

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

No.HHC/Rules/Distt.Judiciary/2022-

Dated: 8.8.2022

NOTIFICATION

In exercise of the powers conferred under Article 227 of Constitution of India read with Section 4 of the Himachal Pradesh Subordinate Court's Employees (Pay, Allowances and other condition of Service) Act, 2005 and Section 18 of the Himachal Pradesh Courts Act, 1976 and all other powers enabling thereto, the High Court of Himachal Pradesh with prior approval of the State Government, is pleased to make the following rules namely:-

Part-I**(General)**

Short title and Commencement.	1.	<p>(a) These Rules shall be called "The Himachal Pradesh District Judiciary Staff (Recruitment, Promotion, Control, Conduct, Discipline and Other Conditions of Service) Rules, 2022".</p> <p>(b) These Rules shall come into force from the date of publication in the official Gazette (e-Gazette) of Himachal Pradesh.</p>
Definitions.	2. (A)	In these Rules, unless there is anything repugnant in the subject or context or otherwise:-
	(1)	<p>"Appellate Authority" with respect to staff of District Judiciary except Chief Administrative Officer, Private Secretary and Court Manager, means the Chief Justice or such other Judge(s) of the High Court as may be nominated by the Chief Justice; And</p> <p>With respect to Chief Administrative Officer, Private Secretary and Court Manager for punishment imposed under Rule 22(d) of these Rules, means the Chief Justice or such other Judge(s) of the High Court as may be nominated by the Chief Justice.</p>
	(2)	<p>"Appointing Authority" with respect to the staff of District Judiciary except Chief Administrative Officer, Private Secretary and Court Manager means the District Judge, and with respect to Chief Administrative Officer, Private Secretary and Court Manager means the High Court.</p>
(3)	<p>"Appointment" means appointment to a post.</p> <p>a. By direct recruitment. b. By promotion. c. By placement in the same pay</p>	

	band and grade pay. d. On contract basis. e. On daily wages basis. f. On part time basis.
(4)	"Chief Justice" means the Chief Justice of the High Court of Himachal Pradesh.
(5)	"Cadre" means the total strength of posts sanctioned as a separate unit as shown in Schedule-I attached to these Rules and as may be notified time to time.
(6)	"Competent Authority" means the authority as may be prescribed under these Rules or under the applicable Act/Rules enacted/framed by State/Central Government/ High Court, as the case may be.
(7)	"Disciplinary Authority" means the District Judge for entire staff of District Judiciary in his respective Division.
(8)	"District Judge" means the District Judge of a District as defined in Section 2(b) read with Section 5 of the Himachal Pradesh Courts Act, 1976.
(9)	"District Judiciary" means and includes District Judge and Judicial Service, under the control and supervision of the High Court, as expressed in Article 236 of Constitution of India.
(10)	"Direct Recruitment" means the recruitment on regular or contract or daily wages or part time basis through open competitive examination/test.

(11)	<p>"Division" means the District or Civil District as defined in Section 2(a) of the Himachal Pradesh Courts Act, 1976 and known, in common parlance, as Civil and Sessions Division.</p>
(12)	<p>"Economically Weaker Section" (EWS) shall be such as specified in Article 15(6) of Constitution of India.</p>
(13)	<p>"Examination Committee" means a committee constituted by the High Court for conducting competitive/qualifying examination/test for recruitment.</p>
(14)	<p>"Examination Fee" means the fee as prescribed by the High Court by a general or special order and as notified in the advertisement inviting applications, to be paid by the applicants in the shape of crossed Indian Postal Order/Demand Draft in favour of Registrar General or through any electronic mode of transfer of money as mentioned in the advertisement notice and requisition sent to Employment/sub-Employment Exchange(s).</p> <p>Note:-The High Court may grant exemption, in general or in a particular case from payment of examination/ test fee and also fix different amounts of fee for different posts and different categories.</p>
(15)	<p>"Government" means the Government of Himachal Pradesh.</p>
(16)	<p>"High Court" for the purpose of these Rules means Full Court of the High Court of Himachal Pradesh.</p>

(17)	"Member Secretary" means Member Secretary of the Recruitment Cell to be nominated by the High Court.
(18)	"Official Gazette" means Rajpatra of Himachal Pradesh and includes e-gazette of Himachal Pradesh.
(19)	"Other Backward Classes" means castes/ communities declared as such by the Government from time to time.
(20)	"Post" means any post described in Schedule-I and shall also include any additional post(s) created by the State Government from time to time.
(21)	"Promotion" means promotion to a post or class of posts based on seniority subject to rejection of unfit unless specifically prescribed otherwise.
(22)	"Recognized University/Board" means any University/Board which is recognized by the government.
(23)	"Recruitment Cell" means the Recruitment Cell constituted by the High Court .
(24)	"Registrar General" means the Registrar General of High Court of Himachal Pradesh.
(25)	<p>"Rota Quota"</p> <p>Quota means percentage of total posts reserved for particular category in the cadre.</p> <p>Rota means roster maintained by Appointing Authority for identifying the points against which the quota will be available to different categories.</p>

	(26)	"Schedule" means any of the Schedules attached to these rules.
	(27)	"Scheduled Castes" means the castes, races or tribes or part(s) of or groups within castes, races or tribes specified in the Constitution (Scheduled Castes) Order, 1950, as amended by Section 19 (1) read with the First Schedule of the State of Himachal Pradesh Act, 1970 (Act 53 of 1970) and as it may further be amended from time to time.
	(28)	"Scheduled Tribes" means the tribes or tribal communities or part(s) of or groups within tribes or tribal communities specified in the Constitution (Scheduled Tribes) Order, 1950, as amended by Section 20(1) read with the third Schedule of the State of Himachal Pradesh Act, 1970 (Act 53 of 1970) and as it may further be amended from time to time.
	(29)	<p>'Selection' means promotion to 'Selection Post' on the basis of selectivity determined with reference to relevant bench mark prescribed for promotion.</p> <p>Provided that the suitability of the employees for promotion to the 'Selection Post', shall be assessed on the basis of their service record with particular reference to available ACRs for the preceding five years, and beyond it in case the ACR(s) of any such year(s) is not available.</p>

	(30)	"Service" means service in Class-I, Class-II, Class-III and Class IV posts of the District Judiciary.
	B.(1)	"He" wherever used in these Rules shall also include "She".
	(2)	"His" wherever used in these Rules shall also include "Her".
Application.	3.	These Rules shall apply to all employees of the District Judiciary in Himachal Pradesh.

Part-II

Establishment, Recruitment, Promotion, Eligibility and other Conditions of Service etc:-

Establishment.	<p>4. (1) The Establishment of the District Judiciary shall consist of the posts specified in Schedule-I of these Rules carrying such pay scales as mentioned in Schedule-I against the post(s) or such pay scales as may be notified from time to time.</p> <p>(2) In case any post, to be filled on permanent, temporary, contractual, daily wage or part time basis, is sanctioned by State Government on the establishment of District Judiciary carrying duties and responsibilities of like nature to the cadre post or otherwise, the Schedule-I to these Rules shall stand automatically modified accordingly. The High Court may also direct the amendment of such Schedule by general or special administrative order or instruction(s), if so required.</p> <p>Explanation 1:- Post of Superintendent Gr. II existing in District Judiciary i.e. the courts of Additional District Judge, Senior Civil Judge and Civil Judge under the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012, bifurcated into Superintendent Gr. II, Senior Shrestidar and Shrestidar for enforcing draft Rules i.e. the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules 2016, have, for withdrawal of these draft Rules and also for carrying equal pay scales and grade pay with identical nature of duties, been again designated as Superintendent Gr. II and have been shown in Schedule(s) as such.</p> <p>Explanation 2:- Post of Reader existing in District Judiciary i.e. the courts of</p>
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	<p>Additional District Judge and Senior Civil Judge under the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012, bifurcated into Reader Grade I and Reader Grade II for enforcing draft Rules i.e. the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules 2016 have, for withdrawal of these draft Rules and also carrying equal pay scales and grade pay with identical nature of duties, been designated as Reader Gr. I and consequently Reader Grade III has been re-designated as Reader Grade II and have been shown in Schedule(s) as such.</p> <p>Explanation No.3:- For channelizing the entry level in the stream of employees in the category reflected in the Part B of Schedule 1, Stenographer Grade III, Stenotypist-cum-Judgment Writer and Judgment Writer have been re-designated as Stenographer Grade III.</p> <p>Explanation No. 4:- Persons serving as Steno-Typist-cum Judgment Writer and also Judgment Writers who are regularized as Steno-Typist-cum- Judgment Writer shall be placed at the bottom of the existing seniority list of Stenographer Grade III and the posts of all these categories shall stand designated as Stenographer Grade III and resultant vacancies of these posts shall be filled as such, on regular or contract basis, as the case may be.</p>
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<p>Eligibility.</p>	<p>5. A Candidate for appointment to any post must be a citizen of India and he must also possess requisite educational and other qualifications as prescribed under these Rules.</p> <p>A candidate must have Knowledge of custom and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State of H.P. and for this purpose a candidate to Class-III posts must have passed matriculation or 10+2 or Graduation and a candidate to Class-IV post must have passed middle or matriculation or 10+2 from any school/institution situated within Himachal Pradesh. However, this condition shall not apply to Bonafide Himachalis.</p>
<p>Disqualification.</p>	<p>6. No person shall be eligible for appointment to a post in the establishment of District Judiciary:-</p> <p>(a) who is of unsound mind and stands so declared by a competent court.</p> <p>(b) Who is or has been convicted of an offence involving moral turpitude.</p> <p>(c) who has previously been dismissed from the service of central/State Government or from any other Government institution.</p> <p>(d) who is or has been debarred or disqualified by the Union or by the State Public Service Commission or any other organization from appearing for any examination or selection conducted by it.</p> <p>(e) who is an undischarged insolvent</p> <p>(f) who has entered into or contracted a marriage with a person having a spouse living;</p>

