

**HIGH COURT OF CHHATTISGARH, BILASPUR**  
**NOTIFICATION**

No. **26 (Mis.)** /  
II-15-19/2017

Bilaspur, dated **10<sup>th</sup>** February, 2017

In exercise of the powers conferred by clause (2) of the Article 229 of the Constitution of India, the Chief Justice of the High Court of Chhattisgarh, Bilaspur, makes the following Rules for regulating the appointment, conditions of service & conduct with respect to the officers and employees of the High Court of Chhattisgarh.

**PART - I**  
**GENERAL**

**1. Short title and commencement. -**

- (i) These Rules shall be called the "Chhattisgarh High Court Services (Appointment, Conditions of Service and Conduct) Rules, 2017".
- (ii) They shall come into force with effect from the date of issuance of notification.

**2. Definitions. -** In these Rules, unless the context otherwise requires:

- (i) 'High Court' means High Court of Chhattisgarh, Bilaspur.
- (ii) 'Chief Justice' means the Chief Justice of the High Court.
- (iii) 'Judge' means Judge of the High Court.
- (iv) 'Appointing Authority' means the Chief Justice of the High Court or such other Judge or Officer of the High Court as the Chief Justice may nominate.
- (v) 'Administrative Judge' means the Administrative Judge or Judges nominated by the Chief Justice under Article 229 of the Constitution.
- (vi) 'Registrar General' means the Registrar General of the High Court.
- (vii) 'Principal Private Secretary' means Principal Private Secretary to the Chief Justice of the High Court.
- (viii) 'Director' means the Director of the Chhattisgarh State Judicial Academy created on the establishment of the High Court.
- (ix) 'Registrar (Inspection & Enquiry)' means the Registrar of the Inspection & Enquiry Cell of the High Court.
- (x) 'Registrar (Vigilance)' means the Registrar of the Vigilance Cell of the High Court.
- (xi) "Registrar (Computerization)" means the Registrar of the Computerization Cell of the High Court."
- (xii) "Registrar (Judicial)" means the Registrar of the Judicial Branch of the High Court."
- (xiii) 'Registrar (Selection & Appointment Cell)" means the Registrar of the Selection & Appointment Cell of the High Court.
- (xiv) Senior Faculty Member (C.S.J.A.) means the Faculty Member of Chhattisgarh State Judicial Academy.
- (xv) 'Registrar (Ministerial)' means the Registrar (Ministerial) of the High Court.

- (xvi) 'Additional Director' means the Additional Director of the Chhattisgarh State Judicial Academy.
- (xvii) 'Additional Registrar' means the Additional Registrar of the High Court.
- (xviii) 'Joint Registrar (Ministerial)' means the Joint Registrar (Ministerial) of the High Court.
- (xix) 'Deputy Director (C.S.J.A.)' means the Deputy Director of the Chhattisgarh State Judicial Academy.
- (xx) 'Administrative Officer (Civil Judge Junior Division)' means the Administrative Officer of Chhattisgarh State Judicial Academy.
- (xxi) 'Budget Officer' means the Budget Officer of the High Court.
- (xxii) 'Deputy Registrar' means the Deputy Registrar of the High Court.
- (xxiii) 'Accounts Officer' means the Accounts Officer of the High Court.
- <sup>4</sup>(xxiii-a) 'Chief Court Manager' means the Chief Court Manager of the High Court and Subordinate Courts.<sup>4</sup>
- (xxiv) 'Assistant Registrar' means the Assistant Registrar of the High Court.
- <sup>4</sup>(xxiv-a) 'Senior Court Manager' means the Senior Court Manager of the High Court and Subordinate Courts.<sup>4</sup>
- <sup>4</sup>(xxiv-b) 'Court Manager' means the Court Manager of the High Court and Subordinate Courts.<sup>4</sup>
- (xxv) 'Constitution' means the Constitution of India.
- (xxvi) 'Citizen of India' means a person who is or is deemed to be a citizen of India under Part-II of the Constitution.
- (xxvii) 'Disciplinary Authority' means the Authority competent under these Rules to impose any of the penalties specified in these Rules.
- (xxviii) 'Committee' means the Committee constituted by the Chief Justice.
- (xxix) 'Deputation' means the services of officers and employees of Subordinate Judiciary or other Government Departments taken on loan temporarily on the establishment of the High Court or, placing the services of officers and employees of the High Court establishment on loan to other Department temporarily.
- (xxx) 'Establishment' means the establishment of the High Court.
- (xxxi) 'Employee' or 'Employee of the Court' means any officer or employee appointed to or borne on the establishment of the High Court as specified in the First Schedule as amended from time to time.
- (xxxii) 'Governor' means the Governor of the State of Chhattisgarh.
- (xxxiii) 'Government' means the State Government of Chhattisgarh.
- (xxxiv) 'Service' means the High Court Service.
- (xxxv) 'Schedule' means the schedules appended to these rules.
- (xxxvi) 'Members of the Service' include the officers and other employees appointed or deemed to have been appointed to the different cadres of the service mentioned in First Schedule and Second Schedule.

- (xxxvii) 'Members of the family' in relation to an employee means his/her spouse, child or stepchild either living with or dependent on the employee.
- (xxxviii) 'Scheduled Castes/Scheduled Tribes' shall have the same meaning as given to these expressions by Articles 341 and 342 of the Constitution respectively.
- (xxxix) 'Other Backward Classes' shall have the same meaning and shall include the same Castes as may be notified by the Government of India or by the State Government from time to time.
- (xl) 'Disabled persons (Divyang) shall have the same meaning as may be notified by the Government of India or by the State Government from time to time'.
- (xli) 'Post' means a post on the establishment of the High Court as specified in First Schedule and Second Schedule.
- (xlii) 'Recognised University' means any University incorporated by law in India or recognised by University Grants Commission or other University which is declared by the Chief Justice to be a recognised University for the purpose of these Rules.
- (xliii) 'Recognised Board' means the Board of the Secondary Education of Chhattisgarh, Raipur or any other equivalent Board recognised by the Chief Justice of the High Court.
- (xliv) 'Recognised Board of Shorthand and Typewriting Examination' means the Board of Chhattisgarh Shorthand and Typewriting Examination or any other equivalent Board recognised by the Chief Justice of the High Court from time to time.
- (xlv) 'Vigilance Cell' means the Vigilance Cell of the High Court.
- (xlvi) 'Competitive Examination'/'Selection Test' means the written examination and/or such other practical tests like typewriting, shorthand, driving etc., and such viva voce test or other tests as may be prescribed by the Chief Justice from time to time for different posts.
3. **Application-** These rules shall apply to all the persons appointed to the service before or after the commencement of the rules.  
 Provided that the Officers of the Chhattisgarh Judicial Service specified in First Schedule will ordinarily be regulated by the rules and orders applicable to the members of the service to which they belong and the Chief Justice will be the competent authority to regulate the condition of their service under these rules and relax the same in appropriate cases.
4. **Strength of Officers and Staff of the High Court-**
- (1) There shall be <sup>4</sup>three<sup>4</sup> cadres in the service and the name of the post, classification/grade and strength of the service in each cadre shall be as specified in the <sup>4</sup>First Schedule, Second & Third Schedule.<sup>4</sup>
- (2) The Chief Justice may from time to time with the approval of the Governor, where such approval is necessary, vary the cadre strength by amending the schedules from time to time, so far as it relates to the Salaries, allowances, leave or pensions.
- (3) The Chief Justice may from time to time, leave unfilled or hold in abeyance any post in the service.
5. **Appointing Authority.** - All appointments to the posts of the establishment shall be made by the Chief Justice or by such other Judge or Officer as the Chief Justice may, by general or special order, direct.

6. **Head of Office** - The Registrar General shall be the head of office of the establishment who shall dispose of all the matters, which under the prevailing rules of the State Government can be disposed of by the head of office.

7. **Eligibility for appointment to the posts to be filled up by direct recruitment on the establishment.** - No person shall be eligible for appointment by direct recruitment unless -

(a) he is a citizen of India.

(b) he has attained minimum age of 21 years (18 years for Class-IV posts) and has not attained maximum age of 30 years (in case of bonafide resident of Chhattisgarh 35 years) on the first day of January of the year in which applications for appointment are invited.

