

¹SCHEDULE

(Part I)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
1	Secretary General	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher Judicial Service of a State or Union Territory	Minimum 7 years service in the Higher Judicial Service of a State or Union Territory.
2	Registrar	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher Judicial Service of a State or Union Territory OR By promotion from amongst Additional Registrars by the process of selection on the basis of merit.	Minimum 3 years service in the Higher Judicial Service of a State/Union Territory, in case of deputation; OR Minimum 3 years experience in the feeder cadre, in case of promotion.
3	Registrar (Courts) (Ex-cadre)	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher Judicial Service of a State or Union Territory	Minimum 3 years service in the Higher Judicial Service of a State/ Union Territory, in case of deputation;

¹ Substituted by Notification dated 6-12-2007

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
4	Additional Registrar	<p>A degree in Law of a recognized University in India.</p> <p>¹EXPLANATION : In case of a Court servant, a degree in Law of a recognized University in India for the purpose of this category would include BGL/LL.B(Academic) degree from a recognized University in India provided that he/she has obtained it on or before 14-12-2007. In other cases, a degree in Law would mean a degree in Law of a University in India recognized by Bar Council of India or by any State Bar Council for enrolment as an Advocate</p> <p>Degree of a recognised University in case of direct recruitment.</p>	<p>By deputation from Judicial Service of a State/Union Territory</p> <p>OR</p> <p>²By promotion of Deputy Registrar (Shorthand) or Deputy Registrar (Non-Shorthand) by the process of selection on the basis of merit.</p> <p>OR</p> <p>By Direct Recruitment</p>	<p>Minimum 7 years service in Judicial Service of a State/ Union Territory, in case of deputation;</p> <p>OR</p> <p>²Minimum 3 years experience in the feeder cadre of Deputy Registrar (Shorthand) or Deputy Registrar (Non-Shorthand), in case of promotion</p> <p>OR</p> <p>Suitable experience in required field in case of direct recruitment.</p>

¹ Inserted by Notification dated 11-2-2008

² Substituted by Notification dated 12-9-2024 (previously Substituted by Notification dated 28-8-2008)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 4A	Additional Registrar (Library) (Ex-cadre)	<p>1. A degree in Law of a university in India recognised by the Bar Council of India or by any State Bar Council for enrolment as an Advocate;</p> <p>2. Master's Degree in Library Science of a recognised University.</p> <p>3. A Ph.D degree in Library Science/Information Science with a consistently good academic record.</p> <p>4. Diploma in Computer Application recognised by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources</p> <p>5. Knowledge of Computer operation. It includes (i) knowledge and experience of working with any standard 'Library Automation Software' for House Keeping activities in the library such as cataloging, acquisition and circulation etc. (ii) knowledge and experience of computerised search both of on-line and off-line databases including of retrieval of desired information through various search engines/ processes and (iii) knowledge and experience of any software for developing in-House databases for documentation work. Specialised knowledge in: (i) Conducting research work regarding legal matters. (ii) Documentation work (iii) Preparing of bibliography of cases. (iv) Examination and dissemination of legal articles published in various law journals.</p>	<p>By Direct Recruitment</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By promotion of Director (Library) on the basis of merit</p>	<p>Minimum 5 years service in Management of Library, in case of direct recruitment.</p> <p>OR</p> <p>Officers holding analogous post in Central/State Govt./ High Court in case of deputation.</p> <p>OR</p> <p>Minimum 4 years experience in required field in the feeder cadre in case of promotion</p>
² 4B	³ Director [Additional Registrar (Research)]	³ Doctorate in Law or equivalent; and	On deputation basis	³ 10 years or more of relevant professional or academic or judicial experience (or in combination thereof).

¹ Inserted by Notification dated 31-10-2014

² Inserted by Notification dated 26-10-2018

³ Substituted by Notification dated 29-7-2021 (previously Inserted by Notification dated 26-10-2018)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 5(deleted)				
6	² Additional Registrar (Editorial) (Ex-cadre)	<p>A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.</p> <p>Knowledge of computer operation.</p>	<p>By direct recruitment</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>³By promotion of Editor(Supreme Court Reports) on the basis of merit</p>	<p>Minimum 5 years experience of Editorial Management and should have sufficient knowledge of legal terminology, experience and expertise in preparing Head notes of the Judgments delivered by the Court and compilation of Case Law.</p> <p>OR</p> <p>³Minimum 5 years of experience in the required field in the feeder cadre in case of promotion</p>
7	² Additional Registrar (Security) (Ex-cadre)	<p>Degree of a recognized University</p> <p>Knowledge of computer operation.</p>	<p>By direct recruitment</p> <p>OR</p> <p>By deputation</p>	<p>Minimum 7 years experience in maintenance and supervision of security of large buildings;</p> <p>OR</p> <p>Minimum 3 years service in the rank of Asstt. Commissioner of Police or equivalent post in a police or Para Military Organisation.</p>
8	Additional Registrar (Finance & Accounts) (Ex-cadre)	<p>Essential: -</p> <p>1. The candidate must be a member of Indian Audit and Accounts Service and must have rendered at least 10 years service as a member of Indian Audit and Accounts Service.</p> <p>2. Desirable: -</p> <p>MBA(Finance) or a qualified Chartered Accountant or Cost Accountant.</p>	<p>By direct recruitment</p> <p>OR</p> <p>By Deputation</p>	<p>At least 7 years experience of handling finance and accounts matters in Ministry/ Department of Central Government or its subordinate offices.</p>