		<p>(g) who, having a spouse living, has entered into or contracted a marriage with any person.</p> <p>Provided that the Appointing Authority may, if satisfied that such marriage is permissible under personal laws applicable to such person and such marriage has been solemnized in consonance with personal laws applicable, exempt any person from the operation of this condition.</p>
Promotion and Direct Recruitment	7.	<p>All appointments to the posts shall be made by the Appointing Authority mentioned in schedule-II.</p> <p>The process of posts to be filled by way of direct recruitment shall be conducted and completed by the High Court, thereafter appointment shall be made by the concerned Appointing Authority and the process for appointment by way of promotion to all post(s) shall be made and completed by concerned Appointing Authority.</p>
Method of Direct Recruitment.	8.	<p>Direct recruitment to a post or class of posts shall be made as per following procedure:-</p>

	<p>(a) With respect to the posts for which District Judge is Appointing Authority, District Judge shall in the month of December of every year, calculate all vacancies, which are likely to occur during next calendar year i.e. from 1st January to 31st December of succeeding year and forward the same to the Registrar General so as to reach him on or before 31st December of that year. The same exercise shall be undertaken by the Registrar General for the posts to which the High Court is the Appointing Authority. Thereafter, Registrar General shall cause initiation of recruitment process by taking necessary steps on his part to complete recruitment process as scheduled hereinafter.</p> <p>(b) The "Member Secretary" thereafter by adding 10% vacancies which may occur due to unforeseen circumstances during the same calendar year, shall notify such vacancies with Division wise break up as referred to in Clause (a) above to all District/Sub-Employment Exchanges in the respective Divisions and also issue an advertisement notice for its publication in two Daily Newspapers, one in Hindi, and one in English, having wide circulation in the State of H.P. and also on the Websites/Notice Boards of the High Court as well as District Judiciary in H.P. on or before 31st January.</p>
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(c) The Employment Exchanges/Sub Employment Exchanges shall sponsor the names of eligible candidates to the Member Secretary on or before 28th February.

The Employment Exchanges/Sub Employment Exchanges shall also inform the sponsored candidates to submit their applications in the prescribed form and mode along with examination fees mentioned in the advertisement to the Member Secretary on or before 28th February.

The candidate(s) who fail to apply in the prescribed form and mode along with examination fees to the Member Secretary shall not be eligible to appear in any examination or test notwithstanding the fact that his or their name(s) has/have been sponsored by the Employment Exchanges/Sub Employment Exchanges.

(d) The candidates desirous to apply directly for such post(s) pursuant to the advertisement notice shall submit their applications along with requisite fees in the prescribed form and mode mentioned in the advertisement on or before 28th February.

(e) The last date for receipt of nominations from the Employment Exchange(s) situated and applications from candidates so sponsored and/or applying directly residing in tribal areas of Himachal Pradesh shall be 15th March.

(f) The application form shall be in the format as given in Schedule-IV. However, the High Court, in its discretion, may also prescribe different format for submission of applications in off-line mode, for different posts, other than the on-line format given in Schedule-IV.

(g) Candidature of any candidate, who has failed to pay the examination fee and furnish the application in the format/mode within time as prescribed in the advertisement, shall be liable to be rejected.

(h) A candidate, who is already in the service of any government/semi government concern, shall submit advance copy of his application on the prescribed format and mode with requisite fee as mentioned in the advertisement, before last date fixed for receipt of application. His candidature shall be considered only on receipt of his application along with "No Objection Certificate" issued by his employer/competent authority, alongwith application submitted by him through proper channel, within 15 days of last date for receipt of application as applicable. The application(s) of such candidate(s), if not received through proper channel, shall be summarily rejected.

(i) The list of the eligible candidates shall be published or uploaded on the website of the High Court latest by 20th May. Fee paid by the candidates whose candidature has been rejected for any reason whatsoever shall not be refunded in any case.

(j) Screening test wherever prescribed shall be conducted on or before 15th July every year and written examination/test shall be conducted by the Recruitment Cell on or before 30th August every year at the place(s) selected by the Recruitment Cell.

(k) The Recruitment Cell shall cause to conduct the written examination/test as per procedure prescribed in Schedules-II and III attached to these Rules, as applicable, and shall take all necessary steps for conducting the screening test/written examination/test including setting the question papers etc., printing the question papers and answer sheets and evaluation thereof with the approval of the Chief Justice from time to time.

(l) The qualifying marks in a written examination (other than the screening test), wherever prescribed, shall be 45 percent. However, keeping in view the nature of the written examination, the High Court may, in the advertisement, prescribe the higher or lower percentage for qualifying the written examination.

(m) The Member Secretary shall issue proper written instructions for conducting the screening/written test, sealing and handling the question papers, answer sheets as well as the unused question papers, answer/OMR sheets and their safe custody etc.

(n) The Member Secretary shall ensure that the entire process of examination and evaluation of the answer sheets etc. is completed on or before 30th September, every year.

(o) The Chief Justice, by general or special order, may direct for payment of honorarium for setting the question papers for screening test/written examination and evaluation of the answer sheets.

(p) The Chief Justice, may, in his discretion, also order printing of the question papers and O.M.R. sheets from any printing press secretly, and in order to maintain secrecy so far as printing of question papers is concerned, it would not be necessary to follow the procedure prescribed in the H.P.F.R., 2009 for inviting tenders etc.

(q) Candidates equivalent to five times of the total advertised vacancies to any particular post who have qualified the screening test, wherever prescribed, shall be called for the written examination and the typing test, wherever prescribed under the Rules. The typing test except for the post of Stenographer Gr. III (Steno-typist, Steno-Typist-cum-Judgment Writer and Judgment Writer) shall merely be qualifying test on the basis of speed as mentioned in the Schedule-III against the relevant post.

(r) The candidates equivalent to three times of the total advertised vacancies to any particular post, who have qualified the written examination and the typing test, wherever prescribed, shall be called for interview/evaluation, wherever required. Interview/evaluation shall be held on or before 31st October, every year by a Committee to be constituted by the Chief Justice. The marks for the interview/evaluation and criteria for awarding such marks shall be as given in Schedule-III.

(s) Wherever it is provided and any candidate is having an experience of working on any particular post, his experience shall be taken into consideration, only if, the original experience certificate is shown at the time of interview/evaluation and such experience is mentioned in the application form submitted by him.

(t) Wherever the typing test is prescribed, it shall be taken on computers and no candidate shall be allowed to take the test on the typewriter unless specifically directed to do so by the Chief Justice.

(u) The final result shall be declared on or before 30th November, of the same year and the select list and waiting list shall be drawn accordingly. The Chief Justice, in his discretion, may direct to complete the entire process of making appointments under these Rules prior to the aforesaid date.

(v) The select/waiting list shall be valid till 31st December of the same year or up to filling up all notified vacancies, whichever is later.

(w) (i) With prior approval of the Chief Justice, the Member Secretary shall allocate the selected candidates to different Divisions keeping in view the preference given by candidate in the application form, by considering the availability of posts in order of merit.

(ii) On the basis of this allocation, the Appointing Authority shall issue offer of appointment to the candidate and he shall be deemed to be borne on the cadre strength of that very Division.

(iii) The appointment shall be made against the vacancies as per the merit mentioned in the select list.

(iv) If two or more candidates have scored equal marks, the candidate elder in age shall be given preference in the appointment.

(x) Where the direct recruitment is to be made or completed by the District Judge, he shall complete the process before the 31st October and send the select list along with record to the High Court through Registrar General for approval of the Chief Justice so as to complete the process on or before 30th November.

		<p>(y) Whenever any application is submitted, through online mode or otherwise, the applicant shall have to give an undertaking in the form of declaration in the application that the particulars furnished by him in the application are correct and he shall produce proof thereof at the time of his final selection and if any of the particulars furnished by him in the application form are found to be false, then his candidature and appointment, if made, shall be liable to be cancelled forthwith or at any time and he shall also be liable for criminal prosecution.</p>
<p>Process for filling up Promotional Post(s)</p>	<p>9.</p>	<p>(z) The Chief Justice, in his discretion, may permit deviation in the Time Schedule in case of any difficulty having regard to the peculiar geographical and climatic conditions or other relevant considerations. Permission to additional drive for recruitment may also be permitted by the Chief Justice if circumstances warrant so. In the event of administrative exigency, for filling post(s), becoming available after date scheduled for initiating process and not taken into consideration therein, Member Secretary, with prior approval of the Chief Justice shall initiate process in addition to scheduled routine process hereinabove.</p> <p>A (a) The Registrar General shall, by 31st December of every year, identify the vacancies in the cadre of Chief Administrative Officer and Private Secretary which are likely to occur during next calendar year i.e. 1st January to 31st December of the succeeding year and schedule the calendar for initiating process for filling these vacancies keeping in view the time schedule provided herein under.</p> <p>(b) The Member Secretary shall initiate the process and notify the names of the employees falling in the zone of consideration on or before last date of initiation of process. The calendar for initiating process for filling post(s)</p>

shall be as under:-

Sr. No.	Date of accrual of vacancy between	Last date of initiation of process	Date of eligibility
1.	1 st January to 31 st March	21 st November of preceding year	21 st November of preceding year
2.	1 st April to 30 th June	21 st February	21 st February
3.	1 st July to 30 th September	21 st May	21 st May
4.	1 st October to 31 st December	21 st August	21 st August

(c) Departmental Promotion Committee (DPC) shall forward its recommendations to the Appointing Authority at least 10 days before the date of accrual of vacancy (ies) under consideration.