Provided that the upper age limit shall be relaxable upto a maximum limit of 5 years for the candidates belonging to Scheduled Caste, Scheduled Tribe and other Backward Classes of Chhattisgarh State.

Provided that the upper age limit shall be relaxable upto a maximum limit of 10 years for women candidates, <sup>1</sup>only who are local residents of State of Chhattisgarh.<sup>1</sup>

Provided further that the upper age limit of candidates who are Government servants whether permanent or temporary, shall be relaxable upto further 5 years in addition to the relaxations available as above.

Provided further that the Circulars issued by State Government from time to time in this regard shall also be applicable subject to the approval of the Chief Justice.

(c) he has good character and is of sound mind and body and free from any bodily or mental defect which renders him unfit for such appointment.

(d) he has not more than one spouse living.

(e) he has not been dismissed or removed from service by any High Court, Government or Statutory Authority or Local Authority.

(f) he has not been convicted of any offence involving moral turpitude, or has not been permanently debarred or disqualified by any High Court or Union Public Service Commission or State Public Service Commissions or any Services Selection Board or Staff Selection Commission.

8. **Method of recruitment and other qualifications, etc.**-The method of recruitment, qualification and other matters relating to the appointment and promotion in the service shall be as specified in the <sup>4</sup>First, Second & Third Schedules.<sup>4</sup>

9. **Reservation-**

(a) **Reservation of Posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes** - Posts for direct recruitment shall be reserved for the candidates belonging Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the provisions contained in Section 4(2)(1)(b) of Chhattisgarh Anusuchit Jatiyon, Anusuchit Jan-Jatiyon Aur Anya Pichhade Vargon Ke Liye Aarakshan) Adhinyam, 1994, or in accordance with the orders passed by the Chief Justice from time to time.

(b) **Reservation of posts for women candidates** - 30% of all posts in the establishment shall be reserved in favour of

women candidates <sup>2</sup>who are local residents of State of Chhattisgarh,<sup>2</sup> at the stage of direct recruitment.

- (c) **Reservation of posts for Disabled Persons (Divyang)-** 6% of all posts in the establishment shall be reserved for Disabled Persons (Divyang) in direct recruitment, on such posts as may be identified by the Chief Justice.

Provided that if suitable candidates are not available from any reserved category, the vacancy may be carried forward for only two years. Thereafter it shall be treated to de-reserved.

10. **Joining Time-**

- (1) A candidate appointed by direct recruitment shall report for duty to such authority and within such date as may be specified in the order of appointment.
- (2) Notwithstanding anything contains in sub-rule (1), the appointing authority may, on application by the candidate, if satisfied, that there are good and sufficient reasons for doing so, by order in writing, grant such further time, as it may deems necessary for joining.
- (3) The appointee who fails to assume charge of the post within the time specified in the sub-rule(1) or (2) shall cease to be eligible for joining the service and he shall be removed from the list of the selected candidate unless he satisfies the Chief Justice that the situation preventing him from joining was beyond his control.

11. **Probation, Officiation and Confirmation-**

- (1) All appointments to the services by direct recruitment (including Contingency Paid Employees appointed to a regular post by way of promotion) shall be on probation for a period of two years.
- (2) All appointments by promotion (except Contingency Paid Employees promoted to a regular post) shall be on officiating basis for a period of two years.
- (3) The period of probation or officiation as the case may be, of an employee, may, for reasons to be recorded in writing to be extended by a further period not exceeding one year.
- (4) At the expiry of the period of probation or officiation, as the case may be, the Chief Justice or such other Judge or Officer nominated by the Chief Justice shall consider the suitability of the person to hold the post to which he is appointed or promoted; and-
  - (i) If he is found suitable to hold the post, the Registrar General with the approval of the Chief Justice, shall issue an order confirming his service in the post.
  - (ii) If he is not found suitable to hold the post to which he is appointed or promoted, the Registrar General with the approval of the Chief Justice shall; -
    - (a) If he is promoted revert him to the post held by him prior to his promotion; or
    - (b) If he is a probationer, discharge him from service.

12. **Seniority-**

- (1) The members of the service appointed or promoted in accordance with these rules, on regular basis shall be senior to persons appointed on adhoc or temporary basis.

- (2) The inter-se-seniority of the members of the service appointed on the basis of the result of the competitive examination shall be determined according to the merit list and where two or more members are placed at the same position in the merit list, the person senior in age shall be senior to the other(s).
- (3) The inter-se-seniority of the members of the service appointed by direct recruitment or promotion in the same class/grade in any calendar year shall be determined from the date of their appointment/promotion as the case may be.
- (4) Where more than 01 member is promoted in any cadre of the service by the same order, the inter-se-seniority of persons, so promoted, shall be determined by their inter-se-seniority in the lower grade of the respective cadre, unless directed otherwise.
13. **Gradation List** - There shall be a gradation list of all the members of the service (except Judicial Officers of Higher Judicial Services /Lower Judicial Services and other Officers/Employees posted on the establishment of this High Court on deputation basis) prepared on the basis of inter-se-seniority, subject to periodical updating and approval thereof by the Chief Justice every year.
14. **Pay & Allowances** -
- (1) The Scale of <sup>9</sup>Scale of Pay/Level in Pay Matrix<sup>9</sup> of all the members in various grade/class of the service shall be as mentioned in the <sup>4</sup>First, Second & Third Schedule<sup>4</sup> and they will be entitled to such allowances and other benefits as payable to the officers & employees of the State Government Secretariat of the corresponding class/grade, subject to such amendments and variations as may be made by the Chief Justice from time to time with the approval of the Governor where such approval is necessary.
- The pay and allowances indicated in the said schedules shall stand amended as and when <sup>9</sup>Scale of Pay/Level in Pay Matrix<sup>9</sup> and allowances are revised for the officers & employees of the State Government Secretariat of the corresponding class/grade.
- (2) The holders of posts specified in second column of <sup>4</sup>First, Second & Third Schedule<sup>4</sup> shall also be paid all other allowances and provided with the facilities, which are payable and available to the corresponding posts in the State Government Secretariat.
- Provided that the <sup>9</sup>Scale of Pay/Level in Pay Matrix<sup>9</sup> provided in the sixth column of First Schedule <sup>4</sup>& Third Schedule<sup>4</sup> and seventh column of Second Schedule shall be subject to revision by the Chief Justice from time to time with the approval of the Governor.
15. **Increment**- The periodical increment shall not be given to a member of the service unless his conduct is good and work is satisfactory. Gazetted Officers shall, however, draw their increments as a matter of course, unless the same is withheld by the Chief Justice.
16. **Age of superannuation**- A member of the service is liable to retire at the age prescribed for the members of the State Government Service and all rules made by the State Government in this regard shall apply to the service.
17. **Leave, Pension, etc.**- In regard to leave, pension, leave salary, etc. the rules and regulations, applicable to the members of the State Government Service shall apply to the service.

18. **Other conditions of the service-**

- (1) Subject to the provision of these rules, the rules and orders for the time being in force and applicable to the members of the corresponding classes/grades of the State Government secretariat shall *mutatis mutandis* regulate the service of the members of the service.
- (2) Any question arising as to which rules or orders are applicable to any case of any member of the service shall be decided by the Chief Justice.

19. **Vacation** - The Office of the High Court is a non-vacation Department. The Chief Justice may, however, allow any member of the staff to remain absent for such part of the vacation as the Chief Justice may by order direct.

20. **Code of Conduct-**

- (1) A member of the service appointed under these rules shall be required to maintain the integrity and conduct himself in conformity with dignity of the service. He should follow the code of conduct, as provided in Fourth Schedule.
- (2) The Chhattisgarh Civil Service (Conduct) Rules, 1965, with its amendments made from time to time, shall in so far as they are not inconsistent with these rules shall apply to the members of the service.

21. **Contravention of the rules-**

- (1) Any members of the service who contravenes the provisions of these rules shall render himself liable to disciplinary action under these rules.
- (2) The Chief Justice shall have the power to take action against any member of the service for contravention of any provision of these rules and the Chief Justice shall be the competent authority for granting permission to the Registrar General in respect of anything which is required to be done with the previous permission of superior authority under any rules for taking departmental action.

