

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar General at Jammu/Srinagar)

NOTIFICATION

No.: 1094 of 2022/RG

Dated: 02/09/2022

In exercise of the powers conferred by Section 30 of the Jammu and Kashmir State Civil Courts Act, Svt.1977, the High Court has effected amendments to 'the Jammu and Kashmir Ministerial Staff and other Staff of the Subordinate Courts (Recruitment and Conditions of Service) Rules, 2016, as amended from time to time, as per **Annexure-"A"** and Schedules to the aforesaid Rules have been recast as per **Annexure-"B"** to this notification.

By Order


(Sanjeev Gupta)
Registrar General

No.: 28661-711/RG/N.G

Dated: 02/09/2022

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh.
2. Secretary to Hon'ble Mr./Mrs. Justice _____
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar.
4. Registrar Judicial, High Court of J&K and Ladakh, Jammu/Srinagar.
5. Director, J&K State Judicial Academy, Srinagar.
..... for information.
6. All Principal District and Sessions Judges, UT of Jammu and Kashmir for information.
7. Manager, Government Press, Jammu/Srinagar with the request to publish the same in the next issue of the Government Gazette.
8. Central Project Coordinator, e-Courts, High Court of J&K and Ladakh, Srinagar for information and uploading the same on the High Court website.
9. Chief Accounts Officer, High Court of J&K and Ladakh, Srinagar for information.
10. Incharge Library, High Court Wing Jammu/Srinagar for information and keeping the record of the same.
11. Order File.


Registrar General

(i). The expression "**High Court of Jammu and Kashmir**" wherever appearing in the Rules be read as "**High Court of Jammu & Kashmir and Ladakh**."

(ii). The expression "**State**" wherever appearing in the Rules be read as "**Union Territory**".

(iii). In Rule 2, clause(r) be inserted after clause (q) to read as under:

(r) '**Union Territory Level Recruitment Board**' means the Board constituted under the Rules or Regulations for the appointment of a person borne on the Union Territory cadre.

(iv). In Rule 5, the expression "**and A-1**" appearing at both the places be deleted.

(v). In Rule 10(i), the expression "**and B-1**" be deleted.

(vi). Rule 10(ii) be recast as under:

"Only domiciles of Union Territory of Jammu and Kashmir shall be eligible for appointment in the service".

(vii). In Rule 11, the words "**permanent residents**" be substituted by the expression "**domiciles**" and the expression "**State**" be substituted by the expression "**Union Territory**".

(viii). the first para of Rule 12(i) be recast as under:

"The appointments of ministerial staff of the Union Territory cadre and the Divisional Cadre shall be made by the Chief Justice, whereas the appointments of ministerial staff of District cadre shall be made by the District Judge of the District concerned in accordance with the procedure prescribed therefor under the Regulations framed by the Chief Justice"

(ix) In clause (i) of sub-rule (i) of Rule 12, after the expression "**Divisional**", the words "**or Union Territory level**" be inserted.

(x) In Rule 16(I) (b), the words "**Union Territory cadre and**" be inserted after the words "**belonging to the**".

(xi) In Rule 16(I) (d), the words "**belonging to both Divisional as well as the District Cadre**" appearing after the words "**members of the service**" be deleted.

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(xii) In Rule 20, the words "**Union Territory cadre and**" be inserted after the words "**ministerial staff of the**".

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(xiii) In Rule 22, the words "**Divisional or District Cadre**" appearing after the words "**belonging to the**" be deleted and substituted by the expression "**Service**". In the same Rule, in its later part, the words "**Union Territory cadre and**" be inserted after the words "**belonging to**".

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Schedule- A

SANCTIONED STRENGTH OF MINISTERIAL STAFF OF SUBORDINATE COURTS
OF UT OF JAMMU AND KASHMIR

S. No.	Category	Grade	Jammu	Kashmir	Total No. of Posts	Cadre
1	2	3	4	5	6	7
1.	Chief Administrative Officer	47600-151100	10	10	20	UT
2.	Accounts Officer	47600-151100	3	3	06	UT
3.	Principal Counsellor	47600-151100	1	1	02	UT
4.	Section Officer	44900-142400	42	46	88	Divisional
5.	PA-cum-Sr. Scale Stenographer (Executive Assistant)	44900-142400	40	44	84	Divisional
6.	Urdu Stenographer	44900-142400	01	-	01	Divisional
7.	Protocol Officer	44900-142400	03	04	07	Divisional
8.	Counsellors	44900-142400	01	01	02	Divisional
9.	Urdu Stenographer	35600-112800	-	01	01	Divisional