(d) In the event of accrual of vacancy(ies) for unforeseen circumstances during the quarter referred in Rule 9 A (b), the said vacancy(ies) shall be filled from the panel prepared for the said quarter and in case no such panel is there, the said vacancy shall be considered to be available in subsequent quarter and shall be included in the process to be undertaken for subsequent quarter. In case no such process has been scheduled to be initiated for subsequent quarter for non availability of vacancy(ies) in that quarter then process for the said vacancy(ies) shall be initiated within 15 days of accrual of vacancy(ies) and shall be completed within 45 days.

(e) Eligibility for consideration for promotion shall be determined on the last date of initiating of process as referred in Rule 9A(b). In case of vacancy(ies) arising for unforeseen circumstances also, eligibility shall be determined as on the date of initiation of the process wherein such vacancy is considered for filling.

B (a) The District Judge shall identify the vacancies in the cadre, other than Chief

Administrative Officer and Private Secretary, which are likely to occur during next calendar year ie. 1st January to 31st December of the succeeding year and schedule the calendar for initiating process for filling these vacancies keeping in view the time schedule provided herein under.

(b) The District Judge shall initiate the process and shall notify the names of employees falling in zone of consideration on or before last date of initiation of process. The calendar for initiating process for filling post(s) shall be as under:-

Sr. No.	Date of accrual of vacancy between	Last date of initiation of process	Date of eligibility
1.	1 st January to 31 st March	21 st November of preceding year	21 st November of preceding year
2.	1 st April to 30 th June	21 st February	21 st February
3.	1 st July to 30 th September	21 st May	21 st May
4.	1 st October to 31 st December	21 st August	21 st August

(c) Departmental Promotion Committee (DPC) shall forward its recommendations to Appointing Authority at least 10 days before the date of accrual of 1st vacancy under consideration. The Chief Administrative officer shall be the ex-officio Secretary of the Committee who shall facilitate the process in all manner including ensuring production of entire relevant record before DPC. In absence of Chief Administrative Officer for any reason including vacancy, senior most Superintendent Gr.II in the Division shall act as such.

(d) In the event of accrual of vacancy(ies) for unforeseen circumstances during the quarter referred in Rule 9 B(b), the said vacancy(ies) shall be filled from the panel prepared for the said quarter and in case no such panel is there,

the said vacancy shall be considered to be available in subsequent quarter and shall be included in the process to be undertaken for subsequent quarter. In case no such process has been scheduled to be initiated for subsequent quarter for non availability of vacancy(ies) in that quarter then process for the said vacancy(ies) shall be initiated within 15 days of accrual of vacancy(ies) and shall be completed within 45 days.

(e) Eligibility for consideration for promotion shall be determined on the last date of initiating of process as referred in Rule 9B(b). In case of vacancy(ies) arising for unforeseen circumstances also, eligibility shall be determined as on the date of initiation of the process wherein such vacancy is considered for filling.

C(a) The Chief Justice, in his discretion, may permit deviation in the Time Schedule provided in 9A(b) and 9B(b) in case of any difficulty having regard to the peculiar geographical and climatic conditions or other relevant considerations. Permission to additional drive for recruitment/promotion may also be permitted by the Chief Justice if circumstances warrant so. In the event of administrative exigency, for filling post(s), becoming available after date scheduled for initiating process and not taken into consideration therein, Member Secretary/District Judge, as the case may be, with prior approval of the Chief Justice, shall initiate process in addition to scheduled routine process hereinabove.

(b) For promotion to the selection post(s):-
 i) The Departmental Promotion Committee (DPC) shall determine the merit of those employees falling in zone of consideration for promotion with reference to the prescribed bench mark and accordingly grade the employees as 'fit' or 'unfit' only. The employees who are graded 'fit' by the DPC shall be included and arranged in select panel in order of their inter-se seniority in the feeder grade. The employees who are graded 'unfit' by the

DPC shall not be included in the select panel. There shall be no supersession among those who are graded 'fit' by the DPC.

(2) The Departmental Promotion Committee (DPC) shall for the purpose of determining the number of employees who should be eligible in the feeder grade(s) restrict the field of choice i.e. twice the number of vacancies plus four, which shall have general application with reference to the number of clear regular vacancies proposed to be filled.

(3) Where, the number of eligible employees in the feeder grade(s) is less than the required number of employees, all eligible employees shall be considered.

(4) The DPC may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to number of employees to be included in the panel, the DPC may prepare extended panel(s) for promotion. In respect of remaining employees, the DPC may put a note in the minutes that the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available.

(5) Where assessment of ACRs is required for appointment to any post, the procedure laid down in Handbook on Personnel Matters, Vol. 1 as amended from time to time by the State Government and adopted by the High Court shall be followed. DPC may evolve criteria for uniform assessment of ACRs to evaluate average of 5 years like an example explained hereinafter. Maximum marks for ACRs of each year may be fixed 5 and the total marks for ACRs of 5 years would be 25. Five marks for each year may be awarded by giving 2,3,4 and 5 marks respectively for "average", "good", "very good" and "outstanding" remarks. Say an employee has been assessed average, Good, very good, outstanding and good for respective year during past 5 years then

		<p>his total marks would be $2+3+4+5+3=17$. On dividing with 5, average assessment for 5 years would be 3.4 which is below 'very good' but higher than 'good'. Thus his overall assessment would be good. The criteria must be in consonance with instructions issued by the Govt. of HP in this regard from time to time.</p> <p>(c) For promotion to the post, other than selection post, eligibility for considering for promotion shall be based on seniority subject to rejection of unfit.</p>
<p>Reservation.</p>	<p>10.</p>	<p>The reservation shall be provided at the entry level only against the posts required to be filled by way of direct recruitment as per instructions issued by the State Government vide letters dated 11.6.2019 and 22.06.2020 Annexed as Schedule-V to these Rules and further instructions issued in this behalf from time to time by the State Government.</p> <p>Further provided that 4% reservation to the specially abled persons shall be provided to the following categories of posts at the entry level.</p> <p>A. <u>STENOGRAPHER AND CLERK</u></p> <p>Reservation shall be provided to the candidate:</p> <p>(a) Suffering from hearing impairment, provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction;</p> <p>(b) Suffering from locomotor disability; (Note: Person with normal upper limb can also be considered;</p> <p><u>Provided further that the candidate;</u></p> <p>(i) Should not have any mental retardation of any degree and major</p>

		<p>mental illness like (Schizophrenia or affective disorder and chronic psychosis).</p> <p>(ii) Should not have any Neurological disorder having impaired higher mental function, cognition and significant speech defect.</p> <p>(iii) Should have normal vision.</p> <p>B. Peon/orderly/ Chowkidar/ Peon-cum-Chowkidar/Safaikaramchari/Chowkidar-cum-Safaikaramchari and Mali</p> <p>(a) Suffering from blindness or low vision, provided that the disability is not more than 40%.</p> <p>(b) Suffering from hearing impairment provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction;</p> <p>(c) Suffering from mild mental retardation; Provided further that the candidate suffering from Orthopedic disability shall not be considered for these posts.</p> <p>C. Posts suitable for appointment of specially abled persons shall be identified by a Committee to be constituted by the Chief Justice.</p>
Qualifications.	11.	The qualifications for appointment to any post or class of posts shall be such as are specified in the Schedule-II.
Appointments.	12.	All appointments shall be made by the Appointing Authority in accordance with these Rules.

<p>Probation.</p>	<p>13. (a) Every person appointed directly or promoted to a post shall be on probation for a period of two years subject to such further extension for a period not exceeding one year as may be ordered by competent authority in special circumstances and reasons to be recorded in writing.</p> <p>Provided that the aforesaid provision shall be applicable in case of promotion from one class to another e.g. Class II to Class-I and there shall be no probation in case of promotion from one grade to another within the same class of posts e.g. from Class-III to Class-III.</p> <p>(b) A person on probation, if not found suitable to hold the post to which he was appointed, shall be liable to be discharged from service.</p> <p>(c) In the case of official on probation, if the work and conduct found unsatisfactory, the official can be reverted back to the post which he had held prior to his appointment on promotion.</p> <p>(d) A person on probation, who holds a lien on any permanent post, shall, if he so desires during the period of probation, have the option to revert to his permanent post after giving due notice to the Appointing Authority.</p> <p>(e) A person during probation shall not be eligible for further promotion.</p> <p>(f) During probation, the official shall not be entitled to draw the increment accrued, however, such increment(s) shall be drawn on completion of probation from the date of its accrual.</p>
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<p>Contract Appointment(s)/ Daily Wage/ Part Time Engagement(s) .</p>	<p>14.</p>	<p>(a) Appointments on contract basis and engagement of part-time/daily wagers shall be as per the policy of the State Government as adopted by the High Court.</p> <p>(b) Contract appointees, daily wagers or part time workers shall be eligible for conversion/ regularization as per the policy of the State Government in this behalf as adopted by the High Court.</p>
<p>Permission for short term temporary arrangement</p>	<p>15</p>	<p>To cope with emergent requirement in exceptional circumstances and under exigency of public service, District Judge in order to avoid administrative inconvenience may make temporary arrangement by engaging/ posting/deputing a person for a limited period not more than 3 months at a time but with prior approval/permission of the High Court with rider that simultaneously process for appointment/promotion/posting of a person in accordance with rules shall also be initiated. Person so engaged as a temporary arrangement shall not have a right to continue in service as such after completion of his period of engagement or appointment/promotion of a person in accordance with these rules. Aforesaid temporary arrangement may also be permitted against short term vacancies caused by long leave, short term deputation, training etc., and on accrual of vacancy for unforeseen circumstances for which no panel is available and completion of process is not possible within short time and continuation of vacancy shall have adverse impact on office working leading to extreme administrative inconvenience, having adverse impact on larger interest of public.</p>
<p>Confirmation.</p>	<p>16.</p>	<p>A person appointed on probation, may be confirmed by the Appointing Authority on satisfactory completion of his initial or extended period of probation.</p>

