


बिहार सरकार
सामान्य प्रशासन विभाग विभाग

॥ अधिसूचना ॥

पटना, दिनांक- 19-4-22

संख्या-7/स्था0-04-05/2022 सा0प्र0वि0.....6020...../ भारत के संविधान के अनुच्छेद-309 के परन्तुक के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए बिहार के राज्यपाल द्वारा बनायी गई बिहार व्यवहार न्यायालय अधिकारी एवं कर्मचारी (नियुक्ति, प्रोन्नति, स्थानान्तरण एवं अन्य सेवा शर्तें) नियमावली, 2022 का निम्नलिखित अंग्रेजी अनुवाद बिहार राज्यपाल के प्राधिकार से इसके द्वारा प्रकाशित किया जाता है, जिसे भारत के संविधान के अनुच्छेद-348 के खंड-3 के अधीन उक्त नियमावली का अंग्रेजी भाषा में प्राधिकृत पाठ समझा जाएगा:-

बिहार राज्यपाल के आदेश से,


(गुफरान अहमद)
सरकार के उप सचिव।

Government of Bihar
General Administration Department

Notification

No-7/Astha.-04-05/2022GAD...../In exercise of the powers conferred under proviso to Article 309 of The Constitution of India, The Governor of Bihar is pleased to make the following Rules to regulate the method of recruitment and service conditions of non Gazetted employees appointed in The Bihar Civil Courts:-

THE BIHAR CIVIL COURT OFFICERS AND STAFF
(RECRUITMENT, PROMOTION, TRANSFER AND OTHER SERVICE
CONDITIONS) RULES, 2022

CHAPTER - I

PRELIMINARY

Short title, extent and commencement:

1. (i) These Rules may be called "The Bihar Civil Courts Officers and Staff (Recruitment, Promotion, Transfer and Other Service Conditions) Rules, 2022".
- (ii) It shall apply to all the Civil Courts subordinate to the Patna High Court in the State of Bihar.

- (iii) It shall come into force from the date of publication in the Official Gazette of the Government of Bihar.

2. DEFINITION.-

In these Rules, unless the context otherwise requires,

- (i) **"Appellate Authority"** means the Standing Committee of the High Court.
- (ii) **"Appointment"** means appointment on Group 'B' and Group 'C' posts, either by way of direct recruitment or limited examination or selection by way of promotion, and includes appointment on compassionate ground.
- (iii) **"Appointing Authority"** means the District Judge.
- (iv) **"Appropriate Cases"** means such cases which are specified by the Standing Committee.
- (v) **"Cadre"** means the strength of the service of officers and staff sanctioned as a separate unit.
- (vi) **"Centralized Committee"** means Centralized Selection & Appointment Committee constituted under Rule 6 (i) of these Rules and a Zonal Committee means the Committee constituted under Rules 6 (ii).
- (vii) **"Chief Justice"** means the Chief Justice of the Patna High Court.
- (viii) **"Civil Court"** means Civil/Criminal Courts subordinate to the Patna High Court.
- (ix) **"Disciplinary Authority"** means the Appointing Authority.
- (x) **"District"** means the Judicial District established by the Government in consultation with the Patna High court under the Code of Criminal Procedure, 1973 and the Bengal, Agra and Assam Civil Court Act, 1887.
- (xi) **"District Judge"** means the District and Sessions Judge of the concerned District.
- (xii) **"Employee"** means the category of officers and staff as fully described in Schedule A.
- (xiii) **"Full Court"** means the Full Court of the Patna High Court.
- (xiv) **"Government"** means the Government of Bihar.
- (xv) **"High Court or Patna High Court"** shall mean the High Court of Judicature at Patna.
- (xvi) **"Officer"** means the category of officials included in Group B of Schedule A.
- (xvii) **"Prescribed"** means prescribed by these Rules.

- (xviii) **“Reviewing Authority”** means the Standing Committee.
- (xix) **“Schedule”** means a schedule forming part of these Rules.
- (xx) **“Skill Test”** shall mean the test as prescribed by the Centralized Committee from time to time according to the nature of work.
- (xxi) **“Staff”** means the category of employees included in Group C of Schedule A.
- (xxii) **“Staffing Pattern”** shall mean all the posts included in Appendix ‘A’, ‘B’ and ‘C’ of Schedule B.
- (xxiii) **“Standing Committee”** means the Standing Committee of the High Court constituted under Chapter 1 of the Patna High Court Rules.

CHAPTER - II

ESTABLISHMENT

3. On and from the date of commencement of these Rules for administration of Civil Court and Sub-Divisional Civil Court of the State, a Bihar State Civil Court Establishment Service shall come into effect.
4. (I) All the posts shall be District cadre posts of Schedule 'A'.
- (ii) The persons, who had been appointed on regular basis on any post specified in the Staffing Pattern to these Rules prior to commencement of these Rules, shall be deemed to have been appointed to the respective cadre of the service in accordance with the provisions of these Rules.

CHAPTER - III

CONDITION OF ELIGIBILITY FOR APPOINTMENT

5. (I) A person, in order to be eligible for appointment on any post as specified in the staffing pattern, shall -
- (a) be a citizen of India.
 - (b) be medically fit.
 - (c) be of good moral character

(d) be in the age group and possess the essential qualifications and experience as prescribed in Schedule 'A'.

- (ii) If any doubt arises regarding the eligibility of a candidate for appointment, the decision of the Centralized Committee shall be final.

CHAPTER - IV

MODE OF SELECTION, RECRUITMENT AND APPOINTMENT

6. **Constitution of Committee.**- (i) There shall be a Centralized Committee constituted by the High Court known as the 'Centralized Selection and Appointment Committee' for the purposes of making recommendations for direct appointments and appointments by way of promotion to all posts.

The State shall be divided into seven Zones namely Patna, Gaya, Bhagalpur, Muzaffarpur, Darbhanga, Saran at Chapra and Purnea for the purpose of appointments.

The Zones shall consist of the following Judgeships-

(a) Patna Zone - Patna, Nalanda, Rohtas, Kaimur, Bhojpur, Buxar.

(b) Gaya Zone- Gaya, Aurangabad, Jehanabad, Nawada.

(c) Bhagalpur Zone- Bhagalpur, Munger, Jamui, Khagaria, Lakhisarai, Sheikhpura
Banka

(d) Muzaffarpur Zone- Muzaffarpur, Vaishali, Sitamarhi, East Champaran, West
Champaran, Sheohar.

(e) Darbhanga Zone- Darbhanga, Madhubani, Samastipur, Begusarai

(f) Saran at Chapra Zone- Saran, Siwan, Gopalganj

(g) Purnea Zone- Purnea, Katihar, Saharsa, Madhepura, Kishanganj, Araria, Supaul.

Explanation.- Any future Judgeship carved out of any of the existing Judgeships shall continue to remain in same zone as the judgeship it was carved out of.

- (ii) In each of the aforesaid Zones, a Zonal Committee shall be constituted consisting of the District and Sessions Judges of all Judgeships of that particular Zone. The senior most District and Sessions Judge of each Zone shall be the Chairman of the respective Zonal Committee.

(iii) A Centralized Committee shall be constituted consisting of the Chairman of each Zonal Selection Committee of which the District Judge, Patna shall be the Convenor.

(iv) To assist the Centralized Committee, a Recruitment Cell consisting of such Officers and Staff as may be deemed fit and proper shall be constituted by the Zonal Committee from time to time, with the approval of the High Court.

(v) Notwithstanding anything contained in sub clause (iv), the Zonal Committee may take the service of any reputed recruitment agency for the purposes of written examinations, skill tests or other purposes for appointment of employees.

6A - Appointment on compassionate grounds.-

(i) There shall be a Committee of three Judicial Officers headed by the District and Sessions Judge in each Judgeship for making recommendations for appointments on compassionate grounds.

(ii) Such appointments shall be made according to the Rules and guidelines of the Government of Bihar subject to eligibility and approval by the High Court.

(iii) Candidate shall be considered for appointment on compassionate grounds every year only to the extent of 5% of the vacancies arising in **Group C posts** during the relevant year;

Provided that the Hon'ble the Chief Justice may in his discretion, on recommendation of the Committee under Rule 6 A (I) in appropriate cases, considering the penury condition of the family of the deceased employee may direct such appointments up to a maximum limit of 10 % of the vacancies occurring in a particular calendar year.