22. **Control And Discipline-**

- (1) All member of service shall be subject to the superintendence and control of the Chief Justice.
- (2) The provisions of Chhattisgarh Civil Services (Classification, Control and Appeal) Rules, 1966 and Chhattisgarh Civil Services (Conduct) Rules, 1965 shall be applicable 'mutatis mutandis' to the members of the service subject to the following: -
  - (a) In regard to Employees other than Class-I officers of the service, the Disciplinary Authority shall be the Registrar General or such other Officer as may be designated in this behalf by the Chief Justice. <sup>4</sup>"In case of Court Managers posted in High Court, the disciplinary authority shall be the Registrar General and in case of Court Mangers posted in Subordinate Courts, the disciplinary authority shall be the District Judge".<sup>4</sup>
  - (b) In regard to Officers in Class I posts, the Disciplinary Authority shall be the Chief Justice or such Judge as may be designated in this behalf by the Chief Justice. Power exercised by the State Government under the Rules adopted by the High Court shall be exercised in regard to the Members of the service by the Chief Justice.

- (c) The Enquiry Authority shall have power to issue notices to witnesses and to compel them to appear and give evidence or produce documents or both as the case may be.
- (d) An appeal shall lie to the Chief Justice against all Orders, which may be passed by the Authority prescribed in clause (a).
- (e) An appeal, against any order passed by the Authority other than Chief Justice, prescribed under clause (b) shall lie to the Chief Justice.

23. **Postings & Transfers-**

- (1) Notwithstanding the initial appointment of any person on any particular post or in any particular class or category, The Chief Justice may, in the interest of administration, transfer any such person to any other post, or in any other class or category, on the establishment, but such transfer or posting shall not affect his seniority as originally fixed or determined.
- (2) The Chief Justice may, owing to exigencies of service or in public interest or in the interest of administration, transfer any member of the establishment outside the establishment to a subordinate court for such period as may be specified. During the period of transfer, the transferred member of the establishment shall retain his lien in all respects on his post on the establishment and transfer outside the establishment, shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post, in any manner whatsoever in the establishment.
- (3) To remove any hardship, owing to transfer under above Rule-2, the Chief Justice may order the payment of compensatory allowance to the transferred member of the establishment, which, however, shall not exceed the amount payable on deputation in normal course.
- <sup>4</sup>“(4) The post of Court Manager shall be transferable throughout the State of Chhattisgarh.
- (5) The appointing authority shall have the prerogative to transfer a Court Manager from one place to another place, at any time.
- (6) The Court Managers may be transferred from one district court to another or from High Court to District Court or vice versa by the Chief Justice or any other Judge nominated by the Chief Justice.”<sup>4</sup>

24. **Re-employment-** If the Chief Justice is of the opinion that it is necessary in the exigency of service the Chief Justice may re-employ a retired gazetted officer of the service for a period upto 02 (two years).

25. **Interpretation** - If any question arises as to the interpretation of these rules, the decision of the Chief Justice shall be final.

26. **Residuary Powers.-**

- (1) Nothing in these Rules shall be deemed to affect the power of the Chief Justice to make such order from time to time as he may deems fit in regard to all matters, incidental or ancillary to these Rules not specifically provided for hearing or in regard to the matters as have not been sufficiently provided for.

Provided, that if any such order relates to salary, allowances, leave or pensions of the member of the service, the same shall be made with the approval of the Governor.

- (2) The Chief Justice shall have power to relax age or qualification and experience for appointment to the service in appropriate case according to his discretion. <sup>8....8</sup>



27. **Cessation** - The Chhattisgarh High Court Establishment (Appointment and Conditions of Service) Rules-2003, The High Court of Chhattisgarh Computer Cadre Service Rules, 2013, "Chhattisgarh High Court (Appointment and Conditions of Service of Court Managers) (Chhattisgarh) Rules, 2012" <sup>4</sup> and all other rules and orders, if any, corresponding to these Rules, shall cease to apply to the members of the service from the date of commencement of these Rules:

Provided that any order already made or action taken under the Rules and Orders so ceased shall continue to be in force and be deemed to have been made or taken under the corresponding provisions of these Rules.

**FIRST SCHEDULE**  
**(GAZETTED OFFICERS)**

SI No	Name of the Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment and Experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
1	2	3	4	5	6
1.	Registrar General	1	Class-I	Member of Higher Judicial Service (Super Time Scale) on deputation	District Judge (Super Time Scale)
2.	Principal Private Secretary to Hon. the Chief Justice	1	Class-I	Member of Higher Judicial Service on deputation or Additional Registrar/Deputy Registrar of the Registry.	Own pay scale in case of H.J.S. or Additional Registrar/ Deputy Registrar, as the case may be
3.	Director, Chhattisgarh State Judicial Academy	1	Class-I	1. Retired Judge of the High Court, for a period of three years OR 2. Retired member of Higher Judicial Service of Super Time Scale for a period of three years. OR 3. Member of Higher Judicial Service of Super Time Scale on deputation.	Strictly on Pay minus Pension basis  Strictly on Pay minus Pension basis  District Judge (Super Time Scale)
4.	Registrar (Inspection & Enquiry)	1	Class-I	Member of Higher Judicial Service of Super Time Scale on deputation.	District Judge (Super Time Scale)/Own pay scale
5.	Registrar (Vigilance)	1	Class-I	Member of Higher Judicial Service of Super Time Scale on deputation.	District Judge (Super Time Scale)/Own pay scale
6.	Registrar (Computerization)	1	Class-I	Member of Higher Judicial Service of Super Time Scale/Member of Higher Judicial Service on his/her own pay scale on deputation.	District Judge (Super Time Scale)/Own pay scale
7.	Registrar (Judicial)	1	Class-I	Member of Higher Judicial Service of Selection Grade on deputation.	District Judge (Selection Grade)/Own pay scale
8.	Registrar (Selection & Appointment Cell)	1	Class-I	Member of Higher Judicial Service of Selection Grade on deputation.	District Judge (Selection Grade)/Own pay scale
9.	Senior Faculty Member (C.S.J.A.)	1	Class-I	Retired District Judge strictly on pay minus pension basis for a period of five years or attaining the age of 65 years, whichever is earlier.	District Judge, (Selection Grade)
10.	Registrar (Ministerial)	<sup>9</sup> 2 <sup>9</sup>	Class-I	By promotion from amongst Joint Registrar of the establishment strictly on merit-cum-seniority basis. Having minimum 02 years experience as Joint Registrar on the establishment of this High Court.	<sup>9</sup> 16 (129700 - 214300) <sup>9</sup>
11.	Additional Director, Chhattisgarh State Judicial Academy	2	Class-I	Member of Higher Judicial Service of Selection Grade on deputation	District Judge (Selection Grade)/own pay scale
	Additional	1	Class-I	Judicial Officer of the rank	District Judge (Entry Level)

SI No	Name of the Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment and Experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
12.	Registrar (Judicial)			of District Judge Entry Level (Member of Higher Judicial Service on deputation)	
13.	Additional Registrar (Administration)	1	Class-I	Judicial Officer of the rank of District Judge Entry Level (Member of HJS on deputation) / Additional Registrar (M).	District Judge (Entry Level)/ Additional Registrar (M), as the case may be.
14.	Additional Registrar (Classification)	1	Class-I	Judicial Officer of the rank of District Judge Entry Level (Member of Higher Judicial Service on deputation)/ Additional Registrar (M).	District Judge (Entry Level)/ Additional Registrar (M), as the case may be.
15.	Joint Registrar (Ministerial)	<sup>94</sup>	Class-I	By promotion from amongst Additional Registrar (Ministerial)/ Budget Officer of the establishment strictly on merit-cum-seniority basis. Having minimum 03 years experience in the feeder post(s).	<sup>915</sup> (118500 - 214100) <sup>9</sup>
16.	Additional Registrar (District Establishment)	1	Class-I	Judicial Officer of the rank of District Judge Entry Level (Member of Higher Judicial Service on deputation)/Additional Registrar (M).	District Judge (Entry Level)/ Additional Registrar (Ministerial)as the case may be)
17.	Deputy Director (C.S.J.A.)	2	Class-I	Judicial Officer of the rank of Civil Judge Senior Division on deputation.	Civil Judge Class-I
18.	Administrative Officer (C.S.J.A.)	1	Class-I	Judicial Officer of the rank of Civil Judge Junior Division Cadre on deputation.	Civil Judge Class-II
19.	Additional Registrar (Ministerial)	<sup>97</sup>	Class-I	By promotion from amongst Deputy Registrars, Deputy Registrar (Protocol) and Accounts Officer of the establishment strictly on merit-cum-seniority basis. <b>OR</b> By any other mode of appointment from suitable persons. In case of promotion must have minimum 3 years experience in the feeder post(s).	<sup>914</sup> (79900-211700) <sup>9</sup>
20.	Budget Officer	1	Class-I	By promotion from amongst Deputy Registrars, Deputy Registrar (Protocol) and Accounts Officer of the establishment having passed the accounts training examination, strictly on merit-cum-seniority basis. <b>OR</b> By Deputation from the office of Accountant General or Directorate of Treasuries. In case of promotion must have minimum 3 years experience in the feeder post(s).	<sup>914</sup> (79900-211700) <sup>9</sup>
21.	Deputy Registrar	<sup>918</sup>	Class-I	By promotion from Assistant Registrars of the establishment strictly on merit-cum-seniority basis. Having minimum 3 years experience as Assistant Registrar on the establishment of this High Court.	<sup>913</sup> (67300-213100) <sup>9</sup>