Seniority.	17.	<p>(1) Persons appointed in a cadre in the Division on the date immediately preceding the date of enforcement of these Rules, shall retain the relative seniority already assigned to them.</p>
	<p>(2) The seniority of the direct recruits shall be determined by the order of merit in which they are selected for appointment and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection.</p>	
	<p>(3) Subject to provisions of sub-rules (1) and (2) of this Rule, permanent members in each cadre shall rank senior to other members in the same cadre.</p>	
	<p>(4) Subject to sub rules (1) and (2) above, the relative seniority for promotion to the various posts shall be determined on the basis of length of service in the feeder cadre.</p>	
	<p>(5) In promotions, made on the basis of selection, the seniority of such promotees shall be in the order of seniority in the feeder cadre.</p>	
	<p>(6) The inter-se seniority between direct recruits and promotees appointed in a calendar year shall be determined on the principle of rota quota. The relative seniority of direct recruits and promotees shall be determined according to the rotation of vacancies between direct recruits and promotees based on the quota of vacancies reserved for direct recruitment and promotion respectively. If adequate number of direct recruits and promotees does not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.</p>	

(7) At the time of fixing interse seniority of direct recruits and promotees on the basis of rotation of quota of vacancies, relevant calendar year, both in case of direct recruits as well as the promotees, for the purpose of rotation and fixation of seniority, shall be the actual year of appointment after declaration of results/selection and completion of pre-appointment formalities as prescribed.

Notwithstanding availability of a post in a particular calendar years, person(s), appointed/promoted against the same post in subsequent calendar year, shall not have any claim of seniority against appointee/promotee of previous calendar year on account of roster point as well as availability of the post(s) for quota of his category in earlier year(s) but he shall get the seniority of the calendar year in which he is appointed on substantive basis as relevant year will be the year in which a candidate of the particular batch of the selected direct recruit or a person of particular batch of the promotee join the post/service.

For the purpose of determining the rotation of quota of vacancies, the left out vacancies of earlier year(s) shall be placed at the bottom of the vacancies available in a subsequent year(s) and direct recruits/ promotees appointed against these additional carried forward vacancies shall be placed enbloc below the last promotee or direct recruit, as the case may be, in the seniority list based on rotation of vacancies for relevant subsequent year.

(8) Tentative seniority list of each cadre shall be prepared and notified on or before 28th February of each year inviting objections within one month thereafter and final seniority list shall be notified on or before 30th April of said year after deciding the objections, if any.

Age.	18.	<p>(i) No person unless otherwise prescribed in these Rules, shall be eligible for direct recruitment to the service if he is below 18 years of age and above 45 years of age as on 1st January of the year of issuance of advertisement notice or sending of requisitions to employment exchanges. However, in the case of candidate(s) belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes or who is an ex-serviceman, upper age limit shall be the same as may, from time to time be prescribed by the State Government for entry into service for such candidates.</p> <p>(ii) For the post of Court Manager the age shall be in between 25 to 35 years.</p>
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<p>Conditions of Service.</p>	<p>19.</p>	<p>Conditions of service of the members of service shall be governed and regulated by the Rules, orders, and instructions framed and issued by the High Court from time to time. In respect of all such matters relating to the conditions of service of the members of the service for which no provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force as are applicable to officers/officials holding corresponding posts in the High Court shall regulate the conditions of service of the members of the service subject to such modifications, variations or exceptions, if any, in the said rules and orders, as the High Court may from time to time specify.</p> <p>In absence of any corresponding post in High Court, the Rules and Orders for the time being in force as are applicable to the officers/officials holding corresponding posts in the Government shall regulate the conditions of Service of the members of the service subject to such modifications, variations or exceptions, if any, in the said rules and orders, as the High Court may from time to time specify.</p> <p>Service of contract employee shall be regulated by the policy governing such appointment and by terms of contract.</p> <p>Service of part time workers shall be regulated by the Policy governing such appointment and terms of engagements.</p> <p>In all other cases not covered herein above, service of members of the service except contract appointee, Daily wager and part time worker, shall be governed by FRSR, Conduct and Leave Rules, Pension Policy of the State Government etc., as the case may be, as modified and as applicable from time to time.</p>
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Transfer.	<p>20. (a) The District Judge may transfer a member of the service except Court Manager within his Civil and Sessions Division carrying corresponding scales and grades of pay in the public interest and/or administrative exigency.</p> <p>(b) The Court Manager can be transferred to any civil and Sessions Division by the Chief Justice.</p> <p>(c) On a written request by a willing official(s), inter Division transfer(s) from the Courts in the State, including the High Court may be ordered by the Chief Justice, as per the guidelines laid down in this regard from time to time by the High Court, provided that by such transfer(s), the reservation roster(s) of the division(s) concerned is/are not altered.</p> <p>Such transferee shall be treated as an appointee against the post, reserved for the category in which he has been initially appointed, in the direct recruitment quota in the Division whereto he has been transferred and shall be placed junior most in the cadre to which he has been transferred, in case post in such category is not available but transfer has been made, transferee has to wait for availability of the post in his category for fixation of his seniority, till then transferee shall be considered excess appointee in his category but occupying the post against which he has been transferred for all other purposes.</p> <p>(d) Notwithstanding the provisions</p>
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contained in Clauses (a) and (b) of this Rule, the Chief Justice, may, owing to exigencies of service or in public interest or in the interest of Administration, in his discretion or on the request of the District Judge concerned, transfer any member of service on the establishment of any District Judiciary to any other 'Division' in Himachal Pradesh, for such period as may be specified in the transfer order. However, during the period of such transfer, the transferred member, shall retain his lien in all respects on his post on the Establishment of his parent Division and his pay shall be drawn from his parent division and such transfer under this Clause, outside the Division shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post in the parent Division, in any manner whatsoever. Likewise, such transferred member shall not be entitled to claim any seniority and promotion etc. over and above the members of respective cadres in the Division whereto he has temporarily been transferred. Resultant vacancy on account of his superannuation, removal, resignation etc. shall accrue in his parent division and such transfer under this clause shall not cause any adverse impact on the right of person(s) of the division whereto transfer is made, for considering them to further promotion in that division.

(e) In case the High Court creates/converts any district cadre to a state cadre, it shall, by general or special order(s), specify the modalities of transfer of the members of the State Cadre.

Part-III

Control and Discipline

Leave	21	The District Judge concerned will be competent to grant leave of any kind to the staff in the Division, and in case of Chief Administrative Officer, Private Secretary and Court Manager, if a leave substitute is to be appointed, then the application for leave shall be forwarded by the District Judge concerned to the Chief Justice for sanction.
Discipline	22.	<p>(a) For the purpose of conduct/discipline/suspension/ removal/ dismissal and any other punishment, all members of the service shall be governed by the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classifications, Control and Appeal) Rules, 1965 and other Rules and provisions of law, as amended from time to time, as far as practicable, and as adopted by the Government of H.P., and also the Himachal Pradesh Civil Service Rules including the instructions issued thereunder from time to time and adopted by the High Court for the staff of District Judiciary.</p> <p>(b) The Appointing Authority shall be competent to enforce discipline and pass any order including suspension, removal and dismissal of any employee from service.</p> <p>(c) The Disciplinary Authority shall be competent to enforce discipline and pass any order as provided in these Rules.</p> <p>(d) The District Judge/Disciplinary Authority concerned may initiate departmental proceedings against the Chief Administrative Officer, Private Secretary and Court Manager, And</p> <p>Upon them he may impose punishment of (a) censure, (b) recovery from his pay of the whole or part of any pecuniary</p>

		<p>loss caused by him to the Government by negligence or breach of order, (c) withholding of increments of Pay and (d) reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.</p> <p>(e) Whenever a District Judge after considering the material available before him in proceedings referred to in Sub-rule(d), is of the opinion that punishment, other than the punishment as provided under sub rule(d), is to be imposed, he after following prescribed procedure and recording his opinion shall submit the entire record to the High Court and it shall be placed before Judge incharge of the Administrative Business of the Division concerned or judge(s) nominated by the High Court for the purpose, as the case may be, whereupon on the basis of material placed before him/them, and/or after recalling and examining any witness who has already given evidence, and/or calling for and taking any further evidence he/they shall submit the recommendations of District Judge along with his/their speaking comments, to the Appointing Authority i.e. High Court and the final decision in this regard shall be taken by the Appointing Authority.</p>
Appeal	23.	<p>(a) An appeal against the order of the Appointing Authority/Disciplinary Authority shall lie to the Appellate Authority and the order passed by the appellate authority shall be final.</p> <p>(b) The period of limitation for filing an appeal against the order of the Appointing Authority/Disciplinary Authority shall be 30 days from the date on which the order appealed against is served upon the member of</p>