(iv) The eligible candidates in excess of the upper limit within which the compassionate appointments may be provided who cannot be so appointed shall be paid an ex-gratia sum of Rs. 5 Lakh in lieu of appointment.

(v) The candidate seeking appointment in **Group C posts** on compassionate ground must confirm to the qualification, age and mode of recruitment as per Schedule 'A'. The application for such appointment must be made within two years from the death of the employee and shall remain valid for a period of three year from the date of filing. Application once rejected shall not be open for consideration.

7. (i) The Centralized Committee shall hold examinations/limited examinations skill tests, screening tests, etc. as prescribed in Schedule 'A' of these Rules.

(ii) The Centralized Committee shall also hold interviews and other tests as prescribed in Schedule 'A'.

(iii) The Centralized Committee, for the purpose of interviews, may constitute one or more Interview Boards for the purposes of conducting interviews with the approval of the High Court.

8. METHOD OF SELECTION.- The tentative time schedule for recruitment is prescribed in Schedule E and the Centralized Committee shall adhere to it as far as possible.

(i) In the month of January of every year, the District Judge shall determine the existing vacancies as well as the vacancies likely to occur by the end of that year and send such list to the Centralized Committee for all posts.

(ii) The Centralized Committee, after receiving information from all the Judgeships about all the vacant posts available for direct recruitment, shall advertise the vacancies in at least two daily newspapers of which at least one of them being in Hindi having wide circulation in the Districts of Bihar, and also on the Notice Boards of all Civil Courts, Sub-divisional Civil Courts and Collectorates, inviting applications in the format as prescribed by the Centralized Committee.

Provided that the Centralized Committee, in case of necessity, may advertise the post(s) for only a single Judgeship or a group of Judgeships.

(iii) **Fees.-** Every candidate for direct recruitment to any category of posts may be required to pay such fees as may be prescribed by the Centralized Committee.

Provided that candidates belonging to Scheduled Caste, Scheduled Tribe and Physical Handicapped Categories, shall be required to pay only half of the fees prescribed for the relevant post.

(iv) The Centralized Committee, with the prior approval of the High Court, shall conduct written tests, skill tests, proficiency tests, stenography tests and interviews as well as other tests as specifically prescribed in Schedule A, keeping in view the specific nature of work associated with the posts sought to be filled up by appointment/promotion.

Provided that, if the number of candidates is found excessive, in order to limit the number of candidates in the final examination the Centralized Committee may hold a preliminary test on the basis of objective type questions or any other mode as may be decided by the Centralized

Committee, and in that case the Centralized Committee shall select the candidates in the ratio of 1:10 for the final examination.

- (v) Syllabus and other necessary particulars, modes of preliminary and written examinations as well as any matter incidental to the conduct of examination including nomination of Examiners shall be as per guidelines to be notified by the High Court from time to time with prior approval of the Chief Justice.
- (vi) For appointment on the post of Process Server, the Centralized Committee will conduct a written test or any other test and interview as prescribed in Schedule 'A' and the mode of selection shall be as per Schedule 'D'.
- (vii) Once the written examination for the concerned post is complete, the answer books of the candidates shall be sealed, and in order to maintain absolute confidentiality with regard to evaluation, the Recruitment Cell shall, before sending the answer books to the examiners nominated by the High Court with the approval of the Chief Justice, use a process of coding the answer books of the candidates under the personal supervision of the Registrar nominated for that purpose or of any other senior officer authorized as per direction of the Centralized Committee with prior approval of the Chief Justice.
- (viii) The merit list of the written examination shall be published on the website of the High Court and Patna Civil Court as well as on the Notice Board of the High Court and Patna Civil Court, and where applicable, be followed by a skill test, if necessary.
- (ix) Merit list of the written test and skill test shall be prepared and accordingly candidates shall be called for interview in the ratio of 1:3 so far as possible.
- (x) The interview shall be conducted by a Committee which shall be headed by the senior most District and Sessions Judge of the concerned Zone to be nominated by the Centralized Committee with the approval of the Chief Justice.

Provided that if the Centralized Committee thinks it proper, it may nominate two or three senior District Judges with the prior approval of the Chief Justice for conducting the interview.

- (xi) Preference shall be given for skill based posts to persons who produce certificates of specialized knowledge such as gardening, cooking, tailoring, carpentry, electrician, electronics, etc. from recognized institution.

- (xii) Minimum qualifying marks for all the posts shall be 40%, subject to relaxation of 5% for candidates belonging to the reserved categories.

Provided that the Centralized Committee with the prior approval of the Chief Justice shall have the power to fix the minimum marks to be secured by candidates in the interview for any post.

- (xiii) Upon completion of the selection process including any written, proficiency, or other tests and interview, a panel of successful candidates in consonance with the reservation policy of the State Government shall be notified on the basis of results to be prepared on the norms formulated by the Centralized Committee with the prior approval of the Chief Justice. The panel so prepared shall be in two parts, one comprising the total number of posts to be filled up for the year, and the other known as "waiting list" of 20 % of such vacancies next in the order of merit. Such panel shall remain valid for one year from the date of its notification.

The candidates in the waiting list may be entitled for appointment against the posts they have applied for only in case of non-joining by a successful candidate within the stipulated period.

9. The Centralized Committee, after notification of the panel and with the prior approval of the Chief Justice, would recommend the names of the candidates to the Appointing Authority for issuance of appointment letters to the successful candidates.

10. **JOINING TIME** (i) A candidate appointed by direct recruitment shall join his /her post on which he/she has been appointed as soon as possible but not later than 30 days from the date of receipt of the appointment letter.

Provided that the Centralized Committee, upon sufficient reasons being shown by the candidate, may extend the joining time by a further period of upto 30 days. However, in case a selected candidate fails to join duty within the specified period of 30 days or the extended period his/her letter offer of appointment shall automatically stand cancelled.

(ii) Prior to joining by the candidate, the Appointing Authority or any other Officer authorized for that purpose shall verify the following:

- (a) Original educational documents and all other certificates of the candidate on the basis of which the appointment letter has been issued.
- (b) Photographs, signatures and handwriting of the candidate in the application form submitted by him.
- (c) The date of birth of the candidate with reference to the Secondary School Examination Certificate (i.e. Matriculation / 10th Pass Certificate)

(d) Medical fitness certificate

Provided where the original certificate shall require its verification from the concerned institution/ source. Joining of such candidate shall be accepted provisionally and shall be subject to the said certificate being found correct, genuine and authentic.

11. PROBATION AND CONFIRMATION.- (i) All appointments by direct recruitment to the permanent posts shall be on probation for a period of two years from the date of appointment/joining and shall be considered for confirmation only after the expiry of two years of completion of satisfactory service.

Provided that if during the period of probation, a candidate's work or conduct is found unsatisfactory, the Appointing Authority with the prior approval of the Centralized Committee and the Chief Justice may extend his period of probation for upto one year and upon his work or conduct still being found unsatisfactory at the end of the extended period of probation, he shall be removed from the service without notice.

(ii) No person shall be confirmed unless he or she has satisfactorily completed the probation period as prescribed.

(iii) At any point of time, during the period of probation the appointing authority shall have power to terminate the service of a Probationer on the ground of unsatisfactory work and/or conduct.

(iv) The order for confirmation of service of the officers/staff shall be passed by the concerned Appointing Authority.

12. RESERVATION.- *The Provision of Reservation rules implemented by the State Government (General Administration Department) in the appointment/promotion in services from time to time shall also apply to the employees governed by these rules.*

13. SENIORITY (i) There shall be a common gradation list of officers/staff. The inter-se seniority among employees appointed by direct recruitment shall be determined as per their positions in the merit list.

(ii) In case of appointment by promotion in the **same calendar year**, the candidates will maintain their inter-se seniority in the lower cadre.

(iii) *Inter-se* seniority amongst direct recruit and promoted candidates and in case of recruitment by way of promotion and direct recruitment under the **same calendar year**, the promotees shall rank senior.

14. PROMOTION.- (i) An employee shall be entitled for consideration for promotion to the next higher post as prescribed in Schedule C.

(ii) All the cases for promotion including by way of Selection or Modified Assured Career Progression shall be placed before Centralized Committee for consideration. The Centralized Committee will issue guidelines for the purpose from time to time.