¹ Deleted by Notification dated 28-8-2008

² Substituted by Notification dated 28-8-2008

³ Substituted by Notification dated 7-4-2021

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 8A	Additional Registrar (Computer)	<p><u>For promotion and direct recruitment</u></p> <p>Master's or Bachelor's degree in Computers or IT or B.Tech in Computers from a recognized University or equivalent</p>	<p>On deputation basis</p> <p>OR</p> <p>By Direct Recruitment</p> <p>OR</p> <p>By promotion of Deputy Registrar (Computer) on the basis of merit-cum-seniority</p>	<p><u>For direct recruitment/deputation from Government department</u></p> <p>(i) Minimum 10 years' experience under the Central/State Govt./ Universities/ recognized research Institutes or any High Court: Holding analogous posts on regular basis in the parent cadre/ department, in case of deputation</p> <p>Experience of working in Linux/Unix/Windows Administration with expertise in Web Server, DHCP, DNS Configuration</p> <p>Experience of working in client-server and web-based technologies, LAN/WAN Network Administration (CCNA, CCNP Certification preferred).</p> <p>Experience in Development in C++, Java, Python, PHP, My SQL, database administration, Postgres SQL, Oracle, System Analysis, and Design. Knowledge of all the stage PLC for Software development and open source technology.</p> <p><u>For promotion</u> Minimum 5 years' experience in the feeder cadre, in case of promotion.</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 8B	Additional Registrar (House Keeping) (Ex-cadre)	Degree of a recognized University & Diploma in sanitation or public hygiene from a recognized Institute OR Degree in Hospitality Management	Direct Recruitment	Minimum 10 years' experience in supervising of housekeeping works in Office Buildings/ Commercial Buildings/ Educational Institutes/ Prestigious Hotels
9.	² Deputy Registrar (Non-Shorthand)	A degree in Law of a recognized University in India in case of promotion or deputation. ³ EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/ LL.B(Academic) degree from a recognized University in India. Degree of a recognized University in case of direct recruitment.	⁴ By promotion from amongst Assistant Registrars (Non-Shorthand) by the process of selection on the basis of merit. OR Deputation OR By direct recruitment	⁴ Minimum 3 years experience in the feeder cadre- Assistant Registrar (Non-Shorthand) in the case of promotion; OR Minimum 5 years service in Judicial service of a State/ Union Territory in case of deputation; OR Suitable experience in required field in case of direct recruitment.
⁵ 9A	⁶ Deputy Registrar (Shorthand)	A Degree in Law of a recognized University in India Explanation : A Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India	⁶ By promotion of Assistant Registrars (Shorthand)/ AR-cum-PS by the process of selection on the basis of merit	⁶ Minimum 3 years experience in the feeder cadre

¹ Inserted by Notification dated 08-08-2023

² Substituted by Notification dated 12-9-2024

³ Inserted by Notification dated 11-2-2008

⁴ Substituted by Notification dated 12-9-2024 (previously Substituted by Notifications dated 10-9-2012 & 11-4-2013)

⁵ Inserted by Notification dated 10-9-2012

⁶ Substituted by Notification dated 12-9-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 9B	² Deputy Registrar (Research)-cum-Senior Fellow	¹ (i) Doctorate in Law or equivalent. (ii) Persons holding the post of Assistant Professor or equivalent in National Law Universities/ State Law Universities/Other Central/State Universities on regular basis. OR A Judicial Officer having Master's degree in Law. Desirable: (i) Excellent writing skills. (ii) Knowledge of IT skills including familiarity with data analysis and preparation of excel spreadsheets and power point presentation. (iii) Excellent legal skills and familiarity with legal databases, legal information website and capacity to legal research.	On deputation basis	¹ Minimum 7 years service on the post of Assistant Professor OR 5 years or more of relevant professional or academic or judicial experience (or in combination thereof); and has also written some paper published including book/dissertation/thesis.
10.	Deputy Registrar (Ex-cadre)	Degree of a recognized university. Knowledge of computer operation.	By promotion from amongst Non Law Graduate Assistant Registrar (Non Shorthand) on the basis of merit.	³ Minimum 5 years experience in the cadre of Assistant Registrar (Non-Shorthand)

¹ Inserted by Notification dated 26-10-2018

² Substituted by Notification dated 29-7-2021 (previously Inserted by Notification dated 26-10-2018)

³ Substituted by Notification dated 10-9-2012

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
11.	Deputy Registrar (Computer) (Ex-cadre)	<p>Master's Degree in Computer Applications or B.E. in Computers or IT or B.Tech in Computers from a recognized University as well as technical qualifications higher than MCA/BE/B.Tech in Computers or IT.</p> <p>Degree in Law from a recognized University will be desirable.</p>	<p>By Direct recruitment</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>¹By promotion of Assistant Registrar (Computer) on the basis of merit-cum-seniority</p>	At least 5 years experience in the field of Computerisation.
12.	Editor Supreme Court Reports	<p>1. A degree in Law of a Statutory University in India recognized by the Bar Council of India or any State Bar Council for enrolment as an Advocate.</p> <p>2. Knowledge of Computer Operation.</p>	By Direct recruitment	<p>Should be an Advocate enrolled in the territory of India and must have actually practiced in a High Court/ Supreme Court for a continuous period of not less than 5 years or must have held a judicial appointment for not less than 5 years;</p> <p>OR</p> <p>Should be a Reader or Lecturer in Law of a recognized University for not less than 5 years;</p> <p>OR</p> <p>Minimum 3 years service in a Class 1 Gazetted post in Government service.</p>
			OR	
			² By promotion from amongst Assistant Editors, Supreme Court Reports, on the basis of merit	² Minimum 3 years experience in the feeder cadre – Assistant Editor, Supreme Court Reports, in case of promotion.