		<p>the service, provided that, the delay may be condoned by the Appellate Authority on sufficient cause having been shown by the aggrieved person.</p> <p>(c) An appeal against any order passed by the District Judge concerned under Rule 22(d) of these Rules shall lie before the Chief Justice and in his discretion this power may be exercised by committee of judge(s) constituted by him for this purpose.</p> <p>(d) A person filing an appeal under this Rule shall do so by a petition which shall be filed through proper channel i.e. through the respective District Judge with an advance copy to the Registrar General. The District Judge shall forward the appeal along with his detailed comments to the Registrar General, within 15 days from the date of the filing of such petition, who, immediately after receipt of Appeal shall cause to place it before appropriate competent authority.</p>
Revision and Review	24.	<p>Power to revise as provided in Rule 29 of CCS(CCA) Rules, 1965 shall vest with High Court and Appellate Authority in terms of the said Rule.</p> <p>Whereas, power to review shall vest with High Court in terms of Rule 29A of CCS (CCA) Rules, 1965.</p>
Conduct	25.	<p>Every Court official shall maintain absolute integrity and devotion to duty. No Court official shall act in a manner prejudicial to discipline, decorum and proper order in the office.</p>

Part-IV
MISCELLANEOUS

Interpretation	26.	If any dispute arises as to interpretation of these Rules, the decision of the High Court shall be final.
Power to remove difficulties and giving effect to these Rules	27.	If any difficulty arises in giving effect to any of the provisions of these rules, the Chief Justice/High Court, as the case may be, may by order, in writing, issue administrative instructions, in general or in a particular case, for the purpose of removing the difficulty and giving effect to these Rules.
Relaxation	28.	<p>The Chief Justice, on being satisfied that the operation of any Rule is causing undue hardship, in general or in any particular case, may relax the requirement of the relevant Rule to such an extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.</p> <p>Provided that no relaxation in respect of age, essential qualification shall be made in case of direct recruitment, and in case of promotion, no employee shall be granted relaxation in age, essential qualification, length of service etc. except once in entire service career.</p>
Repeal & Saving	29.	(a) The Rules "The Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012" and the Chief Administrative Officers, Class-I (gazetted) of the Courts of District and Sessions Judges in Himachal Pradesh (Appointment, Conditions of Service, Conduct and Appeal) Rules, 2019 relating to the appointments and control of the staff of the District

		<p>Judiciary shall stand repealed from the date of commencement/ applicability of these Rules and thereafter, notwithstanding any other enactment/Rules, the services of staff of District Judiciary shall be governed by these Rules.</p>
		<p>(b) The appointments made and action, if any, taken under the repealed Rules as well as draft Rules " Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2016" applicable/made applicable prior to the coming into force of the present Rules shall be deemed to have been made or action taken under these Rules,</p> <p>Provided that any reference in any order to the provisions of the repealed Rules shall, unless a different intention appears from the context, be construed as a reference to the corresponding provisions of these Rules,</p> <p>Provided further that the repeal of the aforesaid Rules except as expressly provided in these Rules shall not:-</p> <p>(i) revive anything not in force or existing, at the time at which the repeal takes effect; or</p> <p>(ii) affect the previous operation of any order or decision given under the Rules so repealed or anything duly done or suffered there-under; or</p> <p>(iii) affect any right, privilege, obligation or liability acquired, accrued or incurred "under the Rules earlier in existence" or</p>

		(iv) affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation or liability as aforesaid.
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BY ORDER OF
HON'BLE HIGH COURT
OF HIMACHAL PRADESH

Registrar General

Schedule-I

(See Rule 4)

Sanctioned Strength of the Employees of the District
Judiciary
Part-A

Sl No	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay w.e.f. 1.1.2006	No. of Post(s)
1.	Chief Administrative Officer	Class-I Gazetted	--	Rs.10300-34800 + Grade Pay Rs.5400. w.e.f. 1.10.2012 Rs. 15600-39100+ Grade Pay Rs. 5400	11
2.	Superintendent Grade-II	Class-II (Non-Gazetted)	7220-10980	10300-34800 +4600 G.P. w.e.f. 1.10.2012 Grade pay Rs.4800	116
3.	Reader GR.I (Earlier known as Reader Gr.I and Gr.II)	Class-II Non-Gazetted	Rs. 7000-220-8100-275-10300-340-10980	Rs.10300-34800+ GP Rs.4400 (with initial pay of Rs. 17420) w.e.f. 1.10.2012 Grade pay Rs.4800	68
4.	Reader Gr.II (Earlier designated as Reader Gr.III)	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800 (with initial pay of Rs. 14590) w.e.f. 1.10.2012 Grade pay Rs.4400	58

5.	Sr. Assistant and equivalent posts like English Clerk, Civil Nazir, Translator and Record Keeper.	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800 (with initial pay of Rs. 14590) w.e.f. 1.10.2012 Grade pay Rs.4400	103
6.	Protocol Officer	Class-III Non-Gazetted	Created on 04-09-2015.	Rs.5910-20200 + Grade Pay Rs.2400	4
7.	Clerk and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk and Execution Clerk. i. Regular Basis	Class-III Non-Gazetted	Rs.3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160 with initial start of Rs.3220/-	i) Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810-) ii) Rs.10300-34800+grade pay Rs. 3200 w.e.f. 1.10.2012.	643

	ii) Contract basis		---	This pay band and grade pay will be given after two years of regular service. Wages/ remuneration as fixed by the State Government from time to time.	
8.	Junior Office Assistant (IT)	Class-III			6
	i) Regular Basis			Rs.5910-20200/-+ 1950/- Grade pay	
	ii) Contract basis			Wages/ remuneration as fixed by the State Government from time to time.	
9.	Bailiff	Class-III Non Gazetted	Rs. 3120-100-3220- 110-3660- 120-4260- 140-4400- 150-5000- 160-5160	Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810)	105
10	Daftri	Class-IV Non - Gazetted	Rs.2820-100-3220- 110-3660- 120-4260- 140-4400	Rs.4900-10680 + GP Rs. 1650 (with initial pay of Rs.	13

				6950)	
11	Process Server	Class-IV Non Gazetted			396
	i) Regular basis		Rs.2820-100-3220-110-3660-120-4260-140-4400	Rs.4900-10680 + GP Rs. 1650 (with initial pay of Rs. 6950)	
	ii) Contract basis)		--	Wages/ remuneration as fixed by the State Government from time to time.	
12	Peon/orderly/ Chowkidar/ Peon-cum- Chowkidar/Safaikaramchari/Chowkidar-cum-Safaikaramchari	Class-IV Non Gazetted			373
	i) Regular basis		Rs.2520-100-3220-110-3660-120-4140 with start of Rs.2620/-	Rs.4900-10680 + GP Rs. 1300 (with initial pay of Rs. 6200)	
	ii) Contract Basis		--	Wages/ remuneration as fixed by the State Government from time to	

				time.	
	iii) Daily Wages Basis		--	-do-	
	iv) Part Time		--	-do-	
13	Mali	Class-IV Non Gazetted			9
	(i) Regular Basis		Rs.2520-100-3220-110-3660-120-4140 with start of Rs.2620/-	Rs.4900-10680 + GP Rs. 1300 (with initial pay of Rs. 6200)	
	(ii) Contract Basis		--	Wages/ remuneration as fixed by the State Government from time to time.	
	(iii) Daily Basis		--	-do-	

PART-B

Sl. No.	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay w.e.f. 1.1.2006	No. of Post(s)
1	Private Secretary	Class-I Gazetted	Created on 11.10.2017	(w.e.f. 11.10.2017) Rs.15600-39100/-+ Grade Pay Rs.5400/-.	12
2.	Executive Assistant to District Judge	Class-II Non-Gazetted	Rs. 6400-200-7000-220-8100-275-10300-340-10640	Rs10300-34800 + GP Rs. 4200 (with initial pay of Rs. 16290/-) w.e.f.1.10.2012 Grade pay Rs.4800	12
3.	Stenographer Gr.-I (Sr. Scale Stenographer).	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800/- (with initial pay of Rs. 14590/-) w.e.f.1.10.2012 Grade pay Rs.4400/-	30
4	Stenographer Grade-II (Junior Scale Stenographer).	Class-III Non-Gazetted	Rs. 4400-150-5000-160-5800-200-7000	(i) Rs.10300-34800 + Grade pay Rs.3600 w.e.f. 1.10.2012	32

Part-C					
Sl. No.	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay	No. of Post(s)
1.	Court Manager	Class-II	--	Rs. 10300-34800+5000 (Grade pay) w.e.f. 26.11.2020	11
2.	Driver	Class-III Non Gazetted			57
	(i) Regular Basis		Rs. 3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200	Rs.5910-20200 + GP Rs. 2000 (with initial pay of Rs. 8240) w.e.f. 1.10.2012 grade Pay Rs.2400. This grade pay will be given after 2 years of regular service.	
	(ii) contract basis		---	Wages/ remuneration as fixed by the State Government from time to time.	
	(iii) Daily wages basis		---	-do-	

Schedule-II
(See Rules 7, 8 and 9)
Part-A

Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Chief Administrative Officer	High Court	<p>(1) By way of promotion by selection from amongst first six eligible senior most Superintendents Grade-II and Readers Gr.I working in the concerned civil and sessions Division as prescribed in Part-1 of Schedule-III.</p> <p>(2) The Candidate must have a experience of two years in the feeder cadre.</p>
2	Superintendent Grade-II/Reader Gr.I	District Judge	By way of promotion on the basis of seniority-cum-merit from amongst the Senior Assistants and equivalent posts like English Clerk, Civil Nazirs, Record Keeper and Translator having 7 years of service in the feeder post.
3	Reader Gr.II	District Judge	By way of placement from amongst Senior Assistants and equivalent posts like English Clerk, Civil Nazir and Record Keeper.