(iii) An employee shall be eligible for consideration for promotion only if he/she has:-

- (a) completed the period of kalawadhi as prescribed;
- (b) the qualification in respect of promotional post as per Schedule 'A';
- (c) clean and satisfactory records of service;
- (d) passed the departmental/proficiency test/interview/computer literacy test as prescribed from time to time.

(iv) (a) Notwithstanding the above, a Court Reader-cum-Deposition Writer-cum-Typist before his promotion to the higher scale, must pass a further test in typing, in which he/she must achieve a minimum typing speed of 50 words per minute in English and 35 words per minute in Hindi. He/she must also fulfill any other standard prescribed by the Centralized Committee.

(b) He/she will have to pass the examination in practice and procedure, Civil Court Rules and Criminal Court Rules.

(v) (a) A Stenographer for consideration for promotion to a higher post shall also have to pass a test in Shorthand and achieve a speed of 80 words per minute in English and 60 words per minute in Hindi, with an allowance of 5% for errors.

(b) He shall have to pass the examination on Practice and Procedure Manual and any other subjects as may be prescribed by the High Court.

(vi) A Clerk in Grade III or any equivalent post, for consideration for promotion to Grade II or for consideration for financial progression shall have to pass an examination to test his/her knowledge of :-

- a. Civil Court & Criminal Court Rules.
- b. Drafting and correspondence and order-sheet writing.
- c. Practice and Procedure.
- d. Accountancy. In the case of Accounts Cadre- Accountancy,

Book keeping and

Preparation of budget.

(vii) A Clerk Grade II for consideration for promotion/selection to the post of Assistant Administrative Officer (Judicial) and (Establishment) shall have to pass an examination on -

(i) Practice and Procedure.

(ii) Government Letter & Circular

(iii) Stamp Act

(iv) Suit Valuation Act

(v) Correspondence, noting & drafting

(vi) Court Fee Act

(viii) The above examinations will be conducted by the Centralized Committee each year. The procedure and methodology for the same will be decided by the Centralized Committee and shall be notified from time to time.

(ix) **ACP/MACP-** The officer/staff shall be entitled to the benefit of Assured Career Progression. The ACP/MACP Rules framed by the Government of Bihar shall, *mutatis mutandis*, apply to claims in this regard.

15. APPOINTMENT BY PROMOTION FROM THE OFFICERS/ STAFFS AS PRESCRIBED IN SCHEDULE-A

(I) All posts in Group-B are to be filled up by promotion in the manner prescribed.

(ii) A candidate shall not be promoted to the higher scale in service unless he qualifies in the examination as prescribed by the High Court.

(iii) Appointment to the higher grade from the lower grade of the ministerial establishment should be made on the basis of seniority, provided that the concerned employee possesses the prescribed educational and other qualifications as laid down in these Rules or in any other existing law that may be applicable, and are otherwise fit to perform the duties attached thereto, and passes the tests prescribed under these Rules.

(iv) The posts of Sr. Court Assistant/Programmer/Librarian/Asst. Librarian/Upper Division Clerk and Bailiff in Group C are also to be filled up by promotion in the manner prescribed.

(v) Appointment against 25% posts of the sanctioned strength of Court Assistant/Office Assistant/ Other Clerks of Grade I & II/ Upper Division Clerks shall be made every year by

way of selection, based on annual examination for screening of eligible candidates in the manner prescribed by conducting written test, computer operating test and interview as prescribed by the Centralized Committee with prior approval of the Chief Justice, and on the basis of results of such selection tests. A panel of candidates for the said posts shall be prepared by the Centralized Committee with the prior approval of the Chief Justice, which shall be valid for one year.

(vi) Appointment to the post of Process Server by promotion from Attendants (Special) / Attendants, Night Guard will be made on the basis of written test, service record of the candidate, and interview to be conducted by the Centralized Committee, as prescribed by the High Court.

(vii) Appointment by promotion of Attendants (Special) / Attendants, Night Guard may be made on the recommendation of the Centralized Committee on the basis of Departmental Examination/ Proficiency Test and Interview.

(viii) Deposition Writer cum-Typist-cum Clerk, before his/her promotion to the higher scale, must pass a test in typing in which his/her minimum typing speed should be 40 words per minute in English and 33 words per minute in Hindi, with an allowance of 1.5% for errors. The candidate will have to pass an examination in practice and procedure and in such other subject as may be prescribed by the High Court from time to time for promotion to the next higher scale.

(ix) Before a Stenographer is promoted to the next higher scale, he/she will have to pass the test of stenography with a minimum shorthand speed of 80 words per minute in English and 60 words per minute in Hindi, with an allowance of upto 5% for errors. The candidate will also have to pass the examination of practice and procedure and such other subjects as may be specified by the High Court from time to time.

(x) Before a Clerk is promoted to the Category II or he/she gets financial progression in the same scale by any other reason, he/she will have to pass an examination in.-

(1) Civil Court and Criminal Court Rules framed by the High Court.

(2) Accountancy

(3) Drafting of correspondence and Order sheet writing, and

(4) Practice and Procedure

(xi) Before promotion of a Clerk in Category I or getting financial progression in next higher scale by any other reason, he/she shall have to pass an examination on procedure (Civil

and Criminal) Stamp Act, Court-fee Act, Suit Valuation Act, and Correspondence and Noting and Drafting. A Typist/Stenographer may be transferred to the post of Clerk on completion of a period of 10 years of service, provided that he/she passes the necessary examination as mentioned herein before.

(xii) If suitable persons are not available for promotion to Clerk of Category I, it would be open to an Appointing Authority to fill up the said posts by direct recruitment, on recommendation of the Centralized Committee subject to the prior approval of the High Court. The qualification for direct recruitment to the posts of Super time Scale shall be graduation in law or equivalent degree from a recognized University.

15A. Re-employment.-

(1) If a District Judge is of the opinion that services of an employee upon his/her superannuation are essential for administrative exigencies, he shall send the record of such employee to the Registrar General of the High Court with his recommendation for his/her re-employment, which shall be considered by the Standing Committee of the High Court on merits. Re-employment for a period of more than two years shall not be granted except in exceptional cases and in public interest.

(2) A District Judge may, subject to prior approval of the Standing Committee, re-employ any employee who has superannuated, if the same is necessary for administrative exigencies for a specified period.

16. TRAINING.-Every person appointed either by direct recruitment or through examination from Group 'C' post and is below 55 years of age, shall have to undergo training as specified for that post by the High Court.

17. Kalawadhi - For promotion from one post to other, ***Kalawadhi will be same as applicable in the Government of Bihar.***

18. TRANSFER - All the posts in the cadre of Group B and Group C shall be District cadre posts.

Provided that transfer of an employee may also be made by the Standing Committee *suo motu* or on the request of the employee, or in case of mutual transfer, or in public interest, or for administrative exigencies, or on the basis of the recommendation of the District Judge concerned. The request for mutual transfer by employees shall be entertained only after completion of a minimum period of three years from initial appointment, and may be availed by an employee not more than twice during his/her entire service period.

19. All Group C posts shall be District Cadre posts and the District Judge may transfer them according to the needs and exigencies of service within the District.

Provided that an employee may be transferred from one district to another by the Standing Committee -

- (I) in case of public interest or for administrative exigencies, *suo motu* or on the basis of recommendation of the District Judge concerned,
- (II) on the request of the employee, or
- (III) in a case of mutual transfer.

Provided further that in case of transfer of an employee in the District cadre on mutual transfer or for administrative exigencies, the seniority of such employee of the District cadre on transfer shall be determined on the basis of his/her date of appointment. In case the date of appointment of two or more employees is found to be the same, seniority shall be determined on the basis of their respective dates of birth, the eldest among them ranking senior-most and so on.

Provided further that when an employee is transferred upon his request, he shall lose his seniority and shall be placed at the bottom of the seniority list at the place to which he has been transferred.

20. PROTECTION TO EMPLOYEES ALREADY IN SERVICE - Persons already in service prior to coming into force of these Rules, who do not hold qualifications or satisfy the other conditions prescribed by these Rules, shall continue to hold office subject to the condition that they shall undergo and successfully complete such training program as may be prescribed by the High Court from time to time. Persons failing to do so shall be deprived of annual increments as well as all promotional benefits till successful completion of the training program.

Provided that the above condition shall not apply to staff who have completed the age of 55 years on the date of publication of these Rules in the Gazette.