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1	2	3	4	5	6	7
10.	Junior Scale Stenographer	35600-112800	32	31	63	Divisional
11.	Head Assistant	35600-112800	111	106	217	Divisional
12.	Data Entry Operator (Selection Grade)	35400-112400	01	01	02	UT
13.	Senior Assistant	29200-92300	204	202	406	Divisional
14.	Steno Typist	29200-92300	56	50	106	Divisional
15.	Accounts Clerk	25500-81100	01	02	03	District
16.	Date Entry Operator	25500-81100	06	06	12	UT
17.	Assistant Protocol Officer	25500-81100	04	03	07	Divisional
18.	Junior Assistant	25500-81100	322	293	615	Divisional
19.	System Officer	25500-81100	10	10	20	Divisional
20.	System Assistant	19900-63200	17	17	34	Divisional

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1	2	3	4	5	6	7
21	Data Entry Operator/ Computer Operator	19900-63200	05	05	10	District
22.	Library Assistant	19900-63200	01	01	02	District
23.	Process Server	19900-63200	328	249	577	District
24.	Chauffeur	35700-113100	07	08	15	District
25.	Driver Grade-I	25500-81100	09	11	20	District
26.	Driver Grade-II	19900-63200	11	12	23	District
27.	Jamadar (Selection Grade)	18000-56900	01	01	02	District
28.	Jamadar	15900-50400	11	20	31	District
29.	Orderly	14800-47100	159	172	331	District
30.	Chowkidar	14800-47100	25	37	62	District
31.	Safaiwala	14800-47100	17	18	35	District

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Schedule B

S. No.	Name of the post Existing	Pay Scale	Class	Category	Minimum qualification	Method of Recruitment
1	2	3	4	5	6	7
1.	Chief Administrative Officer	47600-151100	I	A	Graduation	70% of the posts i.e. (14 posts) to be filled up by promotion from Class-II Category "A" and remaining 30% i.e. (6 posts) from Class-II Categories (B & C) and (D) in the ratio of 5:1.
2.	Accounts Officer	47600-151100	I	B	Graduation	By promotion from Class II, Category 'A' who have knowledge of Accountancy.
3.	Principal Counsellor	47600-151100	I	C	Master's Degree in Social Sciences such as Social Welfare, Sociology, Clinical Psychiatry, Psychology, Philosophy with a minimum experience of one year in field work, research, teaching in a Government Department or recognized College/ University or Comparable academic institution with special reference to family problems.	By promotion from Class II, Category 'E' with minimum experience of 3 years in the said Category.
4.	Section Officer	44900-142400	II	A	Graduation	By promotion from Class-III, Category "C" who have knowledge of Local Laws, CSR etc.
5.	PA-cum-Sr. Scale Stenographer (Executive Assistant)	44900-142400	II	B	Graduation	By selection from Class-III, Category "B" who have put in at least 5 years of service as such and after qualifying test in shorthand and typewriting with standard as laid down by the Chief Justice.

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1	2	3	4	5	6	7
6.	Urdu Stenographer	44900-142400	II	C	Graduation with Diploma in Urdu Stenography from a Government recognized Institute.	By direct recruitment.
7.	Protocol Officer	44900-142400	II	D	Graduation from a recognized University with minimum six months diploma /certificate in travel and tourism management or hospitality management.	By promotion from Class-V Category 'C' with minimum experience of 5 years in the said Category. (Note:- Till the availability of the candidates from Class-V Category 'C' suitable officers from Class II Categories A, B, & C may be posted)
8.	Counsellor	44900-142400	II	E	Master's Degree in Social Science such as Social Welfare, Sociology, Clinical Psychiatry, Psychology, Philosophy with a minimum experience of one year in field work, research, teaching in a Government Department or recognized College/ University or Comparable academic institution with special reference to family problems.	By direct recruitment.
9.	Urdu Stenographer	35600-112800	III	A	Graduation with Diploma in Urdu Stenography from a Government recognized Institute.	By direct recruitment.
10.	Junior Scale Stenographer	35600-112800	III	B	Graduation with Diploma in Stenography from a Government recognized Institute.	By promotion from Class IV, Category 'B'.

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1	2	3	4	5	6	7
11.	Head Assistant	35600-112800	III	C	Graduation from a recognized University.	By promotion from Class-IV, Category "A" and Class V Category "A".
12.	Data Entry Operator (Selection Grade)	35400-112400	III	D	Graduation from a recognized University with Diploma in Computer Application from an Institution recognized by All India Board of Technical Education/ State Board of Technical Education. Or Bachelors Degree in Computer Application from Recognized University.	By promotion from Class-V category-B with minimum experience of 5 years from the said Category.
13.	Senior Assistant	29200-92300	IV	A	Graduation from a recognized University.	By promotion from Class-V, Category "D" and Class VI, Category "C".
14.	Steno Typist	29200-92300	IV	B	Graduation from a recognized University with Diploma in Stenography from a Government recognized Institute.	By direct recruitment (qualifying test in Shorthand and Typewriting with minimum standard as laid down by the Chief Justice.
15.	Accounts Clerk	25500-81100	V	A	Graduation from a recognized University having proficiency in Accountancy.	By direct recruitment.
16.	Data Entry Operatory	25500-81100	V	B	Graduation from a recognized University with Diploma in Computer Application from an Institution recognized by All India Board of Technical Education/ State Board of Technical Education. Or Bachelor's Degree in Computer Application from Recognized University.	By direct recruitment.
17.	Assistant Protocol Officer	25500-81100	V	C	Graduation from a recognized University with minimum six months diploma /certificate in travel and tourism management or hospitality management.	By direct recruitment.