¹ Substituted by Notification dated 8-6-2020

² Inserted by Notification dated 2-9-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
13.	Director (Library) (Ex-cadre)	¹ 1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. 2. Master's Degree in Library Science of a recognized University. 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 4. Knowledge of computer operation. It includes - (i) knowledge and experience of working with any standard "Library Automation Software" for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes and (iii) knowledge and experience of any software for developing In-House databases for documentation work. Specialized knowledge in : (i) Conducting research work regarding legal matters, (ii) Documentation work. (iii) Preparing of bibliography of cases, (iv) Examination and dissemination of legal articles published in various law journals.	By Direct recruitment	² Minimum 4 years experience as Chief Librarian or in an equivalent post (in Level 12 of the Pay Matrix) in any prestigious library preferably a Law Library; OR Minimum 7 years composite experience with at least 2 years experience as Chief Librarian or in an equivalent post (in Level 12 of the Pay Matrix) and as Librarian (in Level 11 of the Pay Matrix) or in an equivalent post in any prestigious library preferably a Law Library; OR Minimum 10 years' experience as Librarian (in Level 11 of the Pay Matrix) or in an equivalent post in any prestigious Library preferably a Law Library.
				OR
			³ By promotion from amongst Chief Librarians, on the basis of merit.	³ Minimum 3 years experience in the feeder cadre- Chief Librarian, in case of promotion;

¹ Substituted by Notification dated 22-7-2010

² Substituted by Notification dated 24-1-2024 (previously Substituted by Notifications dated 16-9-2019)

³ Inserted by Notification dated 2-9-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
14.	Assistant Registrar (Non-Shorthand)	<p>¹A degree in Law of a recognized University in India with 2 years regular service in the cadre of Branch Officer/ Court Master(Non-shorthand)</p> <p>OR</p> <p>A degree of a recognised University in India with 5 years regular service in the cadre of Branch Officer/Court Master (Non-shorthand), in case of promotion.</p> <p>Degree of a recognised University in case of direct recruitment.</p> <p>²EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India</p>	<p>¹By promotion from amongst Branch Officer/ Court Master (NS) either holding Degree in Law with 2 years of regular service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre on the basis of merit;</p> <p>OR</p> <p>By limited departmental examination from amongst Branch Officer/Court Master (Non-Shorthand) holding Degree in Law and having 2 years service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre;</p> <p>OR</p> <p>By Direct Recruitment</p>	Suitable experience in required field in case of direct recruitment

¹Substituted by Notification dated 10-12- 2008 (previously Substituted by Notification dated 9-5-2008)

²Inserted by Notification dated 11-2-2008

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
15.	PPS to Hon'ble the Chief Justice of India	<p>¹A degree in Law of a recognized University in India with 2 years regular service in the cadre of Branch Officer/ Court Master(Non-shorthand)</p> <p>OR</p> <p>A degree of a recognised University in India with 5 years regular service in the cadre of Branch Officer/Court Master (Non-shorthand), in case of promotion.</p> <p>Degree of a recognised University in case of direct recruitment.</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India</p>	<p>¹By promotion from amongst Branch Officer/Court Master (NS) either holding Degree in Law with 2 years of regular service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre on the basis of merit;</p> <p>OR</p> <p>By limited departmental examination from amongst Branch Officer/ Court Master (Non-Shorthand) holding Degree in Law and having 2 years service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre;</p> <p>OR</p> <p>By Direct Recruitment</p>	Suitable experience in required field in case of direct recruitment.
16.	Assistant Registrar (Shorthand)	<p>A degree in Law of a recognized University</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India.</p>	By posting of the senior most AR-cum-PS available for such posting.	
17.	Assistant Registrar-cum-Private Secretary	<p>A degree in Law of a recognized University in India</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India</p>	By promotion of Court Masters (Shorthand) on the basis of merit.	Minimum 2 years experience as Court Master [Shorthand]

¹ Inserted by notification dated 11-2-2008

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
18	Assistant Registrar (Caretaking) (Ex-cadre)	Degree of a recognized University, with Diploma in Sanitary or Public Hygiene from a recognized Institute.	By direct recruitment	Minimum 10 years experience in supervision of caretaking of large buildings and house-keeping jobs.
19.	Assistant Registrar (Ex-cadre)	Degree of a recognized University, Knowledge of computer operation.	By direct recruitment	Suitable experience in the required field
20.	¹ Assistant Registrar (Research)-cum-Assistant Fellow	² Persons holding the post of Assistant Professor or equivalent in National Law Universities/ State Law Universities/ Other Central/ State Universities on regular basis. OR A Judicial Officer having Master's degree in Law. Desirable: (i) Excellent writing skills. (ii) Knowledge of IT skills including familiarity with data analysis and preparation of excel spreadsheets and power point presentation. (iii) Excellent legal skills and familiarity with legal databases, legal information website and capacity to legal research.	³ On deputation basis	² Minimum 3 years service on the post of Assistant Professor or equivalent. OR 3 years or more of relevant professional or academic or judicial experience (or in combination thereof); and has also written some paper published including book/dissertation/ thesis.

¹ Substituted by Notification dated 29-7-2021

² Substituted by Notification dated 29-7-2021(previously Substituted by Notification dated 26-10-2018)

³ Substituted by Notification dated 26-10-2018

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 20A	Assistant Registrar (Computer)	Master's or Bachelor's degree in Computer Applications or B.E. in Computers or IT or B.Tech in Computers from a recognized University or equivalent	On deputation basis OR By Direct Recruitment OR By promotion of Branch Officer on the basis of merit-cum-seniority	<u>For direct recruitment/ deputation</u> (i) Minimum 5 years' experience under the Central/ State Govt./ Universities/ recognized Research Institute or any High Court: Holding analogous posts on regular basis in the parent cadre/ department, in case of deputation and direct recruitment Experience of working in Linux/Unix/ Windows Administration with expertise in Web Server, DHCP, DNS Configuration Experience of working in client-server and web-based technologies, LAN/WAN Network Administration (CCNA, CCNP Certification preferred). Experience in Development in C++, Java, Python, PHP, My SQL, database administration, Postgres SQL, Oracle, System Analysis, and Design. Knowledge of all the stage PLC for Software development and open source technology <u>For promotion</u> Minimum 4 years' experience in the feeder cadre, in case of promotion