21. APPLICABILITY OF THE BIHAR SERVICE CODE/BIHAR PENSION RULES -

- (i) The provisions of the Bihar Service Code and the Bihar Pension Rules shall, apply *mutatis mutandis* to the employees of the Sub-ordinate Courts.

(ii) The provisions of the Bihar Service Code and the Bihar Pension Rules shall apply to matters relating to grant/refusal of leave/voluntary retirement/compulsory retirement/resignation and to all other matters not specifically provided for in these rules.

22. Relaxation - The Full Court on the recommendation of the Standing Committee shall have power to dispense with or relax the requirements of any of the provisions made in these Rules to such extent and subject to such conditions as it may consider necessary in any particular case.

PROVISIONS FOR DISCIPLINARY ACTION/APPEAL

23. Disciplinary Action — The disciplinary authority may suspend a delinquent employee, initiate any disciplinary proceeding, issue a charge sheet, enquire into the charge either by himself or cause the same to be done by any other Judicial Officer and may impose any of the penalties specified in **the Bihar Government Servants (Classification, Control & Appeal) Rules, 2005** upon him.

24. Appeal/Review— (1) Any employee aggrieved by the imposition of any minor/major punishment upon him by the disciplinary authority may prefer an appeal to the High Court within a period of 30 days from the date of receipt or communication of a copy of such order upon the concerned employee.

(2) The memorandum of appeal shall be forwarded by the District Judge concerned to the Registrar General of the High Court together with his comments thereon, if any, within two weeks of receipt of such memorandum of appeal from the concerned employee.

(3) The appeal shall be disposed of as expeditiously as possible, preferably within a period of three months from the date of receipt of the memorandum of appeal, by the Standing Committee if the same has been preferred against an order imposing a major penalty, and by the Judge Administrative Department No. 1 against an order imposing a minor penalty.

(4) Any employee aggrieved by an order of the Appellate Authority may file for review of that order before the Reviewing Authority within 45 days of communication of the appellate order. The Reviewing Authority shall dispose of the matter, preferably within three months from the date of filing of the Memorandum of Review.

(5) All procedures for holding a Departmental proceeding, imposition of penalty, disposal of appeals, etc., shall be governed by the statutory rules applicable to the employees concerned and the provisions of **the Bihar Government Servants (Classification, Control & Appeal) Rules, 2005** shall apply, *mutatis mutandis*, to the disciplinary proceeding initiated against an erring employee.

25. Power to remove difficulties - (i) If any difficulty arises in giving effect to the provisions of these Rules, the Standing Committee may, by order not inconsistent with the provisions of these Rules, remove the difficulty.

(ii) **Interpretation-** If any question arises relating to the interpretation of these Rules *vis-a-vis* other Rules, the decision of the Standing Committee shall be final.

(iii) Any order made by the Standing Committee under these Rules shall be placed as soon as may be after it is made, for its approval before the Full Court.

26. Repeal and Saving.- (i) The Bihar Civil Court Staff (Class III and Class IV) Rules, 1998, Bihar Civil Courts Staff (Class III and Class IV) (Amendment) Rules, 2001 and Bihar Civil Court Staff (Class III and Class IV) Rules, 2009 Rules and Bihar Civil Court Officers and Staff (Recruitment, Promotion, Transfer and Other Service Conditions) Rules, 2017 are hereby repealed.

(ii) Notwithstanding such repeal, anything done or any action taken under the aforesaid Rules shall be deemed to have been done or taken under the corresponding provisions of these Rules.

By order of The Governor of Bihar,


(Ghufuran Ahmad)

Deputy Secretary to the Govt.

Memo No-7/Astha.-04-05/2022GAD⁶⁰²⁰...../Patna-15, Dated....19-4-22

Copies in duplicate along with its C.D. forwarded to the Superintendent, Govt. Press, Gulzarbagh, Patna-7 and E-Gazette cell, Finance Department, Bihar, Patna for Publication in Forth coming issue of extra ordinary Gazette.

2. Kindly send 200(Two Hundred) Copies of this notification to General Administration Department.


(Ghufuran Ahmad)

Deputy Secretary to the Govt.

Memo No-7/Astha.-04-05/2022GAD⁶⁰²⁰...../Patna-15, Dated.....19-4-22

Copy forwarded to the Registrar General, High Court, Patna with reference to his letter No.-20599, Dated-08.04.2022 for information & necessary action.


(Ghufuran Ahmad)

Deputy Secretary to the Govt.

Memo No-7/Astha.-04-05/2022GAD⁶⁰²⁰...../Patna-15, Dated.....19-4-22

Copy forwarded to Additional Chief Secretary, Finance Department, Bihar, Patna/ Additional Chief Secretary, Cabinet Secretariat Department, Bihar, Patna with reference to Cabinet Item No.-17, date-18.04.2022/ Secretary, Bihar Legislative Assembly, Bihar, Patna/ Secretary, Bihar Legislative Council, Bihar, Patna/ Secretary-In-charge, Law Department, Bihar, Patna and All District and Session Judge, Bihar.


(Ghufuran Ahmad)

Deputy Secretary to the Govt.

SCHEDULE-A

ESTABLISHMENT OF CIVIL COURT
(Qualification, age and mode of recruitment)

Sl. No.	Name of Posts	Group	Pay Scale & Grade Pay	Method of Recruitment	Age	Qualification	I. Authority for recommendation for recruitment /promotion II. Appointing Authority III. Cadre IV. Mode of recruitment
1.	Chief Administrative Officer-cum-Head D.J Sheristadar	B	As per recommendation of National judicial Pay Commission or State Government as the State Government, in both the cases, may notify	Selection on the basis of merit from amongst Administrative Officer with experience as per kalawadhi of the State Govt. or from Asstt. Administrative Officer (Judicial or Establishment) or from Accounts Officer or Programme Officer with experience as per kalawadhi of the State Govt. & on the basis of interview.		Bachelor's degree in any discipline from a recognized University, with proficiency in Computer Application Desirable: Knowledge of Financial Administration / Human Resource for promotion	I. Centralized Committee II. District Judge III. District Cadre IV. Selection on merit (interview)
2.	Administrative Officer cum-D.J.Shristadar	B		Selection on the basis of merit-cum-seniority amongst Assistant Administrative Officer (Judicial) having with experience as per kalawadhi of the State Govt., on the basis of interview or from direct recruitment.		For Direct Recruitment: - BBA Degree with law. For promotion: - Bachelor's degree in any discipline from a recognized University. Desirable: - Proficiency in Computer Application and knowledge of Financial Administration.	I. Centralized Committee II. District Judge III. District Cadre IV. Selection on merit (Written test / interview)
3.	Assistant Administrative Officer-cum-Sheristadar	B		Selection on the basis of merit-cum-seniority by holding examination as well as interview by Centralized Committee from amongst all the employees holding with experience as per kalawadhi of the State Govt.		Bachelor's degree in any discipline from a recognized University and proficiency in Computer.	I. Centralized Committee II. District Judge III. District Cadre IV. Selection on merit (Limited Examination and interview)
4.	Assistant Administrative Officer (Nazarat) District Nazir	B		Selection from the Protocol Officer, Office Superintendent and Sr. Office Assistant and Sr. Court Assistant having with experience as per kalawadhi of the State Govt. and on the basis of interview.		Bachelor's degree in any discipline from a recognized University and proficiency in Computer.	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview)
5.	Accounts Officer	B		Selection from Accountant having with experience as per kalawadhi of the State Govt. on the basis of merit cum seniority. Or. II. On deputation from the State Government or any public sector undertaking.		B.Com and having adequate knowledge of budget preparation and cash with experience as per kalawadhi of the State Govt. in Audit and other Financial matters and proficiency in Computer.	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview)
6.	Assistant Administrative Officer (Establishment)	B	As per	On selection from amongst Office Superintendent, Sr. Office Assistant or Sr. Court Assistant, holding such office with experience as per kalawadhi of the State Govt. on the basis of interview to be conducted by Centralized Committee		<u>For promotion</u> Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview/ Written Examination + interview)
7.	Programme Officer-cum-Senior Programmer	B		Selection from the post of Programmere with experience as per kalawadhi of the State Govt. on the basis of merit cum seniority,		Bachelor degree/ Diploma in Computer Engineering/Computer Science/Computer Technology from any recognized university with experience as per kalawadhi of the State Govt.	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (Written examination / Computer Proficiency test / interview)