SI No	Name of the Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment and Experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
22.	Deputy Registrar (Protocol)	1	Class-I	By promotion from Assistant Registrars of the establishment strictly on merit-cum-seniority basis. Having minimum 3 years experience as Assistant Registrar on the establishment of this High Court.	<sup>9</sup> 13 (67300-213100) <sup>9</sup>
23.	Accounts Officer	1	Class-I	By promotion from Assistant Registrars of the establishment having passed the accounts training examination, strictly on merit-cum-seniority basis. OR By deputation from the State Accounts Service. In case of promotion must have minimum 3 years experience as Assistant Registrar on the establishment of this High Court.	<sup>9</sup> 13 (67300-213100) <sup>9</sup>
24.	Assistant Registrar	<sup>9</sup> 27 <sup>9</sup>	Class-II	By promotion strictly based on merit-cum-seniority from amongst incumbents holding the following posts:- 1. Section Officers 2. Private Secretaries, <sup>5</sup> Librarian <sup>5</sup> , <sup>6</sup> Assistant Editor (I.L.R.) <sup>6</sup> Having minimum 3 years experience in the feeder post(s). Note:- Vacancies in the sanctioned/vacant post of Assistant Registrar shall be filled up between 1 and 2 categories noted above in rotating system at the ratio of 1:1 (e.g. if earlier the last promoted employee was from Section Officer cadre, the next promotion will be made from Private Secretaries,). The inter-se-seniority of promoted employees shall be determined by their inter-se-seniority in lower cadre.	<sup>9</sup> 12 (56100-177500) <sup>9</sup>
25.	Section Officer	<sup>9</sup> 48 <sup>9</sup>	Class-II	By promotion strictly based on merit-cum-seniority from amongst Assistants Grade-I and Hostel Administrative Officer(A.G.-I), (C.S.J.A.) of the establishment. Having minimum 3 years experience in the feeder post(s).	<sup>9</sup> 11 (49100-155800) <sup>9</sup>
26.	Private Secretary	<sup>9</sup> 45 <sup>9</sup>	Class-II	By promotion strictly on merit-cum-seniority basis from Stenographers/ Stenographers (Bilingual) of the establishment subject to the condition that the Stenographer must have passed English Shorthand Examination at the speed of 100 words per minute from any recognised Board/ recognised University. Having minimum 3 years experience in the feeder post(s).	<sup>9</sup> 11 (49100-155800) <sup>9</sup>

SI No	Name of the Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment and Experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
27.	Librarian	1	Class-II	By promotion strictly on merit-cum-seniority basis from Assistant Librarians of the establishment. Having minimum 3 years experience as Assistant Librarian on the establishment of this High Court	<sup>9</sup> 10 (43200-136500) <sup>9</sup>
28.	Assistant Editor (I.L.R.)	<sup>9</sup> 3 <sup>9</sup>	Class-II	By promotion strictly based on merit-cum-seniority from amongst Assistant Grade-I, Hostel Administrative Officer (A.G.-I), (C.S.J.A.) of the establishment, having Degree in Law. Having minimum 3 years experience in the feeder post(s).	<sup>9</sup> 10 (43200-136500) <sup>9</sup>