4.	Translator	District Judge.	<p>(a) By promotion on the basis of seniority from amongst the Clerks which term means and includes Jr. Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk, Execution Clerk and equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT) and Protocol Officers of the Division, with minimum 50% marks in both Hindi and English in matriculation and five years of service as such, failing which;</p> <p>(b) By direct recruitment from amongst the graduate Clerks which term means and includes Jr. Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk, Execution Clerk and equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT) and Protocol Officers, with minimum 50% marks both in Hindi and English in Matriculation and five years of service as such working in other Divisions in H.P. subject to merit to be determined on the basis of written test referred in Part-4 of Schedule-III, failing which,</p> <p>(c) By direct recruitment from amongst graduate candidates with minimum 50% marks both in Hindi and English in Matriculation subject to merit to be determined on the basis of written test referred in Part-4 of Schedule-III .</p>
5.	Senior Assistant and	District Judge.	By promotion on the basis of seniority from

	equivalent post like English Clerk, Civil Nazir and Record Keeper.		amongst the Clerks which term means and includes Jr. Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk and Execution Clerk equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT) and Protocol Officers of the Division, with a minimum service of five years in the feeder cadre.
6.	Protocol Officer	District Judge.	By direct recruitment from amongst graduate candidates, having diploma of one and a half year in Food Beverages or Hospitality or its equivalent from any recognized institute on the basis of test as per Part-6 of Schedule-III .
7.	Clerk and equivalent posts like Ahlmads/ Assistant English Clerk/Court Nazir/Copyist/ Naib Nazir/Clerk-cum-Typist/ Nazir/Summary Clerk but does not include Steno- Typist, Bailiff and Driver etc.	District Judge.	(a) 75% of the posts in the cadre, by direct recruitment on the basis of a competitive examination and typing test as per Part-7(A) of Schedule-III from amongst candidates, who are graduate from a recognized University and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc. b) 10% of the cadre posts by way of selection from amongst the Bailiffs working in the Division having +2 as educational qualification with three years service as Bailiff or combined service as Bailiff

			<p>and Process Server/Daftri to the extent of five years subject to eligibility on the basis of ACRs of last five years, qualifying written examination and typing test as per procedure prescribed in Part-7(B) of Schedule-III.</p> <p>c) 15% of the cadre posts from amongst the Process Servers/Daftries and other Class-IV employees i.e. Peon, Orderly, Chowkidars, Chowkidar-cum-Safai Karamchari, Safai Karamchari, Peon-cum-Chowkidar and Mali working in the Division in the ratio of 1:2 (Process Server/Daftri:1 and other Class-IV Staff:2) having at least 5 years service and +2 as qualification subject to eligibility on the basis of ACRs of last five years, qualifying written examination and typing test as per procedure prescribed in Part-7(B) of Schedule-III.</p> <p>Note 1:- Typing speed in respect of candidates under modes (b) and (c) can be relaxed by the District Judge in exceptional circumstances.</p> <p>Note2:- The selection of candidates under modes (b) and (c) shall be made against post available for regular appointments only.</p> <p>Note3:- The roster point for</p>
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			<p>filling posts by direct recruitment and promotion through modes a, b and c shall be maintained through 100 point roster wherein points 1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93 and 97 shall be filled by promotion and rest shall be filled by direct recruitment.</p> <p>Note 4:- In allocation of posts among three categories of promotees roster points 1, 13, 21, 33, 41, 53, 61, 73, 81 and 93 shall go to Bailiff, points 5, 17, 25, 37, 45, 57, 65, 77, 85 and 97 shall go to other Class-IV and points 9, 29, 49, 69 and 89 shall go to Process Server/Daftri.</p>
8.	Junior Office Assistants (IT)	District Judge.	<p>By direct recruitment, on the basis of competitive examination and typing test as per Part 8 of Schedule-III from amongst candidates, who are B.Tech. or B.E. in Electronics and Communication, Information Technology, Computer Science/BCA/BSC. (IT)/PGDCA or equivalent, or +2 or equivalent qualification + BCA (Bachelor of Computer Application)/ DCA (Diploma in Computer Application)/ I.T.I diploma in Computers or equivalent diploma in Information Technology or Computers, with two years experience as System Assistant or Computer/Desktop Engineer or on higher post in the field of computers, and having basic knowledge in computers like operating the computers,</p>

			windows and Linux Operating Systems and typing out and taking print outs etc.
9.	Bailiffs	District Judge.	By promotion from amongst the Process Servers/Daftries serving in the Division on the basis of seniority subject to rejection of unfit.
10.	Process Server	District Judge.	(a) 50% by promotion from amongst the matriculate other Class-IV except Daftri Court Officials serving in the Division having minimum 5 years service in the feeder cadre subject to the rejection of unfit and passing of written test in Hindi which will be of matriculation level. OR By way of placement from amongst Daftri working in the Division. (b) 50% by direct recruitment from the candidates, having passed 10+2 examination, as per Part-10 of Schedule-III. Note:- The officials under mode (a) above shall be promoted against the posts available for regular appointments only.
11	Daftries	District Judge.	By placement/promotion as the case may be from amongst Process Servers/other Class-IV employees working in the Division, on the basis of seniority.
12.	Peon/Orderly/ Chowkidar/ Safai Karamchari/ Chowkidar-cum- Safai Karamchari etc.(on regular/ contract/ daily wage basis/Part time basis	District Judge.	By direct recruitment from amongst the candidates, having passed 10+2 examination, as prescribed in Part-11 of Schedule-III.
13.	Mali	District Judge.	By direct recruitment from amongst the candidates who have passed at least matriculation examination with Diploma in gardening or floriculture from a recognized University/ institution as prescribed in part 11 of Schedule-III.

Part-B

Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Private Secretary	High Court	By way of promotion by selection of the Executive Assistant working in concerned Civil and Sessions Division having two years of length of service in the feeder cadre, failing which, 4 years continuous regular combined service as Executive Assistant and Stenographer Gr.I, but with minimum 1 year service as Executive Assistant, as prescribed in Part-2 of Schedule-III.
2.	Executive Assistant to District Judge	District and Sessions Judge.	By promotion from amongst the Stenographers Gr.I (Senior Scale Stenographers) of the Division having 2 years service in feeder post.
3.	Stenographer Gr.I (Senior Scale Stenographer)	District and Sessions Judge.	<p>(a) By promotion from amongst the Stenographers Gr.II (Junior Scale Stenographers) working in the Division, failing which;</p> <p>(b) From amongst the Stenographers Gr.-III (Steno-Typists/Steno-Typists-cum-Judgment Writers working in the Division, appointed on regular basis, having at least three years of service as Stenographer Gr.III (Steno-typists/ Steno Typist-cum-Judgment Writers), on the basis of merit to be determined by proficiency test in Stenography and Typing, in English, on computers with 100 wpm</p>

			<p>in Stenography to be transcribed in the time which shall be five times of the time taken for dictation and 50 wpm, in typing, from a given English extract. The duration of dictation as well as typing shall be ten minutes each, further failing which;</p> <p>(c) From amongst the Stenographers Gr.II (Jr. Scale Stenographers) working in other Divisions in H.P.subject to the merit to be determined on the basis of proficiency test as referred in clause (b).</p> <p>Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test under modes (b) and (c) shall be allowed.</p> <p>Provided further that taking into consideration any administrative exigency, the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either in typing or in transcription or in both and also in the mistakes as referred to above.</p>
4.	Stenographer Grade-II (Jr.Scale Stenographer).	District and Sessions Judge.	By promotion from amongst the stenographers Grade-III (including Steno Typist/Steno-Typist-cum Judgment Writer) appointed on regular basis of the Division having two years of service in the feeder post.
5.	Stenographer Gr-III (Steno-typist/Steno typist-cum-	District and Sessions Judge.	(a) By regularization of the services of Stenographer Gr.III (Steno-Typists, Steno Typist-cum-Judgment Writer and Judgment

	Judgment Writer/Judgment Writer.		Writer) of the Division appointed on contract/daily wage basis. (b) In absence of candidates under clause(a), by direct recruitment from amongst graduate candidates, on the basis of merit to be determined in proficiency test as per Part-5 of Schedule-III.
Schedule-II			
Part-C			
Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Court Manager	High Court	<p>By way of direct recruitment on the basis of written test followed by viva voce of successful candidates in the written test as prescribed in the Part-3 of Schedule-III.</p> <p>Note:- The Court Managers serving as on the date when these Rules come into force shall be initially absorbed against the posts of direct recruitment, who stand so appointed under 13th Financial Commission of Government of India, subject to their fulfilling the eligibility criteria except age limit and exercising the option to be absorbed.</p> <p><u>Essential Qualifications:-</u></p> <p>(i) Graduation in any stream with Masters in Business Administration from a University or Institution, in India recognized by the University Grants Commission.</p> <p>(ii) 3(three) years experience in Process</p>

			<p>Management or I.T. Systems Management or Human Resources Management or Financial Management.</p> <p><u>Desirable Qualification</u></p> <p>Good knowledge of legal Affairs and Computer Applications.</p>
2.	Driver	District and Sessions Judge.	<p>By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V at least for three (3) years and experience as a driver for driving L.M.V. for at least three years, on the basis of screening test followed by a proficiency test of driving to be conducted by a committee constituted by the Chief Justice, as per Part-9 of Schedule-III.</p> <p>Preference shall be given to those candidates who have good mechanical knowledge of automobiles.</p>

Schedule-III

PART-1

Method of Selection to the post of Chief Administrative Officer:-

{See Rules 7,9 and Schedule-II (Part-A, Sr. No. 1)}

1. The appointment to the post of Chief Administrative Officer will be made on the basis of service record. Assessment of ACRs shall be made in accordance with the procedure prescribed for promotion to selection post as referred in Rule 9 of these Rules.
2. A candidate has to secure 'good' in average in evaluation of ACRs as a bench-mark.
3. The candidate qualifying the bench-mark shall be included in the zone of consideration as prescribed in Rule 9.
4. The High Court shall constitute a Committee for evaluating his/their service record and prepare a panel as provided in Rule 9.