8.	Assistant Administrative Officer (Confidential)	B	recommendation of National judicial Pay Commission or State Government as the State Government, in both the cases, may notify	On Selection from Stenographer Grade I and Personal Assistant of D.J. and P.J. with experience as per kalawadhi of the State Govt. on the basis of suitability test .		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview)
9.	Personal Assistant to District Judge and Principal Judge	B		Purely selective post on recommendation of D.J. from amongst Stenographer Grade-II		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. Choice of District Judge and Principal Judge III. District Cadre
10.	Office Superintendent	B		Promotion by way of selection from amongst the Assistants / Clerks		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview)
11.	Public Relation Officer-cum-Information Officer	B		On Selection from Librarian or Programmer or Protocol Officer having with experience as per kalawadhi of the State Govt.			I. Centralized Committee II. District Judge III. District Cadre IV. Selection (interview)
12.	Protocol Officer	B		On selection from Ballif, Nayab Nazir and Assistant with experience as per kalawadhi of the State Govt.		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (Interview)
13.	Senior Court Assistant and Sr..Office Assistant	C		On Promotion from Clerk Grade II with experience as per kalawadhi of the State Govt.		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion
14.	Programmer	C	On promotion from the post of Assistant Programmer with experience as per kalawadhi of the State Govt.			I. Centralized Committee II. District Judge III. District Cadre IV. Promotion	
15.	Assistant Programmer	C	(i)25% on promotion from Computer Assistant with experience as per kalawadhi of the State Govt. (ii) 75% direct recruitment	Minimum Age 21 years for direction appointment Maximum age as prescribed by State Government for equivalent posts	For Direct recruitment Regular MCA / Graduate with 60% marks with Diploma in Computer Application/ Computer Science or in Electronics and Communication from a recognized University or A level Diploma under DOEACC Programme or Post-Graduate Diploma in Computer Application conducted by State Council of Technical Education or equivalent with experience as per kalawadhi of the State Govt.	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion/Direct recruitment by examination. Other test & interview as Centralized Committee deemed fit.	

16.	Librarian	C		On promotion from the post of Assistant Librarian with experience as per kalawadhi of the State Govt.			I. Centralized Committee II. District Judge III. District Cadre IV. Selection (promotion)
17.	Assistant Librarian	C		Promotion by way of selection from amongst the Library Assistant having with experience as per kalawadhi of the State Govt. on the basis of merit-cum-seniority		(i) Degree or Diploma in Library Science from a recognized University (ii) with experience as per kalawadhi of the State Govt. (iii) Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion
18.	Library Assistant	C		Direct recruitment	Minimum Age 21 years and maximum age as prescribed by the State Government for equivalent posts.	(i) Degree or Diploma in Library Science from a recognized University (ii) with experience as per kalawadhi of the State Govt. (iii) Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre IV. Direct Recruitment (Written examination & interview)
19.	Upper Divisional Clerk	C		From promotion on the basis of merit cum seniority from the Assistant Accountant with experience as per kalawadhi of the State Govt.			I. Centralized Committee II. District Judge III. District Cadre IV. Promotion
20.	Upper Divisional Clerk (Assistant Accountant)	C	As per recommendation of National judicial Pay Commission or State Government as the State Government, in both the cases, may notify	(i) 50% direct recruitment (ii) 50% on promotion from Accounts Assistant	Minimum Age 21 years for direct recruitment and Maximum age as prescribed by State Government for equivalent posts	B.Com with adequate knowledge of Budget, Audit and maintenance of cash book and register and with experience as per kalawadhi of the State Govt. in relevant field. Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion/Direct Recruitment (Written Examination & Interview)
21.	Accounts Assistant – cum-Bill Clerk-cum-Cashier	C		Direct Recruitment	Minimum Age 21 years Maximum age as prescribed by State Government for equivalent posts	B.Com with experience as per kalawadhi of the State Govt. Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre IV. Direct Recruitment (Written Examination & Interview)

22.	Computer Assistant	C	(i) 75% direct recruitment (ii) 25% on promotion from Data Entry Operator	Minimum Age 21 years Maximum age as prescribed by State Government for equivalent posts	(i) Diploma/ Certificate Course in I.T./Computer (ii) Preference will be given to "O" Level Certificate with with experience as per kalawadhi of the State Govt. in Data Entry Operator	I. Centralized Committee II. District Judge III. District Cadre IV. Direct Recruitment (Written Examination, other test as per Centralized committee & Interview)
23.	Data Entry Operator	C	By direct recruitment on the basis of Skill Test and other test as prescribed by Centralized Selection Committee	Minimum Age 21 years Maximum age as prescribed by State Government for equivalent posts	-do-	I. District Committee II. District Judge III. District Cadre IV. Direct Recruitment (Written examination, other test as per Centralized committee & interview)
24.	Court Assistant -cum - Clerk-II and Office Assistant cum Clerk-II	C	On promotion from Court Assistant/ Office Assistant or Clerk with experience as per kalawadhi of the State Govt.		Bachelor's degree in any discipline from a recognized University	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion
25.	Upper Divisional Clerk (Court Assistant and office Assistant or any other post of Clerk Grade-III)	C	(i) 75% direct recruitment (ii) 25% from Bailif, Process Server, Daftari, Driver, Attendant, Attendant (Special), Night Guard holding requisite qualification in 1:2 ratio i.e. for three vacancies in appointment on limited examination, one shall be filled up by Process Server, Daftari and Driver and two shall be filled up from Attendant, Attendant (Special) and Night guard posts having with experience as per kalawadhi of the State Govt.	For direct recruitment Minimum Age 21 years Maximum age as prescribed by State Government for equivalent posts	Bachelor's degree in any discipline from a recognized University Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre 75 % Direct recruitment- Written Examination & interview. 25 % through Limited Examination & interview.
26.	Other Clerks of Grade- I, II such as Miscellaneous Clerk, Statement Clerk and other Clerks Grade-II	C	As stated above for Grade II & III posts		Bachelor's degree in any discipline from a recognized University Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre IV. As provided for respective Grade post.
27.	Stenographer Grade-I and Personal Assistant	C	On selection on the basis of merit -cum -seniority based on skill test		(i) Bachelor's degree in any discipline from a recognized University (ii) Proficiency in computer typing (iii) A certificate of proficiency in Shorthand issued by Central / State Govt. Speed: (a) Shorthand- 80 wpm in English and 60 wpm in Hindi (only 5% mistake shall be admissible), and (b) Typing speed in English 40 wpm and 30 wpm in Hindi	I. Centralized Committee II. District Judge III. District Cadre IV. Selection (through interview)

28.	Stenographer Grade-II	C	-do-		-do-	-do-
29.	Stenographer Grade-III	C	Direct Recruitment	Age as prescribed by the State Govt. for equivalent posts	-do-	I. Centralized Committee II. District Judge III. District Cadre Written Examination, stenography test, typing test, computer proficiency test and interview.
30.	Court Reader-cum-Deposition Writer - cum- Typist	C	Direct Recruitment	Minimum age 21 years and maximum age as prescribed by each State government for their group 'C' posts.	Bachelor's Degree from recognized University with knowledge of computer Typing speed in English 40 wpm and 30 wpm in Hindi	I. Centralized Committee II. District Judge III. District Cadre Written Examination, computer proficiency test and typing test & interview.
31.	Upper Divisional Clerk (Other Clerks under Grade-III)	C	(i) 75% direct recruitment (ii) 25% from Ballif, Process Server, Daftari, Driver, Attendant, Attendant (Special), Night guard posts holding requisite qualification in 1:2 ratio i.e. for three vacancies in appointment on limited examination, one shall be filled up by Process Server, Daftari and Driver and two shall be filled up from Attendant, Attendant (Special) and Night Guard posts with experience as per kalawadhi of the State Govt.	Age as prescribed by the State Govt. for equivalent posts	Bachelor's Degree from recognized University. Knowledge of Computer is essential	I. Centralized Committee II. District Judge III. District Cadre
32.	Bailiff	C	On promotion from Process Server		Matric or its equivalent	I. Centralized Committee II. District Judge III. District Cadre IV. Promotion
33.	Process Server	C	i) 75% direct recruitment on the basis of Screening Test and interview (ii) 25% on promotion from Attendant [Peon (General+ Orderly),	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	-do-	I. Centralized Committee for direct recruitment & District Committee for promotion II. District Judge III. District Cadre IV. 10 % from promotion among Daftary, Driver, &Attendant, Attendant (Special), Night Guard and 90 % from direct recruitment. Direct recruitment (screening test and interview).