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
21.	Assistant Editor Supreme Court Reports	<p>1. A degree in Law of a University in India recognized by the Bar Council of India or any State Bar council for enrolment as an Advocate.</p> <p>OR</p> <p>Must be a member of the English Bar</p> <p>OR</p> <p>An Attorney of High Court in the territory of India</p> <p>2. Knowledge of computer operation.</p>	By direct recruitment	<p>Minimum practice as an Advocate in any High Court/ Supreme Court of India for a continuous period of not less than 3 years.</p> <p>OR</p> <p>Must have held judicial post for not less than 3 years</p> <p>OR</p> <p>Must have research experience for not less than 3 years in the field of Law in any recognized University, Indian Law Institute or any other institution connected with study in Law;</p> <p>OR</p> <p>Must have rendered a minimum service of 3 years as a Law Reporter or on the Editorial staff of reputed Law reports/ journals;</p> <p>OR</p> <p>Minimum 3 years experience in the post of Lecturer in Law of a recognized University</p> <p>OR</p> <p>Minimum service of 7 years of which minimum 4 years in a Class-II Gazetted post in the Supreme Court/High Court or collectively in High Court and Supreme Court.</p>

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
22.	Chief Librarian	¹ 1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. 2. Master's Degree in Library Science of a recognized University. 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 4. Knowledge of Computer Application in Library work. It includes - (i) knowledge and experience of working with any standard "Library Automation Software" for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes and (iii) knowledge and experience of any software for developing In-House databases for documentation work.	By Direct Recruitment OR By Deputation OR By Promotion from amongst Librarians.	Minimum 5 years experience as a Librarian in a Library of a recognized University/Govt. Department/ Statutory Body/ Public Sector Undertaking, with knowledge of legal documentation and Bibliographical work.
23.	Branch Officer	Degree of a recognized University.	By promotion from amongst Senior Court Assistant/ Editor of Paper Book/Court Associate on the basis of merit OR By limited departmental examination from amongst the Senior Court Assistants/Editor of Paper Books/ Court Associates having 5 years regular service in the said cadre.	

¹ Substituted by Notification dated 22-7-2010

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 23A	Branch Officer (System Administrator)	<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>OR</p> <p>B.Sc in Computer Science or BCS with First Class or at least 60% marks in aggregate or equivalent</p> <p>OR</p> <p>Master's degree with First Class or at least 60% marks or equivalent with Post Graduate Diploma in Computer Science (from a government recognised Institution/University) with First Class or at least 60% marks or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>²By promotion of Senior Court Assistant-cum-Senior Programmer</p>	<p>Officers under the Central/State Government/ Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/Department or with 5 years service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years experience in case of promotion.</p>
OR				

¹ Inserted by Notification dated 25-1-2011

² Substituted by Notification dated 12-8-2017

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p>	By direct recruitment	Minimum 6 years experience in the relevant field
		OR		
		B.Sc. in Computer Science or BCS with first Class or at least 60% marks in aggregate or equivalent. Degree in law will be preferred and considered as an additional qualification	By direct recruitment	Minimum 7 years experience in the relevant field
		OR		
		<p>Master's Degree with First Class or at least 60% marks or equivalent with Post Graduate Diploma in Computer Science (from a government recognized Institution/University) with First Class or at least 60 % marks or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	By direct recruitment	Minimum 8 years experience in the relevant field

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
123B	Branch Officer (Network Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/ State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	<p>OR</p> <p>By direct recruitment</p>	<p>Minimum 3 years of experience in the relevant field. Experience of working in LAN/WAN Network Administration (CCNA, CCNP Certification preferred).</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
123C	Branch Officer (Web Server Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		<p>OR</p> <p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	<p>OR</p> <p>By direct recruitment</p>	<p>Minimum 3 years' experience in IT/Software Development/ IT System Projects/ Website Management/ Mobile Application Development with minimum 3 years' experience in Website/ Mobile Application development for IT Projects.</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
123D	Branch Officer (Database Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent. OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent. OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/ State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent. OR</p> <p>Master's Degree in Computer Application/ Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognized University or equivalent. OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	<p>OR</p> <p>By direct recruitment</p>	<p>Minimum 3 years' experience in the IT/Software Development/ IT System Projects/ Website Management/ Mobile Application Development with minimum 3 years' experience in Database Admin</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
24.	Court Master (Non-shorthand)	Degree of a recognized University	By Promotion from amongst Senior Court Assistant/ Editor of Paper Book/Court Associate on the basis of merit. OR By limited departmental examination from amongst the Senior Court Assistants/Editor of Paper Books/ Court Associates having 5 years regular service in the said cadre.	
25.	Branch Officer (Security) (Ex-cadre)	Degree of a recognized University	By Direct Recruitment OR By Deputation	Minimum 5 Years experience in maintenance and supervision of security of large buildings; OR Minimum 3 years service in the rank of a Sub Inspector or equivalent Post in a Police or para Military Organisation
26	Branch Officer (Caretaking) (Ex-cadre)	Degree of a recognized University with Diploma in Sanitary or Public Hygiene from a recognized Institute.	By Direct Recruitment	Minimum six years experience in Caretaking and Supervision of Office Building.
¹ 26A	Branch Officer (Translation) (Ex-cadre)	(i) Master's Degree of a recognized University (ii) Diploma/Certificate Course in translation from Hindi to English and vice versa from University/Institute recognized by the Government Knowledge of Computer Operation	By promotion from amongst Senior Court Assistant (Senior Translator) on the basis of merit	Minimum 3 years service as Senior Court Assistant (Senior Translator)