PART-2

Method of Selection to the post of Private Secretary{See Rules 7,9 and Schedule-II (Part-B, Sr.No.1) }

1. The appointment to the post of Private Secretary will be made on the basis of service record. Assessment of ACRs shall be made in accordance with the procedure prescribed for promotion to selection post as referred in Rule 9 of these Rules.
2. A candidate has to secure 'good' in average in evaluation of ACRs as a bench-mark.
3. The candidate qualifying the bench-mark shall be included in the zone of consideration as prescribed in Rule 9.
4. The High Court shall constitute a Committee for evaluating his/their service record and prepare a panel as provided in Rule 9.

PART-3**Scheme for examination for the post of Court Manager**
{See Rules 7, 8 and Schedule-II (Part-C, Sr. No. 1)}

Selection process shall be conducted in two phases, namely,

- 1) Written Examination &
- 2) Viva-voce

PHASE-I

Maximum Marks=120

Time : 2 hours.

The written examination shall consist of an Objective type (multiple choices) examination consisting of 2 (two) parts as follows:-

Part	Subject Components	Maximum Marks
I	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Applications	80 marks
II	General Knowledge (International, India & H.P.), General English, General Hindi, Basic Legal knowledge, General Aptitude	40 marks
	TOTAL (Part-I+Part-II)	120 marks

The candidates securing minimum fifty percent (50%) marks in the written examination shall be called for viva voce in the ratio of 1:3.

PHASE - II

Sr. No.	Subject Components	Maximum Marks
1.	Viva Voce	30 marks
	(i) Educational Qualifications (a) Essential qualification=10 marks (b) Desirable qualification= 5 marks	15 marks
	(ii) Personality Test	10 marks
	(iii) Experience	5 marks

Total (Phase I + Phase II)=150 Marks

The overall merit shall be drawn on the basis of marks secured in written test and viva voce.

Note 1:-Criterion for awarding marks for Educational Qualifications

a)	Essential qualification	
	i) Master in Business Administration (MBA) (Marks on the basis of the percentage in MBA. For example, candidate having 50% marks in MBA shall be given 2.5 marks proportionately.)	05 marks
	ii) Graduation (Marks on the basis of the percentage in graduation. For example, candidate having 50% marks in graduation shall be given 2.5 marks proportionately.)	05 marks
b)	Desired qualification(Additional Marks)	
	i) Post Graduation Diploma in Computer Applications	01 Mark
	ii) Graduation in Computer Applications	02 marks
	iii) LL.B	02 marks

Note 2:- In case educational qualification falls in both heads i.e. essential as well as desired qualification such as BCA, LLB etc. then marks for desired qualification shall be in addition to marks awarded for essential qualification

Note 3:- Criterion for awarding marks for Experience

i)	Three years	01 mark
ii)	Four years	02 marks
iii)	Five years	03 marks
iv)	Six years	04 marks
v)	Seven years and above	05 marks

Note 4:- No marks shall be awarded for less than 3 years experience. For experience above 3 years, 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.

PART-4

Scheme for recruitment to the post of Translator through mode (b) and (c)
{See Rules 7,8 and Schedule-II (Part-A, Sr. No.4(b) and (c))}

(1) Written Test

Maximum marks : 90 marks

Time Allowed : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 500 words	20 marks
(ii)	Essay, in Hindi 500 words	20 marks
(iii)	Translation from English to Hindi (one paragraph containing at least ten sentences)	20 marks
(iv)	Translation from Hindi to English (one paragraph containing at least ten sentences)	20 marks
(v)	General Knowledge with reference to HP including customs and dialects	10 marks

Note-1:- Final merit list shall be drawn on the basis of marks obtained in written test.

Part-5

Proficiency test for the post of Stenographer Grade-III (Steno Typist, Steno Typist-cum-Judgment Writer and Judgment Writer)
{See Rules 7, 8 and Schedule-II (Part-B, Sr.No.5)}

Candidates shall have to qualify the stenography test with the speed of 80 W.P.M. in English Stenography and 60 W.P.M. in Hindi Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and also a typing test in English with the typing speed of 40 W.P.M. and a typing test in Hindi with typing speed of 30 W.P.M. on computer, wherefor a separate test shall be held.

Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than 10% mistakes in transcribing the dictated matter and in typed matter, in typing test, shall be declared as unqualified.

Provided further that taking into consideration any administrative exigency, the Chief Justice, in his discretion, may, at any time, grant exemption in the aforesaid speed limit either in typing or in transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be ten (10) minutes each.

Part-6

Scheme for recruitment to the Post of Protocol Officer
{See Rules 7, 8 and Schedule-II (Part-A, Sr. No.6)}

The competitive examination for filling up the post(s) of Protocol Officer (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

(1) Screening Test

Maximum Marks : 100
Time : 2 hours

It shall be in English language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The screening test shall be touching the following subjects:-

	Subject	Marks(100)
a)	General Knowledge:- (i) International = 15 (ii) National = 25 (iii) Himachal Pradesh =30	70
b)	Basic knowledge of Computers	10
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Tourism Studies, Liasoning, Hospitality, Indian and H.P Judiciary etc. to be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

(2) **Written Test**

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Description of the Questions.	Marks
(i)	Essay, in English, preferably relating to the subject- 300 words	20 marks
(ii)	Essay, in Hindi, preferably relating to the subject- 300 words	20 marks
(iii)	Translation from Hindi to English (one paragraph containing at least ten sentences)	10 marks
(iv)	Translation from English to Hindi (one paragraph containing at least ten sentences)	10 marks
(v)	Short questions relating to the subject	20 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in written test.

Part-7**Scheme for filling up the Posts of Clerks.****{See Rules 7, 8, 9 and Schedule-II (Part-A, Sr. No.7)}****A. Direct Recruitment:-****1. Screening Test**

Maximum Marks : 100

Time : 2 hours

It shall be in English Language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subjects:-

	Subject	Marks (100)
a)	General Knowledge:- (i) International = 15 (ii) National = 25 (iii) Himachal Pradesh = 30	70
b)	Basic knowledge of Computers	10
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Indian and H.P Judiciary, current affairs etc. shall be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High

Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

2. Written Test

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Subject	Total Marks=80
(i)	Essay, in English - 500 words	25 marks
(ii)	Essay, in Hindi -500 words	25 marks
(iii)	Translation from English to Hindi (one paragraph containing at least ten sentences)	15 marks
(iv)	Translation from Hindi to English (one paragraph containing at least ten sentences)	15 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

3. Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3: Final merit list shall be drawn on the basis of marks obtained in written test.

B. By promotion:-

Written Test, Typing Test and Assessment of ACRs for filling the posts of Clerks (Departmental Quota from Bailiffs, Process Servers and other Class-IV officials), see Sr. No.7 (b) and (c).

1. Subject to eligibility to be considered for promotion as provided under these Rules, the candidate shall have to qualify written as well as typing test.

2 Written Test

Maximum Marks: 60

Time : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 250 words	15 marks
(ii)	Essay, in Hindi 250 words	15 marks
(iii)	General Knowledge relating to Science and Technology, who is who, Geography, Judicial system of country and H.P. and current affairs etc. pertaining to H.P. and India.	15 marks
(iv)	Translation from English to Hindi (Paragraph containing about 8 sentences) and;	08 marks
(v)	Hindi to English (Paragraph containing about 7 Sentences).	07 marks
	Total	60 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

3. Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3:-Final merit list shall be drawn on the basis of marks obtained in written test.

Part-8
Scheme for filling up of the Post of Junior Office Assistant
(I.T.)
(See Rules 7, 8 and Schedule-II (Part-A, Sr. No. 8))

The competitive examination for filling up the post(s) of Junior Office Assistants(IT) (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

(1) Screening Test

Maximum Marks : 100

Time : 2 hours

It shall be in English language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The screening test shall be touching the following subjects:-

Sr. No.	Subject	Marks (100)
a)	General Knowledge:- (i) International =15 (ii) National =15 (iii) Himachal Pradesh =20	50
b)	Basic knowledge of Computers	30
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Indian and H.P Judiciary, current affairs etc. shall be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be

called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

(2) Written Test

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 300 words	15
(ii)	Essay, in Hindi 300 words	15
(iii)	Translation from English to Hindi (one paragraph containing at least five sentences)	10
(iv)	Translation from Hindi to English (one paragraph containing at least five sentences)	10
(v)	Computers	30
	Total	80 marks

Note-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

(3) Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in written test.