34.	Driver	C	Direct Recruitment on the basis of Screening Test and driving as prescribed in the Rules	Minimum Age 18 years for direct recruitment by screening/skill test. Maximum age as prescribed by State Government for equivalent posts	Matric or its equivalent qualification with valid driving license	I. Centralized Committee for screening test, Driving Test and interview II. District Judge III. District Cadre IV. Direct Recruitment (Screening Test, skill test & interview by District Committee)
35.	Attendant (Special) [Daftary]	C	Direct recruitment on the basis of skill test and interview	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	Matriculation/10 th Passed	I. Centralized Committee for skill test and interview II. District Judge III. District Cadre IV. Direct Recruitment
36.	Attendant [Peon (General+ Orderly)]	C	Direct recruitment on the basis of Screening Test and interview as prescribed in the Rules	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	Matriculation/10 th Passed	I. Centralized Committee for screening test and District Committee for interview II. District Judge III. District Cadre IV. Direct Recruitment
37.	Attendant (Special) Fax Operator, Generator Operator-cum-electrician, Photo Machine Operator and Treasury Messenger	C	Direct recruitment on the basis of Skill Test and interview as prescribed in the Rules	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	ITI in relevant field from recognized Institute	I. Centralized Committee for skill test and District Committee for interview II. District Judge III. District Cadre IV. Direct Recruitment

38.	Mali, Farash, Sweeper. Cook, Carpenter and Tailor	C		Direct recruitment on the basis of skill test/suitability/interview	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	Matriculation/10 th Passed	I. Centralized Committee for skill test and District Committee for interview II. District Judge III. District Cadre IV. Direct Recruitment/Outsourcing
39.	Night Guard	C		Direct recruitment on the basis of screening test for suitability and interview.	Minimum Age 18 years for direct recruitment Maximum age as prescribed by State Government for equivalent posts	Matriculation/10 th Passed	I. Centralized Committee for screening test and District Committee for interview II. District Judge III. District Cadre IV. Direct Recruitment/Outsourcing

STAFFING PATTERN OF CIVIL COURT AND SUB-DIVISIONAL COURT IN BIHAR

Appendix 'A'

DISTRICT AND SESSIONS COURT

Sl.N	Name Of Courts	Name of Posts	Group	Entitlement
1	2	3	4	5
1	District & Sessions Judge	Administrative Officer (Judl.)-cum-DJ Sheristadar	Group B	1
		Sr. Court Assistant-cum-Clerk (Grade - I)	Group C	1
		Sr. Office Assistant-cum-Clerk (Grade-I)	Group C	1
		Sessions Assistant (Grade - II)	Group C	1
		Suit Assistant (Grade - II)	Group C	1
		Misc. Assistant (Grade -II)	Group C	1
		Statement Assistant (Grade -II)	Group C	2
		Personal Assistant (Grade I)	Group C	1
		Sr. Stenographer (Grade I) & Stenographer (Grade - II)	Group C	(1+2) 3
		Court Reader -cum - Deposition Writer (Grade -III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Attendant, (Peon/Orderly)	Group C	5
2	Principal Judge (Family Court)	Assistant Administrative Officer (Judicial)- cum- Sheristadar (Grade-I) (Group-B)	Group B	1
		Sr. Court Assistant -cum- B. C. (Grade - I)	Group C	1
		Sr. Office Assistant-cum- O.C. (Grade-I)	Group C	1
		Misc. Assistant (Grade -II)	Group C	1
		Personal Assistant (Grade I) & Stenographer (Grade - II)	Group C	(1+1) 2
		Court Reader -cum- Deposition Writer (Grade -III)	Group C	1
		Asstt. Accountant (For Office purpose) (Grade II)	Group C	1
		Account Assistant-cum-Bill Clerk (For Office purpose) (Grade III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Attendant, (Peon/Orderly)	Group C	3

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
3	Additional District & Sessions Judge - I	Sr. Court Assistant-cum-B.C. (Grade - I)	Group C	1
		Sr. Office Assistant-cum-O.C. (Grade - I)	Group C	1
		Sr. Stenographer (Grade - I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Attendant, (Peon / Orderly)	Group C	2

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
4	Special Court (Each)	Sr. Court Assistant-cum-B.C. (Grade - I)	Group C	1
		Sr. Office Assisant-sum-O.C. (Grade - I)	Group C	1
		Sr. Stenographer (Grade - I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Attendant, (Peon / Orderly)	Group C	2
5	Additional District & Sessions Judge (Each Court) / Additional Principal Judge	Sr. Court Assistant -cum- B.C. (Grade - I)	Group C	1
		Sr. Office Assisant-sum-O.C. (Grade - I)	Group C	1
		Sr. Stenographer (Grade - I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon / Orderly)	Group C	2
6	Adhoc Additional District & Sessions Judge (Each Post)	Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Stenographer (Grade - II)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant (Peon/Orderly)	Group C	2
7	Chief Judicial Magistrate-cum-Sub Judge-II- cum- Assistant Sessions Judge-I	Assistant Administrative Officer (Judicial)-cum-Criminal Sheristadar (Group-B)	Group B	1
		Sr. Court Assistant (I/c G.R.) (Grade I)	Group C	1
		Sr. Judicial Assistant-cum-Complaint Clerk (Grade I)	Group C	1
		Court Assistant -cum- B.C. (Grade - II)	Group C	2
		Office Assistant -cum- O.C. (Grade - II)	Group C	2
		Sr. Stenographer (Grade-I)	Group C	1+1

Sl.N	Name Of Courts	Name of Posts	Group	Entitlement
1	2	3	4	5
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Attendant, (Peon/Orderly)	Group C	3
8	A.C.J.M. -cum-sub Judge-I- cum- Assistant Sessions Judge-II	Assistant Administrative Officer (Judl.)-cum- Sheristadar (Group-B)	Group B	1
		Court Assistant-cum-Suit Clerk (Grade-II)	Group C	1
		Court Assistant -cum- B.C. (Grade - II)	Group C	2
		Office Assistant -cum- O.C. (Grade - II)	Group C	2
		Stenographer (Grade - II)	Group C	1+1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2+1

Sl.N	Name Of Courts	Name of Posts [TAB]	Group	Entitlement
1	2	3	4	5
9	Sub Judge(Each Court)	Assistant Admn. Officer (Judl)-cum-Sheristadar (Group-B)	Group B	1 (for all Sub Judge Court)
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - II)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2
10	S.D.J.M/ Railway Magistrate	Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	2
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2
11	Munsif / Execution Munsif (Each)	Assistant Admn. Officer (Judl) -cum-Sheristadar (Group-B)	Group B	1(Only for Munsif)
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Upper Divisional Clerk, (Misc. Clerk (Grade III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - II)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2+1(Only for
12	Judge In-Charge-cum-Additional	Court Assistant -cum- B.C. (Grade - II)	Group C	1

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
	Munsif	Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2
13	J.M. First Class-cum-Additional Munsif(Each Court)	Jr. Court Assistant -cum- B.C. (Grade - III)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, (Peon/Orderly)	Group C	2

Sl.N 1	Name Of Courts 2	Name of Posts 3	Group 4	Entitlement 5
14	J.M. Second Class	Jr. Court Assistant -cum- B.C. (Grade - III)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Data Entry Operator	Group C	1
		Attendant, Peon/Orderly	Group C	2
15	Vacant Court (if vacant upto 3 years)	Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Attendant, (Peon/Orderly)	Group C	1

Sl.N n	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5

"APPENDIX 'B' "