### **CLASS-III**

SI. No	Name of the Post	Existing Sanctioned Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
1	2	3	4	5	6
1.	Assistant Grade-I	<sup>9</sup> 82 <sup>9</sup>	Post shall be filled up by promotion from Examiner (I.L.R.), Stamp Reporter, Translator and Assistant Grade-II of the establishment strictly on merit-cum-seniority basis. OR May be filled up by appointment on deputation from employee of District Establishment.	Holding post of Examiner (I.L.R.), Stamp Reporter, Translator and Assistant Grade-II of the establishment. In case of promotion from the post of Examiner (I.L.R.), Stamp Reporter, Translator - must have minimum 2 years experience in the feeder post(s) on the establishment of this High Court. In case of promotion from the post of Assistant Grade-II - must have minimum 3 years experience as Assistant Grade-II on the establishment of this High Court.	<sup>9</sup> 9 (38100-120400) <sup>9</sup>
2.	Hostel Administrative Officer (A.G.-I) - (C.S.J.A.)	1	Post shall be filled up by promotion from Examiner (I.L.R.), Stamp Reporter, Translator and Assistant Grade-II of the establishment strictly on merit-cum-seniority basis.	Holding post of Examiner (I.L.R.), Stamp Reporter, Translator and Assistant Grade-II of the establishment. In case of promotion from the post of Examiner (I.L.R.), Stamp Reporter, Translator - must have minimum 2 years experience in the feeder post(s) on the establishment of this High Court. In case of promotion from the post of Assistant Grade-II - must have minimum 3 years experience as Assistant Grade-II on the establishment of this High Court.	<sup>9</sup> 9 (38100-120400) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanctioned Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
3.	Stenographer	<sup>9</sup> 74 <sup>9</sup>	By direct recruitment through competitive examination.	Must be a Graduate from any recognised university and; Must have passed Shorthand Examination and Typewriting examination in English from any recognized University/ Board/ recognised Board of shorthand and typewriting examination @ 80 words per minute and 30 words per minute respectively.	<sup>9</sup> (38100-120400) <sup>9</sup>
4.	Stenographer (Bilingual)	1	By direct recruitment through competitive examination.	Must be a Graduate from any recognised university and; Must have passed Shorthand Examination and Typewriting examination in English @ 80 words per minute and 30 w.p.m. & in Hindi @ 80 words per minute and 25 w.p.m. respectively from any recognised Board of shorthand and typewriting examination /recognised University/ Board.	<sup>9</sup> (38100-120400) <sup>9</sup>
5.	Stamp Reporter	<sup>9</sup> 19 <sup>9</sup>	By promotion strictly on merit-cum-seniority basis from Assistant Grade II of the establishment.	Holding post of Assistant Grade-II in the establishment. Having minimum 2 years experience as Assistant Grade-II on the establishment of this High Court.	<sup>9</sup> (35400-112400) <sup>9</sup>
6.	Examiner (I.L.R.)	1	By promotion strictly on merit-cum-seniority basis from Assistant Grade II of the establishment.	Holding post of Assistant Grade-II in the establishment. Having minimum 2 years experience as Assistant Grade-II on the establishment of this High Court.	<sup>9</sup> (35400-112400) <sup>9</sup>
7.	Translator	12	By direct recruitment through competitive examination.	Master Degree from a recognized University in Hindi with proficiency in English Language or a Master Degree in English from a recognized University with proficiency in Hindi language. Proficiency in the use of computer is necessary. Due weightage will be given to a Law Graduate.	<sup>9</sup> (35400-112400) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanctioned Strength	Source & Method of Appointment	Minimum Qualification & experience	Scale of Pay/Level in Pay Matrix <sup>9</sup>
8.	Assistant Librarian	<sup>9</sup> 11 <sup>9</sup>	By promotion from Library Assistant (A.G.-III) (C.S.J.A.) OR By direct recruitment through competitive examination. In case suitable candidates are not available for promotion as mentioned above, then the posts shall be filled in by direct recruitment.	For direct recruitment- Candidate must have Bachelor's/ Master's Degree in Library Science or Library and Information Science from any recognised University. In case of promotion minimum 5 years experience as Library Assistant on the establishment of this High Court.	<sup>9</sup> 7 (28700-91300) <sup>9</sup>
9.	Hindi Stenographer (Stenographer to Registrar Vig)	1	By direct recruitment through competitive examination. OR By promotion from the Class-III employees of this Registry, subject to suitability based on qualifying suitability test.	1. Must be a Graduate from any recognized university and; 2. Must have passed Shorthand Examination and Typewriting examination in Hindi @ 80 words per minute and 25 w.p.m. from any recognized Board of shorthand and typewriting examination/ recognized University/ Board. 3. In case of promotion, apart from above qualification, must hold any Class-III post on the establishment of this High Court for a period of 02 years.	<sup>9</sup> 7 (28700-91300) <sup>9</sup>
10.	Assistant Grade-II	<sup>9</sup> 156 <sup>9</sup>	Posts shall be filled up by promotion strictly on merit-cum-seniority basis amongst existing Assistant Grade III/ Assistant Grade-III (Computer) / Assistant Protocol Officer (A.G.-III) (C.S.J.A.)/ P.B.X. Operator and Assistant Grade-III (Photocopy Operator) of the Establishment.	Holding post of Assistant Grade III/ Assistant Grade-III (Computer) / Assistant Protocol Officer (A.G.-III) (CSJA)/ P.B.X. Operator and Assistant Grade-III (Photocopy Operator) in the establishment and possessing the qualification of Assistant Grade-III with having 2 years experience in the feeder post(s).	<sup>9</sup> 6 (25300-80500) <sup>9</sup>
11.	Assistant Grade-III	<sup>9</sup> 231 <sup>9</sup>	1. 75% posts shall be filled up by direct recruitment through competitive examination. 2. 25% posts shall be filled up by promotion amongst regular Class-IV employees of the Establishment having 07 years of continuous service (including services rendered as contingency paid employees in the Establishment of this High Court). <sup>9</sup> Promotion shall be made in the ratio of 1:3 vis-a-vis Staff Car Drivers and other Class-IV employees. <sup>9</sup> Promotion shall be based on the eligible candidates passing a qualifying test. This test will be of 200 marks and will consist of	1. For direct recruitment - (a) Must be a graduate from any recognized University and; (b) One year diploma Course in computer from I.T.I. or any equivalent recognized Board/ University. 2. For Promotion- Must be a graduate from any recognized University and must have working knowledge on computer.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanction-ed Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
			<p>multiple choice questions of graduation level in the subjects of general knowledge, mathematics, English and Hindi and also knowledge of computer. The minimum pass mark in this test will be 50% and selection shall be made strictly on the basis of seniority from amongst those who qualify the written test irrespective of the merit obtained in the written test.</p> <p>In case suitable candidates are not available for promotion as mentioned above, then the posts shall be filled in by direct recruitment.</p>		
12.	Assistant Grade-III (Computer)	10	<p>1. 75% posts shall be filled up by direct recruitment through competitive examination.</p> <p>2. 25% posts shall be filled up by promotion amongst regular Class-IV employees of the Establishment having 07 years of continuous service (including services rendered as contingency paid employees in the Establishment of this High Court). <sup>9</sup>Promotion shall be made in the ratio of 1:3 vis-a-vis Staff Car Drivers and other Class-IV employees.<sup>9</sup> Promotion shall be based on the eligible candidates passing a qualifying test. This test will be of 200 marks and will consist of multiple choice questions of graduation level in the subjects of general knowledge, mathematics, English and Hindi and also knowledge of computer. The minimum pass mark in this test will be 50% and selection shall be made strictly on the basis of seniority from amongst those who qualify the written test irrespective of the merit obtained in the written test.</p> <p>In case suitable candidates are not available for promotion as mentioned above, then the posts shall be filled in by direct recruitment.</p>	<p>1. Must be a Graduate from any recognised University and;</p> <p>2. Post Graduate Diploma in Computer from any Institution recognised by a University (recognised by University Grants Commission).</p>	<sup>9</sup> 4 (19500-62000)+ 200 S.P. <sup>9</sup>
13.	Assistant Protocol Officer (A.G.-III) – (C.S.J.A.)	1	<p>By direct recruitment through competitive examination.</p> <p>OR</p> <p>By promotion amongst regular Class-IV employees of the Establishment having 07 years of continuous service (including services</p>	<p>1. For direct recruitment:</p> <p>(a) Must be a graduate from any recognized University and;</p> <p>(b) One year diploma Course in computer from I.T.I. or any equivalent recognized</p>	<sup>9</sup> 4 (19500-62000) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanctioned Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
			rendered as contingency paid employees in the Establishment of this High Court). <sup>9</sup> Promotion shall be made in the ratio of 1:3 vis-a-vis Staff Car Drivers and other Class-IV employees. <sup>9</sup> Promotion shall be based on the eligible candidates passing a qualifying test. This test will be of 200 marks and will consist of multiple choice questions of graduation level in the subjects of general knowledge, mathematics, English and Hindi and also knowledge of computer. The minimum pass mark in this test will be 50% and selection shall be made strictly on the basis of seniority from amongst those who qualify the written test irrespective of the merit obtained in the written test. In case suitable candidates are not available for promotion as mentioned above, then the post shall be filled in by direct recruitment.	Board/ University and must have minimum 01 year experience of liasioning with Govt. Departments.  2. For promotion:  (a) Must be a graduate from any recognized University and; (b) Must have working knowledge of computer.	
14.	Library Assistant (A.G.- III) - (C.S.J.A.)	1	By direct recruitment through competitive examination.	The candidate must have Bachelors Degree in Library Science from any recognized University.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>
15.	P.B.X. Operator	1	By direct recruitment. OR By promotion from amongst regular Class-IV employees (except Drivers) of the Establishment having 07 years of continuous service (including services rendered as contingency paid employees on the Establishment of this High Court) after taking selection test. In case suitable candidates are not available for promotion as mentioned above, then the post shall be filled in by direct recruitment.	1. Must be a Graduate from any recognised University and, 2. Must have minimum 02 years experience in P.B.X./E.P.A.B.X. Machine Operation.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>
16.	Assistant Grade-III (Photocopy Operator)	5	By promotion from amongst regular Class-IV employees of the Establishment having 07 years of continuous service (including services rendered as contingency paid employees in the Establishment of this High Court) on merit-cum-seniority basis. <sup>9</sup> Promotion shall be made in the ratio	<b>1. For Promotion-</b> (a) Must have passed class-XII examination from any recognized Board and; (b) Must have working experience of photocopy machine operation and knowledge of computer operation.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>



Sl. No	Name of the Post	Existing Sanction-ed Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
			of 1:3 vis-a-vis Staff Car Drivers and other Class-IV employees. <sup>9</sup> In case suitable candidates are not available for promotion as mentioned above, then the posts shall be filled in by direct recruitment.	<b>2. For direct recruitment-</b> (a) Must be a graduate from any recognised university (b) Must have minimum 02 years experience of Photocopy Machine operation and; (c) Must have knowledge of Computer Operation.	