¹ Inserted by Notification dated 21-11-2014

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 26B	Assistant Director (Ex-cadre) Supreme Court Museum	Master's Degree in Museology with Ist Class of recognised University. Knowledge of Indian antiquities, Museum techniques, publications and educational activities. Knowledge of Computer Operation in related field	By Direct Recruitment OR By deputation OR By promotion from amongst Senior Court Assistant (Ex cadre), Supreme Court Museum	Minimum 5 years research experience with documentary evidence of published work in a Museum of standing or a comparable institution (In case of direct recruitment) Officers holding analogous posts in Central/State Govt. (In case of deputation) Minimum 4 years regular service as Senior Court Assistant (Ex cadre) Supreme Court Museum (In case of promotion)
27.	Court Master (Shorthand)	A degree in Law of a recognized University in India Proficiency in Shorthand with a speed of 120 w.p.m. in Shorthand(English) Knowledge of computer operation with a typing speed of 40 w.p.m. on computer. ² EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India	By Direct recruitment OR ³ By Promotion from amongst Senior Personal Assistants/ PS to Additional Registrar/PS to Registrar subject to qualifying in Limited Departmental Examination	Minimum 5 years regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in Government/Public Sector undertakings/ Statutory bodies. ³ Minimum 5 years regular service or 5 years collective regular service in the cadres of Senior Personal Assistant/ PS to Additional Registrar/PS to Registrar.

¹ Inserted by Notification dated 1-5-2015

² Inserted by Notification dated 11-2-2008

³ Inserted by Notification dated 8-5-2013

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
28.	Librarian	¹ 1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. 2. Degree in Library Science from a recognized university 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 4. Knowledge of Computer Operation in Library work. It includes – (i) knowledge and experience of working with any standard “Library Automation Software” for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes. Desirable :- Master's Degree in Library Science of a recognized University	By direct recruitment OR ² By promotion from amongst Assistant Librarian on the basis of merit subject to fulfillment of prescribed qualification.	³ 5 years relevant experience as Assistant Librarian or in equivalent post in a Library of recognized University/Law Library in case of direct recruitment OR Minimum 5 years experience in the feeder cadre- Assistant Librarian

¹ Substituted by Notification dated 22-7-2010

² Substituted by Notification dated 14-12-2018 (previously Substituted by Notification dated 29-9-2016)

³ Substituted by Notification dated 14-12-2018

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
29.	PS to Registrar	1. Degree of a recognized University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of computer operation with a typing speed of 40 w.p.m. on computer.	¹ By promotion from amongst PS to Additional Registrars on the basis of merit-cum-seniority subject to passing a qualifying test in English shorthand at a speed of 110 w.p.m. OR By promotion from amongst Senior Personal Assistants on merit-cum-Seniority basis subject to passing a qualifying test in Shorthand (English) at a speed of 110 w.p.m. Note:- The condition of qualifying Shorthand Skill Test at a speed of 110 w.p.m. is relaxable in case of those who have already passed the said test.	¹ Minimum 5 years' continuous service on the post of PS to Additional Registrar OR Minimum 10 years' continuous service on the post of Senior Personal Assistant.
30.	PS to Additional Registrar	1. Degree of a recognized University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of computer operation with a typing speed of 40 w.p.m. on computer.	¹ By posting of Senior Personal Assistants on the basis of seniority subject to passing a qualifying test in Shorthand (English) at a speed of 110 w.p.m. Note:- The condition of qualifying Shorthand Skill Test at a speed of 110 w.p.m. is relaxable in case of those who have already passed the said test.	¹ Minimum 5 years' continuous service on the post of Senior Personal Assistant.

¹ Substituted by Notification dated 01-07-2023

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 31. (Deleted)				
32.	Assistant Accounts Officer (Concurrent Audit)	Degree of a recognized University.	By deputation of an Officer holding analogous post under Controller General of Accounts Organisation.	
33.	Senior Court Assistant	1. Degree of a recognised University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.	By promotion of Court Assistants on the basis of merit-cum-seniority. OR By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.	
² 33A	Senior Court Assistant (Senior Translator) (Ex-cadre)	(i) Master's Degree of a recognized University (ii) Diploma/Certificate Course in translation from Hindi to English and vice versa from University/Institute recognized by the Government; OR 3 years experience in translation work from Hindi to English and vice versa in Central/State Government offices/ Parliament/ State Legislature Secretariats or Central/State Public Sector Undertakings/ High Courts/ Supreme Court of India Knowledge of Computer Operation	By Direct Recruitment (40% of vacancies) By promotion from amongst Court Assistant (Junior Translator) on the basis of merit-cum-seniority (60% of vacancies)	Minimum 3 years service as Court Assistant (Junior Translator) in case of promotion

¹ Deleted by Notification dated 14-12-2018

² Inserted by Notification dated 21-11-2014

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 33B	Senior Court Assistant-cum-Senior Programmer	<p>Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent.</p> <p>OR</p> <p>B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent.</p> <p>Degree in Law from a recognised University will be preferred and considered as an additional qualification</p>	<p>On deputation basis OR</p> <p>By promotion of Court Assistant [Technical Assistant-cum-Programmer] on the basis of merit-cum-seniority</p>	<p>Officers under the Central/State Govt./Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/department, in case of deputation.</p> <p>Minimum 3 years service as Court Assistant[Technical Assistant-cum-Programmer] in case of promotion.</p>
		OR		
		<p>Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent.</p> <p>Degree in Law from a recognised University will be preferred and considered as an additional qualification</p>	<p>On contract basis OR</p> <p>By direct recruitment</p>	<p>6 years' experience in the field of computerization in case of direct recruitment/ contract basis.</p>
		OR		
		<p>B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent.</p> <p>Degree in Law from a recognised University will be preferred and considered as an additional qualification</p>	<p>On contract basis OR</p> <p>By direct recruitment</p>	<p>7 years' experience in the field of computerization in case of direct recruitment/ contract basis.</p>