ESTABLISHMENT

1	I/c Administration	Chief Administrative Officer cum <i>D.J Head Sheristadar</i>	Group B	1
2	English Office	Asst. Administrative Officer (Confidential)	Group B	1
		Assistant Administrative Officer (Establishment) (Group-B)	Group B	1
		Office Superintendent	Group B	1
		Office Assistant (Grade II)	Group C	1
		Clerk-cum-Typist Hindi (Grade-III)	Group C	1
		Clerk-cum-Typist English (Grade III)	Group C	1
		Attendant, (Peon/Orderly)	Group C	3(including Fax operator)
3	Nazarat	Assistant Administrative Officer (Nazarat) (Group-B)	Group B	1
		Protocol Officer (Grade I)	Group C	1
		Head Clerk, (Nayab Nazir (Grade II)	Group C	2
		Baliff (Grade III)	Group C	3
		Dispatcher (Grade III)	Group C	1
		Account Assistant-cum-Cashier (Grade III)	Group C	1
		Process Server	Group C	1(for each Court)
		Attendant (Special), (Daftary)	Group C	1
		Attendant, (Peon/Orderly)	Group C	3 (including 1 Generator)
		Peon (Night Guard)	Group C	2 **
4	Computer Cell	Programme Officer-cum Sr. Programmer (Group B)	Group B	1
		Programmer (Grade I)	Group C	1
		Assistant Programmer (Grade II)	Group C	3
		Computer Assistant-cum-System Officer (Grade III)	Group C	3
		Data Entry Operator-cum System Assistant	Group C	8 *
5	Accounts	Accounts Officer (Group B)	Group B	1 *

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
		Accountant (Grade I)	Group C	1 *
		Asst. Accountant (Grade II)	Group C	2 *
		Accounts Assistant-cum-Bill Clerk (Grade III)	Group C	3 *
		Cashier	Group C	1
		Attendant, (Peon/Orderly)	Group C	2(includin g Treasury messenger
6	Library	Public Relation Officer-cum-Information Officer	Group B	1
		Librarian (Grade II)	Group C	1
		Asstt. Librarian (Grade III)	Group C	2
		Library Assistant	Group C	4
		Attendant (Peon/Orderly)	Group C	2

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
7	Forms & Stationary	I/c Clerk (Grade II)	Group C	1
		Upper Divisional Clerk, (Clerk (Grade III)	Group C	1
		Attendant (Peon/Orderly)	Group C	2
8	Copying	Head Copying Clerk (Grade I)	Group B	1
		Head Clerk, (C.C + Copyist (Grade II & Grade III)	Group C	3
		Attendant Peon/Orderly	Group C	2
9	Record Room	Head Record Keeper (Grade I)	Group B	1
		U. D. C, (Asst. Record Keeper (Grade III)	Group C	2
		Attendant (Special), (Daftary)	Group C	2
		Attendant, (Peon/Orderly)	Group C	2

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5

"APPENDIX 'C' "

Requirement of Additional Group - B, Group - C & Group - D post for Sub-divisional

1	ADJ	Assistant Admn. Officer (Judl) cum Shriestedar (Group-B)	Group B	1 (for all the ADJs)
		Sr. Court Assistant -cum- B.C. (Grade - I)	Group C	1
		Sr. Office Assisant-sum-O.C. (Grade - I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade -I)	Group C	1
		Driver	Group C	1
		Attendant, (Peon/Orderly)	Group C	2
2	Sub Judge-I cum A.C.J.M.-cum-Asst. Sessions Judge	Assistant Admn. Officer (Judl) cum Sheristadar (Group-B)	Group B	1+1
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Misc. Clerk (Grade - II)	Group C	1
		Suit Clerk (Grade - II)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade -II)	Group C	1
		Driver	Group C	1
		Attendant, (Peon/Orderly)	Group C	3
3	Sub Judge (Each Court)	Assistant Admn. Officer (Judl)-cum-Sheristadar (Group-B)	Group B	for all Sub Judge Court
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - II)	Group C	1

Sl.N	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
		Attendant (Peon/Orderly)	Group C	2
4	S.D.J.M.	Assistant Admn. Officer (Judl)-cum-Sheristadar (Group-B)	Group B	1(When there is no ACJM)
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Attendant (Peon/Orderly)	Group C	2

Sl.N	Name Of Courts	Name of Posts [TAB]	Group	Entitlement
1	2	3	4	5
5	Munsif	Admn. Officer (Judl) -cum-Sheristadar	Group B	1
		Court Assistant -cum- B.C. (Grade - II)	Group C	1
		Office Assistant -cum- O.C. (Grade - II)	Group C	1
		Misc. Clerk (Grade III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - II)	Group C	1
		Attendant (Peon/Orderly)	Group C	2
6	J.M. First Class (Each Court) and Addl. Munisf.	Jr. Court Assistant -cum- B.C. (Grade - III)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Attendant (Peon/Orderly)	Group C	2
7	J.M. Second Class (Each Court)	Jr. Court Assistant -cum- B.C. (Grade - III)	Group C	1
		Jr. Office Assistant -cum- O.C. (Grade - III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade - III)	Group C	1
		Stenographer (Grade - III)	Group C	1
		Attendant (Peon/Orderly)	Group C	2

For Office

1	Nazarat	Head Clerk, (Nayab Nazir (Grade II)	Group C	1
		Ballif (Grade III)	Group C	1
		Upper Divisional Clerk, (Clerk (Grade III)	Group C	1
		Account Assistant cum Cashier (Grade III)	Group C	1
		Process Server	Group C	1 (for each Court)
		Attendant (Special), (Daftary)	Group C	1

Sl.N n	Name Of Courts	Name of Posts TAB]	Group	Entitlement
1	2	3	4	5
		Attendant (Special), (Peon/Orderly)	Group C	4 (including 1 Generator Operator & 1 Fax
2	Copying	Head Clerk, (Copying Clerk (Grade II)	Group C	2
		Attendant (Peon/Orderly)	Group C	1
3	Stationary	Upper Divisional Clerk, (Clerk (Grade III)	Group C	1
		Attendant (Peon/Orderly)	Group C	1
4	Accounts	Head Clerk, (Accountant (Grade I)	Group C	1
		Asstt. Accountant (Grade II)	Group C	2
		Attendant (Special), (Peon/Orderly)	Group C	2 (including 1 Treasury Messenge

Sl.N	Name Of Courts	Name of Posts	TAB]	Group	Entitlement
1	2	3		4	5
5	Record Room	Asstt. Record Keeper (Grade III)		Group C	1
		Upper Divisional Clerk, (Clerk (Grade III)		Group C	1
		Attendant (Special), (Daftary)		Group C	1
		Attendant (Peon/Orderly)		Group C	2
6	Computer Cell	Programmer (Grade I)		Group C	1
		Assistant Programmer (Grade II)		Group C	1
		Computer Assistant (Grade III)		Group C	2
		Data Entry Operator		Group C	4

Note: * In a district where the number of Courts and pendency of cases is less, the post of Chief Administrative Officer, Programme Officer, Public Information Officer & Accounts Officer may not be created.

~ Number of Copying Clerk / Copyist, Assistant Record Keeper, Assistant Accountant, Stationery Clerk Grade III, Account Assistant cum Bill Clerk may increase on the work load of the District concerned on the recommendation of the District Judge with the approval of the High Court.

** Posts of Night Guard may increase on the basis of number of building as well as size of the building, on the recommendation of the District Judge, with the approval of the High Court.

~ Posts of Assistant Programmer, Computer Assistant and Data Entry Operator may increase on the basis of number of files pending, filing and number of Courts, by the permission of the High Court.

~ In case of Court management for file, where number of files is more than 1000 in any court, post of one Jr. Office Assistant and one peon shall stand increased accordingly.

:- In a District Court or in a Sub-divisional Court, as the case may be, if the number of process, required to be served in a month, exceeds five hundred (500) processes to be served in a month, one additional Process Server for every additional five hundred (500) processes to be served would accordingly stand increased.

:- Post of Mali, Farash and Sweeper will be sanctioned as per Area, No. of Courts and Building in a particular Judgeship.

SCHEDULE - 'C'
HIERARCHY OF CIVIL COURT

CHIEF ADMINISTRATIVE OFFICER-cum-D.J-Head Sheristedar
Grade B

Selection on the basis of merit from amongst Administrative Officer with with experience as per kalawadhi of the State Govt. or from Asstt. Administrative Officer (Judicial or Establishment) or from Accounts Officer or Programme Officer with experience as per kalawadhi of the State Govt. & on the basis of interview.