### CLASS-IV

Sl. No	Name of the Post	Existing Sanction-ed Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
1	2	3	4	5	6
1.	Staff Car Driver	<sup>9</sup> 68 <sup>9</sup>	By direct recruitment through competitive examination consisting of written test of 100 marks with regard to Motor Vehicle Act and practical test.	1. Must have passed Class-X examination from any recognized Board. 2. Must also possesses a valid Transport (Commercial) Driving License and have experience of driving all types of vehicles. Preference shall be given to qualified mechanics.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>
1(a)	<sup>10</sup> Lift Man <sup>10</sup>	<sup>10</sup> 04 <sup>10</sup>	<sup>10</sup> By promotion from amongst Record Supplier, Daftari and Jamadar of the establishment (who have completed 03 years of service in the feeder cadre) on merit-cum-seniority basis.  In case suitable candidates are not available for promotion, the post shall be filled up by direct recruitment. <sup>10</sup>	<b><sup>10</sup>1. For promotion:-</b> (a) Must have passed Class-X examination from any recognized Board. (b) Must have trained in work of wiring/Electrician from Govt. recognized I.T.I. (c) Preference shall be given to the candidate having knowledge in operating the Lift (with proof). <b><sup>10</sup>2. For direct recruitment:-</b> (a) Must have passed Class-XII from any recognized Board. (b) Must have trained in work of wiring/Electrician from Govt. recognized I.T.I. (c) preference shall be given to the candidates who possesses certificate of having knowledge and experience in operating the Lift. <sup>10</sup>	<sup>10</sup> 4 (19500-62000) <sup>10</sup>
2.	Senior Binder	1	By promotion from Junior Binder on merit-cum-seniority basis.	Must have passed Class XII Examination from a recognised Board and must have Minimum two years experience as Junior Binder.	<sup>9</sup> 4 (19500-62000) <sup>9</sup>
3.	Junior Binder	2	By promotion from amongst qualified Daftaris, Record Suppliers & Jamadars.	(a) Must have passed Class-X examination from any recognised Board and; (b) Must have knowledge and experience of binding and; (c) Must have minimum 2 years experience in the feeder post(s).	<sup>9</sup> 3 (18000-56900) <sup>9</sup>
4.	Jamadar	25	By promotion from amongst the Peons of the establishment	1. Must have passed Class X examination from any recognised Board and;	<sup>9</sup> 2 (16100-50900) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanction -ed Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
			strictly on merit-cum-seniority basis.	2. Must have minimum 2 years experience as Peon on the establishment of this High Court.	
5.	Record Supplier	<sup>9</sup> 42 <sup>9</sup>	By promotion from amongst the Peons of the establishment strictly on merit-cum-seniority basis.	1. Must have passed Class-X examination from any recognised Board and; 2. Must have minimum 2 years experience as Peon on the establishment of this High Court.	<sup>9</sup> 2 (16100-50900) <sup>9</sup>
6.	Daftari	3	By promotion from amongst Peons of the establishment strictly on merit-cum-seniority basis.	1. Must have passed Class-X examination from any recognised Board and; 2. Must have minimum 2 years experience as Peon.	<sup>9</sup> 2 (16100-50900) <sup>9</sup>
7.	Hostel Store Keeper (C.S.J.A.)	01	By promotion from amongst Peons of the establishment strictly on merit-cum-seniority basis.	1. Must have passed Class X examination from any recognized Board and; 2. Must have minimum 2 years experience as Peon and; 3. Must have working knowledge of Store Keeping & Maintenance of Store.	<sup>9</sup> 2 (16100-50900) <sup>9</sup>
8.	Library Assistant Attendant (C.S.J.A.)	01	By promotion from Contingency Paid Employees of the establishment strictly on merit-cum-seniority basis subject to suitability.	1. Must have passed Class-X examination from any recognized Board and; 2. Must have minimum 2 years experience as Contingency Paid Employees and; 3. Must have knowledge of reading of Hindi & English Language.	<sup>9</sup> 1 (15600-49400) <sup>9</sup>
9.	Hostel Attendant (C.S.J.A.)	05	By promotion from Contingency Paid Employees of the establishment strictly on merit-cum-seniority basis subject to suitability.	1. Must have passed Class-X examination from any recognised Board and; 2. Must have minimum 2 years experience as Contingency Paid Employees.	<sup>9</sup> 1 (15600-49400) <sup>9</sup>

Sl. No	Name of the Post	Existing Sanction -ed Strength	Source & Method of Appointment	Minimum Qualification & experience	<sup>9</sup> Scale of Pay/Level in Pay Matrix <sup>9</sup>
10.	Peon	<sup>9</sup> 235 <sup>9</sup>	By promotion from amongst the contingency paid employee of the establishment having experience of their work subject to suitability as may be determined from time to time by the Chief Justice, failing which by direct recruitment after selection test.	1. For promotion- (a) Must have passed Class-X examination from any recognized Board and; (b) Must have minimum 2 years' experience as contingency paid employees. 2. For direct recruitment- Must have passed Class-X examination from any recognized Board.	<sup>9</sup> 1 (15600-49400) <sup>9</sup>
11.	Contingency paid employees <sup>9</sup> (Safai Karmachari, Cook, Gardner, Chowkidar, Electrician, Plumber) <sup>9</sup>	<sup>9</sup> 173 <sup>9</sup>	By direct recruitment. Selection shall be made on the basis of written test and interview. The written test will be of 200 marks and will consist of multiple choice questions of the level of 10 <sup>th</sup> class in the subjects of general knowledge, mathematics, Hindi and very minimum knowledge of simple words of English.	Must have passed Class-X examination from any recognised Board.	On daily wages @ fixed by the Collector, Bilaspur, from time to time.

***Note-The class-IV employees including Contingency Paid Employees appointed prior to commencement of these rules shall be considered for promotion to the class-IV posts on the basis of qualifications mentioned in Chhattisgarh High Court Establishment (Appointment and Conditions of Service) Rules, 2003.***

**SECOND SCHEDULE**  
**COMPUTER CADRE POSTS**

Sl. No.	Name of Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment	Minimum Qualification & Experience	<sup>9</sup> Scale of Pay/ Level in Pay Matrix <sup>9</sup>
1	2	3	4	5	6	7
1.	Assistant Registrar (IT)	1	Class-II, Gazetted	By direct recruitment  OR On deputation from various department of Central Govt. or State Govt. or from any Corporation or Institution owned or controlled by Central or State Govt. like National Informatics Centre, National Informatics Centre Service Inc. etc.	Working knowledge of Unix / Open Source Software /Windows NT/ Oracle and other RDMS packages/ Systems Analysis and Pro-gramming, Development in PHP, My SQL Database Administration and Design knowledge of all the stage PLC for Software development with the following educational qualifications. M.E./M. Tech. degree in Computer Science or related subject from a recognized University/Institution. or *'C' level course from DOE with minimum 5 years experience. or *B.E./B.Tech. degree in Computer Science or related subject from recognized institution/university with 5 years experience. or *MCA/M.Sc. degree in Computer Science or related subject from recognized institution/university with 5 years experience.	<sup>9</sup> 12 (56100-177500) <sup>9</sup>
2.	Computer Programmer	2	Class-II, Gazetted	(i) By promotion on the basis of Merit cum Seniority from amongst such Software Engineer/ Hardware Engineer who have completed 5 years of satisfactory service.  OR (ii) From amongst Assistant Programmer who have completed 11 years of satisfactory Service.  In case, no suitable candidate is available then the post may be filled by direct recruitment.	Working knowledge of Unix / Open Source Software/ Windows NT/ Oracle and other RDMS packages / Systems Analysis and Pro-gramming, Development in PHP, My SQL Database Administration and Design knowledge of all the stage PLC for Software development with the following educational qualifications. (i) B.E./B.Tech degree in Computer Science or related subject from a recognised university/institution with 5 years experience in programming software development field. or *Second Class Bachelor degree from a recognized university with 'B' level course from DOE with 5 years experience in programming/Software development field. or *MCA/ M.Sc degree in Computer Science or related subject from recognized institution/university with 5 years experience.*	<sup>9</sup> 12 (56100-177500) <sup>9</sup>
3.	Software Engineer	1	Class-II, Gazetted	By promotion on the basis of Merit cum Seniority from amongst such Assistant Programmer who have completed 5 years of satisfactory service.  In case, no suitable candidate is available then the post may be filled by	Working knowledge of Unix/Open Source Software/Windows NT/Oracle and other RDMS packages/Systems Analysis and Programming, Development in PHP, My SQL Database Administration and Design knowledge of all the stage PLC for Software development with the following educational qualifications (i) B.E./B.Tech degree in	<sup>9</sup> 10 (43200-136500) <sup>9</sup>