¹ Inserted by Notification dated 12-8-2017

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
34.	Court Associate	1. Degree of a recognized University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.	By promotion of Court Assistants on the basis of merit-cum-seniority. OR By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.	
35.	Editor of Paper Books	1. Degree of a recognised University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.	By promotion of Court Assistants on the basis of merit-cum-seniority OR By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.	
36.	Sr. Court Assistant (Ex-Cadre) for Supreme Court Museum	1. Master's Degree in Museology with high II Class (minimum 55% marks) of a recognized University, 2. Knowledge of Computer Operation.	By Direct Recruitment	Minimum 2 years research experience in the field of Museology preferably in organizing exhibitions and conducting educational programmes. OR Minimum 2 years working experience in any Museum in the post of Assistant Curator or above

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
37.	Senior Personal Assistant	1. Degree of a recognised University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of Computer Operation with typing speed of 40 w.p.m.	By Direct Recruitment OR ¹ By Limited Departmental Examination	
			OR	
			² By promotion of Personal Assistants on the basis of seniority (To the extent of 10% of the cadre strength of Senior Personal Assistants)	² Minimum 20 years experience in the cadre of Personal Assistant in case of promotion.
38.	Assistant Librarian	³ 1. Degree in Library Science from a recognized university 2. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 3. Knowledge of Computer operation in Library work. It includes – (i) knowledge and experience of working with any standard “Library Automation Software” for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes	By Direct Recruitment.	Minimum 2 years relevant experience in a library of recognised University/Law Library.
39.	Proof Reader	1. A degree in Law of a recognized University in India recognised by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. Knowledge of computer operation.	By Direct Recruitment	3 years experience as Proof Reader.

¹ Inserted by Notification dated 8-5-2013

² Substituted by Notification dated 21-12-2016

³ Substituted by Notification dated 22-7-2010

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
40.	Building Supervisor	¹ Degree of a recognized University AND Diploma in sanitation or Public Hygiene from a recognized Institute OR National Trade Certificate as Health Sanitary Inspector from a recognized Institute	By Direct Recruitment	Minimum 3 years experience in supervision of Office Building
		OR		
		¹ Bachelor of Hotel Management from a recognized Institute/ University		¹ Minimum 3 years experience in supervision of a prestigious Hotel/ Office Building
41.	Accountant	1. Degree of a recognized University. 2. Proficiency in Accounts work. 3. Knowledge of G.F.Rs and Treasury Rules etc.	By Direct Recruitment OR By Deputation	Minimum 3 years experience in the relevant field.
42.	Cashier	1. Degree of a recognized University. 2. Proficiency in Accounts and Cash handling. 3. Knowledge of G.F.Rs and Treasury Rules, etc.	By Direct Recruitment OR By Deputation	Minimum 3 years experience in the relevant field.
43	Court Assistant	1. Degree of a recognised University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. in computer.	By Promotion of Junior Court Assistant on the basis of seniority-cum-merit. OR By limited departmental examination from amongst the Junior Court Assistants with 5 years regular service in the said cadre.	

¹ Substituted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43A	Court Assistant [Technical Assistant-cum-Programmer]	Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent. OR B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On deputation basis OR ² By promotion of Jr. Court Assistant-cum-Jr. Programmer on the basis of seniority-cum-merit	² Officers under the Central/State Govt./Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/department, in case of deputation. ² Minimum 3 years experience as Jr. Court Assistant-cum-Jr. Programmer in case of promotion
		OR		
		Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On contract basis OR By direct recruitment	3 year experience in the field of computerization in case of direct recruitment/ contract basis.
		OR		
		B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On contract basis OR By direct recruitment	4 years' experience in the field of computerization in case of direct recruitment/ contract basis

¹ Inserted by Notification dated 25-1-2011

² Inserted by Notification dated 21-10-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43B	Court Assistant (Ex-cadre) (Junior Translator)	<p>(i) A Bachelor's Degree/Graduate with English and Hindi as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Hindi and vice-versa from University/Institute recognized by the Government or UGC.</p> <p>OR</p> <p>(iii) Two years experience in translation from Hindi to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts .</p> <p>(iv) Proficiency in computer operations and knowledge of relevant office packages viz., word processing in English and Hindi language.</p>	By Direct recruitment	
¹ 43-C	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Assamese and vice-versa)	<p>(i) A Bachelor's Degree/Graduate with English and Assamese language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Assamese language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Assamese language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Assamese language.</p>	By direct recruitment	--

¹ Substituted & Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-D	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Bengali and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Bengali language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Bengali language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Bengali language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Bengali language.</p>	By direct recruitment	--
¹ 43-E	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Telugu and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Teulgu language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Telugu language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Telugu language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Telugu language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-F	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Gujarati and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Gujarati language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Gujarati language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Gujarati language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Gujarati language.</p>	By direct recruitment	--
¹ 43-G	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Urdu and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Urdu language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Urdu language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Urdu language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Urdu language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-H	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Marathi and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Marathi language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Marathi language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Marathi language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Marathi language.</p>	By direct recruitment	--
¹ 43-I	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Tamil and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Tamil language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Tamil language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Tamil language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Tamil language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-J	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Kannada and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Kannada language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Kannada language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Kannada language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Kannada language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-K	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Malayalam and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Malayalam language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Malayalam language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Malayalam language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Malayalam language.</p>	By direct recruitment	--
¹ 43-L	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Manipuri and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Manipuri language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Manipuri language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Manipuri language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Manipuri language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-M	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Odia and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Odia language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Odia language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Odia language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Odia language.</p>	By direct recruitment	--
¹ 43-N	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Punjabi and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Punjabi language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Punjabi language and vice-versa from University/Institute recognised by the Government or UGC OR</p> <p>Two years experience in translation work from Punjabi language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/ State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Punjabi language.</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43-O	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Nepali and vice- versa.	(i) A Bachelor's Degree/Graduate with English and Nepali language as subjects; AND (ii) A Diploma/Certificate Course in Translation from English to Nepali language and vice-versa from University/Institute recognised by the Government or UGC OR Two years experience in translation work from Nepali language to English and vice-versa in Central/State Government offices/ Parliament/State Legislature Secretariats or Central/ State Public Sector Undertakings/High Courts. (iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Nepali language.	By direct recruitment	--
44.	Personal Assistant	1. Degree of a recognised University. 2. Proficiency in Shorthand (English) with a speed of 100 w.p.m. 3. Working Knowledge of computer operation with a speed of 40 w.p.m.	By direct recruitment OR ² By Limited Departmental Examination	
45.	Junior Court Assistant	Degree of a recognised University; Knowledge of computer operation with a typing speed of 35 w.p.m. in computer.	By Direct Recruitment OR By promotion on the basis of departmental test from amongst Class IV employees with 5 years regular service.	

