories of Attender, Amin and Lower Division Typist. In order to be specific, it has become necessary to prescribe feeder categories in the hierarchical order of last grade service.

Computer Word Processing was prescribed as qualification for Typists and Confidential Assistants vide G.O.(P) No. 17/2005/P&ARD dated 9<sup>th</sup> May, 2005.

The period of probation prescribed for various categories was regulated as per G.O. (P) No. 5/2006/P&ARD dated 22<sup>nd</sup> February, 2006. Hence the provision for probation is included as Rule 15.

Considering all the above aspects, Government have decided to bring into effect a comprehensive rule in this regard.

The notification is issued to achieve the above object.