				direct recruitment.	Computer Science or related subject from a recognised university/institution with 3 years experience in programming /software development field or *Second Class Bachelor Degree from a recognized university with 'B' level course from DOE with 3 years experience in programming/Software development field. or * MCA/M.Sc. degree in Computer Science or related Subject from recognized institution/university with 3 year experience.*	
4.	Hardware Engineer	1	Class-II, Gazette d	By promotion on the basis of Merit-cum-Seniority from among-st such Assistant Programmer who have completed 5 years of satisfactory service and having knowledge of hardware maintenance.  In case, no suitable candidate is available then the post may be filled by direct recruitment.	Working knowledge of Unix/Open Source Software/Windows NT with the following educational qualifications. *B.E./B.Tech Degree in Computer Science or related subject from a recognised University/Institution with 3 years experience in Hardware/LAN maintenance in any esteemed organization/firm.	<sup>9</sup> 10 (43200-136500) <sup>9</sup>
5.	Assistant Programmer	3	Class-III	By promotion on the basis of Merit-cum-Seniority from amongst such Data Entry Operator who have completed 3 years of satisfactory service and having know-ledge of Computer Programming or Hardware maintenance (as per the requirement for the post as mentioned in this table at Sl. No. 3 & 4).  In case, no suitable candidate is available then the post may be filled by direct recruitment.	Working knowledge of Unix/Open Source Software/Windows NT/with the following educational qualifications. (i) MCA/M.Sc./B.E./B. Tech degree in Computer Science or related subject form recognized institution/university. or *Second Class Bachelor degree from a recognized university with 'A' level Course from DOE or PGDCA from any recognized University with 3 years experience in programming/Software development field. *Preference will be given to the higher qualified candidates.	<sup>9</sup> 9 (38100-120400) <sup>9</sup>
6.	Data Entry Operator	<sup>9</sup> 28 <sup>9</sup>	Class-III	(i) By direct recruitment.  <sup>3</sup> (ii) By absorption, as a one time measure of those who are now employed, by whatever mode and means, as part of Technical Man Power under E-Court Mission Mode Project, who have completed 30 months of service. <sup>3</sup>	Working knowledge of Unix/Open Source Software/Windows NT/with the following educational qualifications. (i) Educational qualification: At least second class bachelor degree from a recognized University in Computer Science or related subject; or Second class bachelor degree from any recognized University with PGDCA from any recognized University; or Second class bachelor degree from a recognized University with 'O' level course from DOE. (ii) Desirable Experience: Working knowledge of Operating Systems and Office application suites.	<sup>9</sup> 6 (25300-80500) <sup>9</sup>

					(iii) Knowledge of Hindi and English typing (Preference will be given to those candidates who have passed typewriting examination in Hindi and English language from any recognized board)
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<sup>3</sup>Amended vide Notification No. 05 (Mis.) dated 23.01.2018.

**4THIRD SCHEDULE**  
**COURT MANAGER POSTS**

Sl. No.	Name of Post	Existing Sanctioned Strength	Classification of Post	Source & Method of Appointment and Experience	Level in Pay Matrix
1	2	3	4	5	6
1.	Chief Court Manager	01	Class-I, Gazetted	By promotion strictly on merit-cum-seniority basis from amongst the Senior Court Managers having minimum 07 years experience as Senior Court Manager.	Level-13 (15600 - 39100 + 6600/- G.P.)
2.	Senior Court Manager	12	Class-II, Gazetted	By promotion strictly on merit-cum-seniority basis from amongst the Court Managers having minimum 05 years experience as Court Managers.	Level-12 (15600 - 39100 + 5400/- G.P.)
3.	Court Manager	29 02- for High Court & 27 for District Courts	Class-II, Gazetted	<p><b>1.</b> 75% posts shall be filled-up by direct recruitment through competitive examination.</p> <p><b>2.</b> By absorption of the Court Managers presently employed, as a one time measure, against the 75% direct recruitment quota.</p> <p>The candidate must have the following qualifications:-</p> <p>(i) A Bachelor Degree with Masters in Business Administration or Advanced Diploma in General Management from a UGC recognized University or Institution in India.</p> <p>(ii) 5(five) years experience/training in systems and process management or 5(five) years experience/training in I.T. Systems Management/Human Resources management/Financial Management.</p> <p>(iii) Excellent communication skills in Hindi, English and official languages of the State of Chhattisgarh.</p> <p>(iv) Excellent Social skills.</p> <p>(v) Excellent computer application skills and</p> <p>(vi) Preference will be given to Candidates having qualification and experience in the field of Law.</p> <p><b>3.</b> 25% posts shall be filled-up by promotion from amongst the Assistant Grade-I of the establishment strictly on merit-cum-seniority basis subject to having following qualifications:-</p> <p>(i) A Bachelor Degree with Masters in Business Administration or Advanced Diploma in General Management from a UGC recognized University or Institution in India.</p> <p>(ii) Excellent communication skills in Hindi, English and official languages of the State of Chhattisgarh.</p> <p>(iii) Excellent Social skills.</p> <p>(iv) Excellent computer application skills and</p> <p>(v) Preference will be given to Candidates having qualification and experience in the field of Law.</p> <p>In case suitable candidates are not available for promotion as mentioned above then the posts shall be filled-up by direct recruitment.</p>	Level-11 (9300 - 34800 + 4800/- G.P.) (The total monthly emoluments of presently employed Court Managers, on absorption, shall not be less than the total monthly emoluments drawn by them at the time of such absorption).

**A. Duties and Responsibilities of Court Manager Cadre :-**

(I) The Court Manager shall assist the Registrar General and other Registrars and Officers of the High Court and the District Courts in the respective Civil Districts, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.

(II) While performing such function, the Court Manager shall work under the control of the Registrar General in case of appointment in the High Court or of a District and Sessions Judge in case of appointment in a District Court, as the case may be.

(III) The incumbent appointed as Court Manager shall maintain professional secrecy and shall not divulge any Information which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.

(IV) The Court Manager, apart from any other work that may be assigned to him/her by the Registrar General or District & Sessions

Judge, may be entrusted with the following responsibilities.-

- B. **Policies and Standards:-**
- (I) Based on applicable directives of Superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency, quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management),
- (II) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliances; maintain such an evaluation on a current basis through annual updates.
- C. **Planning:-**
- (I) In consultation with the stakeholders of a court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year Court wise Court Development Plan (CDP);
- (II) Monitor the Implementation of the CDP and report to superior authorities on progress.
- D. **Information and Statistics :-**
- (I) Ensure that statistics on all aspects of functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court.
- (II) Ensure that reports on statistics are duly completed and provided as required.
- E. **Court Management:-** Ensure that the processes and procedures of the Court. (including for filing, certified copies, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully complied with the policies and standards established by the High Court for Court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.
- (Note: standard systems for Court management should be developed at the High Court level).
- F. **Case Management:** - Ensure that case management systems are fully complied with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in term of quality, efficiency and timeliness, costs to litigants and to the State
- (Note: standard systems for Court management should be developed at the High Court level).
- G. **Responsiveness Management-Access to Justice-Legal Aid and User Friendliness:** - Ensure that the Court meets standards established by the High Court on access to justice, Legal Aid and ADR methods and user friendliness.
- H. **Quality Management:** - Ensure that all directions issued by the High Court from time-to-time are complied with.
- I. **Human Resource Management:-** Ensure that Human Resource Management of Ministerial Staff in the Court comply with the Human Resource Management standards established by the High Court.
- J. **Core Systems Management:** - Ensure that the core systems of the Court are established and function effectively (documentation management; utilities management; Infrastructure and facilities management; financial systems management) (Audits; accounts; payments) in co-ordination with PDJ.
- K. **IT Systems Management:-**
- (1) Ensure that the IT systems of the Court comply with standards established by the High Court and are fully functional.