¹ Inserted by Notification dated 17-08-2019

² Inserted by Notification dated 1-10-2013

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 45A	Jr. Court Assistant (Hardware Maintenance)	Minimum B.E./B.Tech/B.Sc. in Computer Science or IT/Bachelor in Computer Application with First Class or at least 60% marks in aggregate from a recognized University or equivalent. Additional: In addition to the basic qualification, a Diploma in Hardware Maintenance from a recognized Institute is preferred.	On contract basis OR By direct recruitment	3 years' experience in the field of maintenance of computer hardware
² 45B	Jr. Court Assistant-cum-Jr. Programmer	Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology/B.Sc in Computer Science/Bachelor in Computer Application from a recognized University or equivalent	By direct recruitment OR On contract basis	---
46	Chauffeur :- (1) ³ The cadre structure and grade for existing incumbents holding the post of Chauffeur shall be as under :-			
³ 46	Senior Chauffeur (5% of cadre)	X Standard examination conducted by any Board/Institute recognized by the Government and holding a valid driving licence to drive light motor vehicle (goods/passenger) with knowledge of motor vehicle mechanism	By promotion on the basis of seniority-cum-merit: - from amongst the Chauffeur Grade-I OR from amongst those who are having combined service on the post of Chauffeur Grade-I and Chauffeur	Minimum 6 years service as Chauffeur Grade-I OR 16 years combined service in the Chauffeur Grade-I and Chauffeur
⁴ 46A	Chauffeur Grade-I (35% of cadre)	-do-	By promotion on the basis of seniority-cum-merit from amongst the Chauffeur	Minimum 8 years service as Chauffeur
⁴ 46B	Chauffeur (60% of cadre)	-do-	Direct Recruits	---

¹ Inserted by Notification dated 8-6-2020

² Inserted by Notification dated 21-10-2024

³ Substituted by Notification dated 6-11-2024

⁴ Inserted by Notification dated 6-11-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
(2) ¹ The cadre structure for future recruitment with effect from 05.11.2024 shall be as under :-				
¹ 46	Senior Chauffeur (14% of cadre)	X Standard examination conducted by any Board/ Institute recognized by the Government and holding a valid driving licence to drive light motor vehicle (goods/ passenger) with knowledge of motor vehicle mechanism	By promotion on the basis of seniority-cum-merit: - from amongst the Chauffeur Grade-I OR from amongst those who are having combined service on the post of Chauffeur Grade-I and Chauffeur	Minimum 5 years service as Chauffeur Grade-I OR 10 years combined service in the Chauffeur Grade-I and Chauffeur
¹ 46A	Chauffeur Grade-I (21% of cadre)	-do-	By promotion on the basis of seniority-cum-merit: - from amongst the Chauffeur OR from amongst those who are having combined service on the post of the Chauffeur and Assistant Chauffeur	Minimum 5 years service as Chauffeur OR 10 years combined service as Chauffeur and Assistant Chauffeur
¹ 46B	Chauffeur (27% of cadre)	-do-	By promotion on the basis of seniority-cum-merit from amongst the Assistant Chauffeur	Minimum 5 years service as Assistant Chauffeur
¹ 46C	Assistant Chauffeur (38% of cadre)	-do-	By direct Recruitment	---

¹ Inserted by Notification dated 6-11-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
47	Special Process Server	XII Standard examination conducted by any Board/ Institute recognized by the Government and holding a valid driving licence to drive Motor Cycle and three Wheeler.	By Direct Recruitment	Minimum 3 years combined experience in driving Motor Cycle and three Wheeler
48	¹ Photocopying/Digital Duplicating Machine Operator Grade-I	X Standard examination conducted by any Board/ Institute recognized by the Government.	¹ By promotion from amongst Photocopying/ Digital Duplicating Machine Operator Grade-II based on seniority-cum-merit.	
49.	² Restorer (Library) Grade-I	XII Standard examination conducted by any Board/ Institute recognized by the Government.	² By promotion from amongst Restorer (Library) Grade-II based on seniority-cum-merit. OR By Direct recruitment	² Experience of having worked as Restorer (Library) Grade II or Junior Library Attendant.
50.	Restorer Grade I	XII Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Restorers Grade II based on seniority-cum-merit.	
51.	Restorer Grade II	XII Standard examination conducted by any Board/ Institute recognized by the Government.	³ By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	
52.	² Restorer (Library) Grade-II	XII Standard examination conducted by any Board/ Institute recognized by the Government.	³ By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	