PART-9Scheme for recruitment for the post of Driver

{See Rules 7, 8 and Schedule-II(Part-C, Sr. No.2)}

1. Screening Test

Maximum Marks : 100

Time : 2 hours

A Screening Test(both in English and Hindi) consisting of MCQs carrying four choices for each question, out of which the correct answer shall have to be given by the candidates on OMR sheets by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The Screening Test shall be touching the following topics:-

- i) Testing the mechanical knowledge of automobiles.
- ii) Duties and responsibilities as a Driver of the Government vehicles.
- iii) Duty of driver of motor vehicle to give information to immediate superior/incharge/controlling officer/police, in the event of an accident or an injury to a person.
- iv) Role, duties and responsibilities as good samaritans.
- v) Use of flag on vehicle, how and when to use, its maintenance and preservation etc.
- vi) Maintenance of the vehicle records viz. Log book, Registration certificate, Insurances, accessories, etc.
- vii) General upkeep and maintenance of the vehicle.
- viii) Awareness level of traffic Signs, signalling, driving regulations, safety measures, etc.
- ix) Awareness of emergency numbers, latest technology used in vehicles, pollution compatibility, insurance, etc.
- x) Testing basic knowledge of first aid.

- xii) Etiquettes, manners towards dignitaries their family members and colleagues.
- xiii) General awareness about State of HP, Social, economic, geographical and political aspects etc.

The candidates qualifying the Screening Test shall be called for Proficiency Test, in the ratio of 1:5 which means 5 candidates against one vacancy.

2. Proficiency Test

Marks : 40

Proficiency Test of total 40 marks to be held to judge the practical ability of the driver to drive the vehicle and the committee, consisting of Member Secretary/Judicial Officer(s) and Technical Officers/officials constituted by the Chief Justice, shall allot marks in the proficiency test out of forty (40) as per the performance of the candidate in the driving test. The candidate securing less than twenty four (24) marks shall be declared as disqualified.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in Proficiency test.

Part-10

Scheme for recruitment to the post of Process Server
{See Rules 7,8 and Schedule-II(Part-A, Sr. No.10(b))}

The competitive examination for filling up the post(s) of Process Server(s) (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

1. Screening Test

Maximum Marks : 50

Time : 1 hour

A Screening Test (both in English and Hindi) consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subject:-

General Knowledge	50
Objective Type Multiple Choice Questions of 1 mark each, consisting of mathematics, General Science, English, Hindi, Reasoning of +2 Standard and General Knowledge.	Marks

Note:1:-The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test shall be called for the written examination, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.

2. Written test

Maximum Marks : 40

Time : 1 hour

Sr.	Subject	Marks
(1)	Essay Writing, in Hindi, on one topic out of three (250 words)	25

(2)	Application/Letter, in English, in about 100 words	15
	Total	40

Note:-Weightage shall be given to the candidates having good and legible handwriting.

3. Evaluation

Evaluation shall be of 10 Marks		
(1)	Educational Qualification	5 marks
(2)	Experience (as Class IV or on Clerical post etc.)	5 marks

Note (1):-Criterion for awarding marks for Educational Qualification

(i)	10+2 or equivalent	2 marks
(ii)	10+2 or equivalent (First Division)	3 marks
(iii)	Any Bachelor Degree or above	5 marks

Note (2):- Criterion for awarding marks for experience.

Sl. No.	Experience	Marks
(i)	One year	1 mark
(ii)	Two years	2 marks
(iii)	Three years	3 marks
(iv)	Four years	4 marks
(v)	Five years	5 marks

Note (3):- 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.

Note (4):-Final merit list shall be drawn on the basis of marks obtained in written test and evaluation.

Note (5):- The practical experience of working in Government/ semi Government relating to the post or equivalent post shall be taken into consideration only if the experience certificate is shown in original, at the time of evaluation and also mentioned in the application submitted by the candidate.

Part-11

1. Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:-

{percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in 10+2 or Matric will be given 42.5 marks}

2. Evaluation

=15 Marks

Evaluation to be made in the following manner:-

- i) Belonging to notified Backward Area or Panchayat, as the case may be. 01 Mark
- ii) Land less family/ family having land less than 1 hectare to be certified by the concerned Revenue authority. =02 mark
- iii) Non-employment Certificate to the effect that none of the family members is in Government/Semi - Government service. =2.5 marks
- iv) Differently abled persons with more than 40% impairment/disability/infirmity. =01 mark
- v) NSS (at least one year) /certificate holders in NCC/the Bharat Scout and Guide/Medal winner in National level sports competitions. =01 mark
- vi) BPL family having annual income (From all sources) below Rs. 40000/- or as prescribed by the Govt. from time to time. = 2.5 Marks
- vii) Widow/divorced/destitute/single woman. =1.5 Mark
- viii) Single daughter/Orphan =01 Mark
- ix) Experience up to a maximum of 5 years in Govt./Semi - Govt. Organization relating to the post applied for (0.5 marks only for each completed year) =2.5 marks

Note:-Final merit list shall be drawn on the basis of marks obtained in educational qualification and evaluation.

Schedule-IV
HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171001.

**ONLINE APPLICATION FORM FOR APPOINTMENT IN THE COURTS OF
DISTRICT JUDICIARY.**

Roll No.	(shall be auto-generated by the System)	Application No.	(shall be auto-generated by the System)
----------	---	-----------------	---

Note: Fields marked with asterisk (*) sign are mandatorily to be filled in.

Post Applied for : *		-- select --	
1.	Name of the Applicant: *	in CAPITAL LETTERS only	Affix recent passport size photograph duly attested by any Gazetted authority' or as directed in the advertisement
2.	Father's/Husband's /Mother's Name : *	- select the option 'father' or 'husband' or 'mother - (Please do not use any prefix such as 'Shri', 'Smt.' or 'Dr.' etc.)	
3.	Date of Birth : *	in DD/MM/YYYY format only	
4.	Gender : *	-- select --	
5.	Category: *	-- select --	
6.	Educational Qualification : *	-- select --	
7.	Correspondence Address : *	(Do not re-enter your name in the address field)	
	Line 1 :	-- To be typed out --	
	Line 2 :		
	District*		
	State* :	-- select --	

	PIN Code* :	-- To be typed out --	
	8. Mobile Number *	-- To be typed out --	
9.	Particulars of Driving License (Only in case of Driver) *	DL. No	-- To be typed out --
		Transport / Non-Transport ?	-- select --
		Issued from	-- To be typed out --
10.	Experience, if any. (in months)	-- To be typed out --	
11.	Details of Fees paid*	Bank Reference Number	<i>(shall be auto-linked by the System through payment gateway)</i>
		Fee Amount (in Rs)	
		Date of Deposit	
12	Preference of Civil and Sessions Divisions for posting	1.	
		2.	
		3.	
		4.	
DECLARATION :			
<p>I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I undertake that in the event of any information furnished in this application form is found false or incorrect at any stage, my candidature shall be liable to be rejected and if offered appointment or appointed, then such offer or employment shall be liable to be cancelled forthwith or at any time and I shall also be liable for criminal prosecution.</p> <p>I also solemnly declare that I do not suffer from any of the disqualifications shown in the detailed advertisement posted on the website for the post and I am eligible in all respects according to eligibility criteria mentioned in the said advertisement.</p>			
Place :			
Date :			

Signature of the candidate

HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001.ADMIT CARD

Post Applied for : *	(auto-generated by the System)
----------------------	--------------------------------

ROLL NO.	(auto-generated by the System)	Affix recent passport size photograph duly attested by any Gazetted authority or as directed in the advertisement
Name of the Candidate :		
Father's/Husband Name :		
Correspondence Address :		

VENUE OF EXAMINATION	(To be allotted by the Office)
----------------------	--------------------------------

Sl. No.	Date & Time of Exam/Test	Test/Examination	Q. Booklet Series	Candidate's Signature	Invigilator's Signature
1	2	3	4	5	6
1	(To be filled in during the examination)				

Date :	
--------	--

Signature of the Candidate

Schedule-V

(RESERVATION POLICY)

As per letter Nos. PER(AP)-C-B(12)-1/2019, dated 11.06.2019 and
PER(AP)-C-F(4)-1/2020, dated 22.6.2020 of DOP Govt. of HP

Endst. No.HHC/Rules/Distt.Judiciary/2022-

Dated: 8.8.2022

1. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of H.P., Shimla.
2. Secretaries to the Hon'ble Judges of High Court of Himachal Pradesh.
3. The Secretary (Home) to the Govt. of H.P., Shimla-171002
4. The L.R.-cum-Principal Secretary (Law) to the Government of Himachal Pradesh, Shimla 171002
5. The Legal Advisor to Hon'ble Lokayukta, H.P., Shimla.
6. All the District & Sessions Judges in H. P. with a request to bring the notification into the notice of all Judicial Officer under his/her control.
7. The Presiding Officers, Labour Court-cum-Industrial Tribunal, Shimla/Dharamshala, H.P.
8. The Member Secretary/Administrative Officer, H.P. State Legal Services Authority, Shimla.
9. The Director, H. P. Judicial Academy, Gandhal, Shimla -171011.
10. The Accountant General (Audit), H.P., Shimla - 171 003.
11. The Accountant General (A&E), H.P., Shimla - 171001.
12. The Secretaries/Private Secretaries/P.As. to the Registrar General/Registrar (Vigilance)/Registrar (Rules)/Registrar (Judicial)/Registrar (Administration)/District & Sessions Judge (L&TR)/Registrar (Account)/Registrar(Estt.) and C.P.C., H.P. High Court, Shimla.
13. The Assistant Registrar (O&A), H.P. High Court, Shimla for necessary action.
14. The Section Officer (Computers), H.P. High Court, Shimla for necessary action.
15. The NIC Officers posted in the High Court with a request to update the High Court website.
16. The President, Himachal Pradesh Judicial Employees Welfare Association, presently posted as CAO, Office of Id. District and Sessions Judge, Hamirpur.
17. Guard file.

Registrar (Rules)