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1	2	3	4	5	6	7
18.	Junior Assistant	25500-81100	V	D	Graduation from a recognized University with certificate course in Computer Application.	(1) 80% by direct recruitment. (2) 20% by selection from amongst Graduate Process Servers having experience of two years.
19.	System Officer	25500-81100	V	E	i) MCA or BE/ B.Tech in Computer Science/ Computer Engineering/ Information and Communication Technology or M. Sc. (IT/ Computer Science) with at least 60% marks in aggregate from a recognised University/ Institution; or BCA or B. Sc. (Computer Science) with at least 60% marks in aggregate in Physics/ Maths/ Statistics Operations research/ Computer Science with Post Graduate Diploma in Computer Science/ Computer Applications with at least 60% marks in aggregate from a recognised University /Institution; with at least three years' experience from a reputed Organization/ Institution. Or	i) The first appointment on the post shall be made by *direct recruitment.

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1	2	3	4	5	6	7
					<p>ii) BCA with 60% marks in aggregate from a recognised University / Institution; Or B. Sc. with one year's Post Graduate Diploma in Computer Science/ Applications with 60% marks in aggregate from a recognised University/ Institution; Or Diploma holders from Polytechnic in Computer Science/Engineering Or Electronics & Telecommunications with 60% marks in aggregate from a recognised Institution; with at least five years' experience in the grade of System Assistant.</p>	<p>ii) Thereafter, the post shall be filled up by promotion from Class-VI, Category 'A' on the basis of merit cum seniority.</p>
20.	System Assistant	19900-63200	VI	A	<p>i) BCA with 60% marks in aggregate from a recognised University/ Institution with at least one year's working experience in a reputed Organisation/ Institution; Or</p> <p>ii) B. Sc. with one year's Post Graduate Diploma in Computer Science/ Applications with 60% marks in aggregate from a recognised University/ Institution with at least one year's working experience in a reputed Organisation/ Institution; Or</p> <p>iii) Diploma holders from Polytechnic in Computer Science/ Engineering or Electronics & Telecommunications with 60% marks in aggregate from a recognised Institution with at least two years' working experience in a reputed Organization /Institution.</p>	By direct recruitment.

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1	2	3	4	5	6	7
21.	Data Entry Operator/ Computer Operator	19900-63200	VI	B	Graduation from a recognized University with diploma in Computer Application from an Institute recognised by All India Board of Technical Education/ State Board of Technical Education. Or Bachelors Degree in Computer Applications from a recognised University.	By direct recruitment.
22.	Library Assistant	19900-63200	VI	C	B. Lib. From a recognised University.	By direct recruitment.
23.	Process Server	19900-63200	VI	D	10+2 or equivalent from recognised Board/ University.	(1) 50% by direct recruitment. (2) 50% by selection from Class VII Category "A", Class VIIA, Category "A" and Class VIII Category A, B, C with minimum experience of 3 years.
24.	Chauffeur	35700-113100	IIA	A	Matric with a valid LMV/ HMV Driving Licence.	By promotion from Class V Category 'F' with minimum experience of five years as Driver-I.
25.	Driver Grade-I	25500-81100	V	F	Matric with a valid LMV/ HMV Driving Licence.	By promotion from Class VI, Category 'E' with minimum experience of five years as Driver-II.
26.	Driver Grade-II	19900-63200	VI	E	Matric with a valid LMV/ HMV Driving Licence.	By direct recruitment by conducting test including driving test.
27.	Jamadar (Selection Grade)	18000-56900	VII	A	Matric	By promotion from Class-VII A, Category 'A' on the basis of seniority.
28.	Jamadar	15900-50400	VIIA	A	Matric	By promotion from Class-VIII, Category - A, B, C on the basis of seniority.

1	2	3	4	5	6	7
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29.	Orderly	14800-47100	VIII	A	Matric	By direct recruitment.
30.	Chowkidar	14800-47100	VIII	B	Matric	By direct recruitment.
31.	Safaiwala	14800-47100	VIII	C	Matric	By direct recruitment.

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