¹ Substituted by Notification dated 7-9-2020

² Substituted by Notification dated 7-11-2022

³ Substituted by notification dated 7-12-2012

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
53.	¹ Photocopying/Digital Duplicating Machine Operator Grade-II	X Standard examination conducted by any Board/ Institute recognized by the Government. Knowledge of Gestetnor operation.	² By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	
54.	Senior Court Attendant	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Junior Court Attendants based on seniority-cum-merit.	
55.	Usher	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Junior Court Attendants based on seniority-cum-merit.	
56.	³ Supervisor (R) *R will stand for 'Room' services	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Chamber Attendants (R) based on seniority-cum-merit.	
57.	³ Supervisor (C) *C will stand for 'Cleaning' services	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Chamber Attendant (T) based on seniority-cum-merit.	
58.	Junior Court Attendant	X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment OR By Deputation.	
⁴ 58A	Junior Court Attendant (Cooking Knowing)	(a) X standard examination conducted by any Board/Institute recognized by the Government. (b) Minimum One year full time Diploma in Cooking/Culinary arts from a recognized Institute.	By Direct Recruitment OR By Deputation.	3 years of cooking experience in a prestigious Hotel/Restaurant/ Government department/ Undertaking etc.

¹ Substituted by Notification dated 7-9-2020

² Substituted by notification dated 7-12-2012

³ Substituted by Notification dated 11-4-2023

⁴ Inserted by Notification dated 21-5-2024

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
59	Chamber Attendant (R)	¹ X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment	
60	Chamber Attendant (T)	¹ X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment	

¹ Substituted by Notification dated 22-2-2017

¹SCHEDULE
(Part II)

POSTS IN SUPREME COURT DEPARTMENTAL CANTEEN

S. No.	Designation of the Post	Minimum Qualification	Method of Recruitment	Experience, if any, prescribed for the post
1	General Manager	Bachelor's degree of a recognized University.	By promotion from the post of Manager-cum-Accountant, Supreme Court Departmental Canteen with prescribed experience.	Minimum 3 years' regular service as Manager-cum-Accountant, Supreme Court Departmental Canteen
			OR	OR
			By deputation	Holding analogous posts in Central/State Govt./High Court on regular basis with 2 years' experience in Administration and Management of Departmental Canteen
				OR Minimum 3 years' regular service as Manager-cum-Accountant in Central/State Govt./High Court
2	Manager-cum-Accountant	Bachelor's degree of a recognized university.	By promotion from the post of Assistant Manager-cum-Store Keeper, Supreme Court Departmental Canteen with prescribed experience.	Minimum 3 years' regular service as Assistant Manager-cum-Store Keeper, Supreme Court Departmental Canteen
			OR	OR
			By deputation	Holding analogous posts in Central/State Govt./High Court on regular basis with minimum 3 years' composite experience with at least 1 year experience in Accounts work.
		OR	OR	OR
		Bachelor's Degree in Commerce/Business Studies/Economics/ Public Administration of a recognized University/Institute	By direct recruitment	3 years' experience in Accounts work in Central/State Govt./High Court

¹ Substituted and Inserted by Notification dated 22-1-2015 and 13-2-2024 respectively.

S. No.	Designation of the Post	Minimum Qualification	Method of Recruitment	Experience, if any, prescribed for the post
3	Assistant Manager-cum-Store Keeper	12 th class pass from any Board /Institute recognized by the Government	By promotion from the post of Halwai-cum-Cook/Clerk, Supreme Court Departmental Canteen with prescribed experience	Minimum 3 years' regular service as Halwai-cum-Cook, Supreme Court Departmental Canteen with 1 year experience in handling stores/accounts OR Minimum 5 years' regular service as Clerk, Supreme Court Departmental Canteen
			OR	OR
			By deputation	Holding analogous posts in Central/State Govt./High Court on regular basis with minimum 3 years' experience in handling Stores/Accounts
		OR	OR	OR
		Bachelor's degree of a recognized University preferably in Commerce	By direct recruitment	3 years' experience in a Government Department/Undertaking/ High Court in handling Stores/Accounts work.
4	Halwai-cum-Cook	10 th class pass from any Board/Institute recognized by the Government	By promotion from the post of Assistant Halwai-cum-Cook, Supreme Court Departmental Canteen with prescribed experience.	Minimum 3 years' regular service as Assistant Halwai-cum-Cook, Supreme Court Departmental Canteen
			OR	OR
			By deputation	Holding analogous posts in Central/State Govt./High Court with minimum 3 years' regular service.
				OR Minimum 3 years' regular service as Assistant Halwai-cum-Cook in Central/State Govt./High Court
		OR	OR	OR
		10 th class pass from any Board/ Institute recognized by the Government with Certificate/Diploma in catering	By direct recruitment subject to qualifying Skill Test for Cooking	Minimum 2 years' experience in a Govt. Department/Undertaking/ High Court as Assistant Halwai-cum-Cook
5	Clerk	10 th class pass from any Board/Institute recognized by the Government	By promotion from the post of Canteen Attendant, Supreme Court Departmental Canteen with	Minimum 3 years' regular service as Canteen Attendant, Supreme Court Departmental Canteen

S. No.	Designation of the Post	Minimum Qualification	Method of Recruitment	Experience, if any, prescribed for the post
			prescribed experience.	A two week training on Organizational Behaviour, Communication Skill and Accounting Practices from ISTM or any other recognized Institute shall be desirable for the Canteen Attendants for promotion to the post of Clerk
		OR	OR	
		12 th class pass from any Board / Institute recognized by the Government and knowledge of computer operation with a typing speed of 35 w.p.m. on computer.	By direct recruitment	---
6	Assistant Halwai-cum-Cook	10 th class pass from any Board/Institute recognized by the Government	By promotion from amongst Canteen Attendant, Supreme Court Departmental Canteen subject to qualifying Skill Test for Cooking	---
7	Canteen Attendant	10 th class pass from any Board/Institute recognized by the Government	By direct recruitment	---
8	Safaiwala	To be outsourced		