PART - I

JUDICIAL SIDE ADMINISTRATION

ADMINISTRATIVE OFFICER (JUDL.)-cum D.J. SHERISTADAR (GROUP B)
On selection from amongst Office A.A.O (Judl) , A.A.O.(Conf), with experience as per kalawadhi of the State Govt. on the basis of interview to be conducted by Centralized Committee,

Assistant Administrative Officer (Judicial) -cum - SHERISTADAR
Selection from amongst Sr. Court Assistant/Sr. office Asstt. Gr-I

Sr. Court Assistant / Sr. Office Assistant GR-I
Promotion from amongst Court Assistant / Office Asstt. GR-II

Jr. Court Assistant / Jr. Office Assistant
Promotion from amongst Court Assistant/ Office Assistant /Clerk/Typist/Reader-cum-Deposition Writer and other Assistants called by different names of Grade III

Assistant Administrative Officer (Confidential)
Selection from Stenographer Grade I & P.A.

Stenographer Grade-I & Personal Assistant
Selection from Stenographer Grade II

Stenographer Grade II
Selection from amongst Stenographer Grade III

Other Court Assistant/ Office Assistant /Clerk/Typist/Reader-cum-Deposition Writer and other Assistants called by different names of Grade III

PART - II

Establishment and Nazarat Side Administration

Assistant Administrative Officer (Establishment)
On selection from amongst office Superintendent, Sr. Office Asstt., with experience as per kalawadhi of the State Govt. on the basis of interview to be conducted by Centralized Committee,

Office Superintendent /Head Record Keeper/Head Copying Clerk
Promotion by way of Selection from amongst Assistant Clerk

Office Assistant / Asstt. Record Keeper/Copyist
Promotion from Grade II Asstt / Clerk

Upper Divisional Clerk (Clerk-cum-Typist and Other Clerk of Grade III)
(75% from Direct Recruitment and 25% from Process Server, Daftary, Driver & Other Staff

Cashier/Bailiff
on promotion from Process Server

ASSISTANT ADMINISTRATIVE OFFICER (Nazarat)
Selection from the Protocol Officer, Office Superintendent, Sr. Office Assistant and Sr. Court Assistant hwith experience as per kalawadhi of the State Govt. on the basis of interview.

Protocol Officer
On selection from Bailiff, Nayab Nazir and Assistant with experience as per kalawadhi of the State Govt.

Head Clerk (Naib Nazir)
Promotion from Cashier / Bailiff and from **Other Staff**

Stenographer Grade III
Direct Recruitment

PART - III

ICT Administration

Programme Officer-cum-Sr. Programmer
Selection from the post of Programmer with experience as per kalawadhi of the State Govt. on the basis of merit-cum-seniority, by Centralized Committee. In case no suitable persons are found, Centralized Committee may hold examination for direct recruitment on this post

Programmer
On promotion from the post of Asstt. Programmer with experience as per kalawadhi of the State Govt.

Assistant Programmer
25% on promotion from Computer Assistant with experience as per kalawadhi of the State Govt. 75% direct recruitment.

PART - IV

Library and Information Administration

Public Relation Officer-cum-Information Officer
On selection from Librarian or Programmer or Protocol Officer with experience as per kalawadhi of the State Govt.

Librarian
On promotion from the post of Asstt Librarian with experience as per kalawadhi of the State Govt.

Assistant Librarian
Promotion from Library Assistant with experience as per kalawadhi of the State Govt.

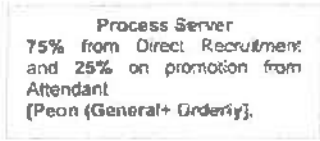
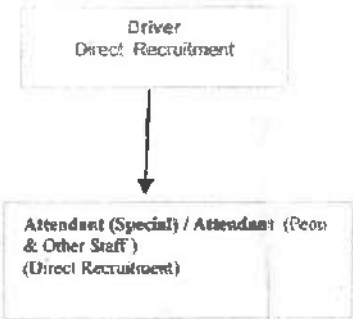
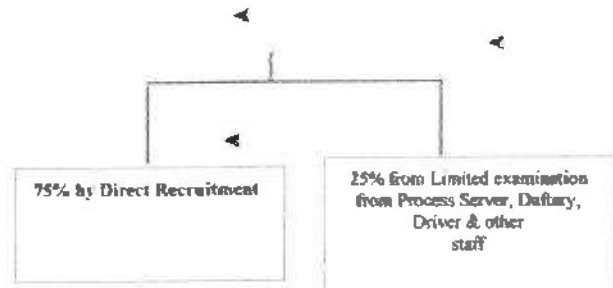
PART - V

Accounts Administration

Accounts Officer
Selection from Accountant having with experience as per kalawadhi of the State Govt. on the basis of merit cum seniority,

Accountant
from promotion on the basis of merit cum seniority from the Assistant Accountant with experience as per kalawadhi of the State Govt.

Assistant Accountant
(i) 50 % direct recruitment
(ii) 50 % on promotion from Accounts Assistant



Schedule - D

For Process Server (Group 'C')

I. Written Test: - Total -85 marks Minimum qualifying marks – 34 marks

1. Hindi - 30 marks
2. English- 30 marks
3. Mathematics- 25 marks

Note: - All the questions shall be of 10th Standard Level.

II. Interview- 15 marks Minimum qualifying marks – 5 marks

- (i) General appearance - 2.5 marks (ii) Qualification – 2.5 marks
(iii) Experience – 5 marks (iv) Knowledge of job – 5 marks

For Driver (Group C)

I. Written Test: - Total -40 marks Minimum qualifying marks – 16 marks

1. Hindi, English and Mathematics - 20 marks
2. Knowledge of Traffic signs- 10 marks
3. Knowledge of Traffic rules - 10 marks

Note:- All the questions shall be of 10th Standard Level.

II. Driving - 50 marks Minimum qualifying marks –20 marks

- (i) Skill- 30 marks (ii) Identification of Motor parts – 10 marks
(iii) Technical knowledge – 10 marks.

III. Interview- 10 marks Minimum qualifying marks – 4 marks

- (i) General appearance - 2.5 marks (ii) Qualification – 2.5 marks
(iii) Experience – 2.5 marks (iv) Knowledge of job – 2.5 marks

For Daftary (Group C)

I. Written Test: - Total - 45 marks Minimum qualifying marks – 18 marks

1. Hindi - 15 marks
2. English- 15 marks
3. Mathematics- 15 marks

II. Skill Test- 45 marks Minimum qualifying marks – 18 marks

- (i) Binding - 15 marks (ii) Pasting - 15 marks (iii) Sealing - 15 marks.

III. Interview- 10 marks Minimum qualifying marks – 4 marks

- (i) General appearance - 2.5 marks (ii) Qualification – 2.5 marks
(iii) Experience – 2.5 marks (iv) Knowledge of job – 2.5 marks

For Attendant (Peon / Orderly Peon)**I. Written Test: - Total – 85 marks****Minimum qualifying marks – 30 marks**

- 1. Hindi - 35 marks
- 2. English- 15 marks
- 3. Mathematics- 35 marks

Note: - All the questions shall be of 10th Standard Level.**II. Interview- 15 marks****Minimum qualifying marks – 6 marks**

- (i) General appearance - 2.5 marks
- (ii) Qualification – 2.5 marks
- (iii) Experience – 5 marks
- (iv) Knowledge of job – 5 marks

Note:- Additional weightage up to ten (10) marks would be given to persons, who possess *Special skill* in cooking or as an electrician, carpenter, barber, plumber and gardener and have not obtained qualifying marks.

For Night Guard / Security Guard**I. Written Test: - Total -85 marks****Minimum qualifying marks – 34 marks**

- 1. Hindi - 35 marks
- 2. English- 15 marks
- 3. Mathematics- 35 marks

Note:- All the questions shall be of 10th Standard Level.**II. Interview- 15 marks****Minimum qualifying marks – 6 marks**

- (i) General appearance - 2.5 marks
- (ii) Qualification – 2.5 marks
- (iii) Experience – 5 marks
- (iv) Knowledge of job – 5 marks

Note:- Additional weightage up to ten (10) marks would be given to persons, who have experience of security service and have not obtained qualifying marks.

Schedule - E**Tentative Time Schedule for recruitment**

Date of vacancy as on 31st December of the year

Date of sending vacancies - 7th of January of the year.

Processing of vacancies - 22nd of January of the year.

Advertisement – 1st of March each year.

Date of receipt of applications – By 1st of April of the year.

**Date of scrutiny of applications
and issuance of Admit Card - By 1st of May of the year.**

Date of Examination – 1st of June of the year.

Date of publication of result – 1st of the July of the year.

Date of driving test/skill test/interview – 7th of July of the year.

Date of publication of final result- 22nd July of the year.