- (2) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the Courts, as and when it is set up.”  
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#### 4FOURTH SCHEDULE<sup>4</sup>

Sl. No.	Name of Post	Corresponding post in the State Government Secretariat
1.	2.	3.
1.	Registrar General	Principal Secretary / Secretary / Additional Secretary, as the case may be
2.	Principal Private Secretary to Hon. the Chief Justice	Principal Secretary-in case of Member of HJS/Additional Secretary/Under Secretary, as the case may be
3.	Director, C.S.J.A.	Principal Secretary
4.	Registrar (Inspection & Enquiry)	Principal Secretary
5.	Registrar (Vigilance)	Principal Secretary
6.	Registrar (Computerization)	Principal Secretary (In case of Member of H.J.S. of Super Time Scale on deputation)/ Secretary (In case of Member of H.J.S. of Selection Grade on deputation)/ Additional Secretary (In case of District Judge-Entry Level Member of H.J.S. on deputation)
7.	Registrar (Judicial)	Secretary
8.	Registrar (Selection & Appointment Cell)	Secretary
9.	Senior Faculty Member (C.S.J.A.)	Secretary
10.	Additional Director, C.S.J.A.	Secretary
11.	Registrar (Ministerial)	Additional Secretary
12.	Additional Registrar (Judicial)	Additional Secretary
13.	Additional Registrar (Administration)	Additional Secretary
14.	Additional Registrar (Classification)	Additional Secretary
15.	Additional Registrar (District Establishment)	Additional Secretary
16.	Joint Registrar (Ministerial)	Additional Secretary
17.	Deputy Director (Civil Judge Senior Division) (C.S.J.A.)	Deputy Secretary
18.	Administrative Officer (Civil Judge Junior Division) (C.S.J.A.)	Under Secretary
19.	Additional Registrar (Ministerial)	Additional Secretary
20.	Budget Officer	Deputy Secretary
21.	Deputy Registrar	Under Secretary
22.	Deputy Registrar (Protocol)	Under Secretary
22-A	<sup>4</sup> Chief Court Manager <sup>4</sup>	<sup>4</sup> Under Secretary <sup>4</sup>
23.	Accounts Officer	Under Secretary
24.	Assistant Registrar	Staff Officer
25.	Assistant Registrar (IT)	Staff Officer
25-A	<sup>4</sup> Senior Court Manager <sup>4</sup>	<sup>4</sup> Staff Officer <sup>4</sup>
26.	Computer Programmer	Staff Officer
27.	Private Secretary	Private Secretary
28.	Section Officer	Section Officer
29.	Librarian	Librarian
30.	Assistant Editor (I.L.R.)	Section Officer
30-A	<sup>4</sup> Court Manager <sup>4</sup>	<sup>4</sup> Section Officer <sup>4</sup>
31.	Software Engineer	Section Officer
32.	Hardware Engineer	Section Officer
33.	Assistant Grade-I	Assistant Grade-I
34.	Hostel Administrative Officer (A.G.-I) (C.S.J.A.)	Assistant Grade-I
35.	Stenographer	Stenographer
36.	Stenographer (Bilingual)	Stenographer
37.	Assistant Programmer	Assistant Grade-I
38.	Stamp Reporter	Assistant Grade-I
39.	Examiner (I.L.R.)	Assistant Grade-I
40.	Translator	Assistant Grade-I
41.	Assistant Librarian	Assistant Librarian
42.	Assistant Grade-II	Assistant Grade-II
43.	Data Entry Operator	Assistant Grade-II
44.	Assistant Grade-III	Assistant Grade-III
45.	Assistant Grade-III (Computer)	Assistant Grade-III
46.	Assistant Grade-III (Photocopy Operator)	Assistant Grade-III
47.	Assistant Protocol Officer (A.G.-III) (C.S.J.A.)	Assistant Grade-III
48.	Library Assistant (A.G.-III) (C.S.J.A.)	Assistant Grade-III
49.	P.B.X. Operator	P.B.X. Operator
50.	Staff Car Driver	Staff Car Driver
50(a)	<sup>10</sup> Lift Man <sup>10</sup>	<sup>10</sup> Lift Man <sup>10</sup>
51.	Senior Binder	Senior Binder
52.	Junior Binder	Junior Binder
53.	Jamadar	Jamadar
54.	Record Supplier	Record Supplier
55.	Daftari	Daftari
56.	Hostel Store Keeper (C.S.J.A.)	Record Supplier

57.	Library Assistant Attendant (C.S.J.A.)	Peon
58.	Hostel Attendant (C.S.J.A.)	Peon
59.	Peon	Peon
	i. Cook	Peon
	ii. Gardner	Peon
	iii. Safai Karmachari	Peon
	iv. Electrician	Peon
	v. Plumber	Peon
	vi. Chowkidar	Peon

**4FIFTH SCHEDULE<sup>4</sup>**  
**CODE OF CONDUCT**

**1. General-**

- (1) Every member of the service shall at all times maintain absolute integrity and devotion to duty.
- (2) No member of the service shall act in a manner prejudicial to discipline and good order in the Registry of the High Court.

**2. Absence from Duty-**

- (1) Every member of the service shall be punctual in attendance and shall not absent himself from duty without previous permission of the authority except as provided below.
- (2) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, a member of the service shall give information thereof to the office by sending application or over telephone without delay;

**3. Taking part in politics and elections-**

- (1) No persons employed in the Service shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner: any political movement or activity;
- (2) No person employed in the service shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that-

- (a) a member of the service qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- (b) a member of the service shall not be deemed to have contravened the provisions of this rule by reasons only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation-** The display by a member of the service on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this provision.

**4. Connection with press or radio-**

- (1) No person employed in the service shall, except with the previous permission of the Registrar General work wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication;
- (2) No person employed in the service shall, except with the previous permission of the Registrar General or in the bona fide discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, educational or cultural character.

**5. Evidence before committees-**

- (1) No person employed in the service shall, except with the previous permission of the Chief Justice, give evidence before any public committee.
- (2) Nothing in this rule shall apply to-
  - (a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or
  - (b) evidence given before an authority holding any judicial or departmental inquiry.

**6. Unauthorized communication of information-** No member employed in the service shall, except in accordance with any general or special order of the Chief Justice or the Registrar General or in the performance in good faith of the duties assigned to him communicate directly or indirectly to any other member of the service or to a Government servant or to any private person or to the press, any document or information which has come into his possession or knowledge in the course of his official duties or has been prepared or collected by him in the course of those duties.

**7. Collecting subscription for public causes**

- (1) No person employed in the service shall without the permission of the Registrar General, circulate amongst other members of the service or persons connected with the business of the High Court, appeal for subscriptions for public causes or raise any subscriptions by exerting his official position or influence.
- (2) No person employed in the service shall assist any outsider to have access for such purposes to any High Court room or the Registry of the High Court.

**8. Gifts-** Any member of the service except with the previous permission of the Registrar General accept from any person directly or indirectly or permit any member of his family to accept any gift, gratuity or reward for more than trifling value.

Provided that the gift of a value, reasonable in all circumstances of the case, may be accepted from relations, personal friends or presented to such persons on occasion such as, weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

**9. Private trade or employment-** No person employed in the service shall engage directly or indirectly, in any trade or business or undertake any employment.

Provided that a member of the service may with intimation to Registrar General undertake honorary work of a social or charitable nature or occasional work of all literary, artistic, scientific, educational or cultural character, subject to the condition that his official duties does not thereby suffer; but he shall not undertake or shall discontinue such work, if so directed by the Registrar General.

**Explanation-** Canvassing by a member of the service in support of the business of insurance agency, commission agency, etc. owned or managed by any member of his family shall be deemed to be breach of this rule.

**10. Investments, lending and borrowing-**

- (1) No person employed in the service shall speculate in any investment.

**Explanation-** The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this provision.

- (2) No person employed in the service shall make or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (3) No person employed in the service shall engage himself in the business of money lending.
- (4) No person employed in the service shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings nor shall he permit any member of his family, except with the previous permission of the Registrar General, to enter into any such transaction:

**11. Insolvency and habitual indebtedness-** A member of the service shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A member of the service who becomes the subject of legal proceeding for insolvency shall forthwith report the full facts thereof to the Registrar General.

**12. Movable, immovable and valuable property-**

- (1) No person employed in the service shall except with the previous knowledge of the authority mentioned in the Explanations below, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.
- (2) A member of the service who enters into any transaction concerning any movable property exceeding twenty five thousand rupees in value, in case of Class-I and Class-II officers and exceeding twelve thousand rupees in value in case of Class-III and Class-IV employees, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the authority specified below.

**Explanation-** The authority for the purposes as stated above shall be-

- (1) The Chief Justice in the case of the Registrar General and other members of the High Court Service holding a gazetted post.
- (2) The Registrar General in the case of all other members of the service.
- (3) Every Class-I member of the service and such other categories of persons employed in the High Court Service as may be specified by the Chief Justice by general or special order shall, on first appointment in the service and thereafter at intervals of every twelve months, submit a return in such form as the Chief Justice may prescribe in this behalf, of all immovable property owned, acquired or inherited by him or held by him in lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.
- (4) The Chief Justice may, at any time by general or special order require a member of the service to submit, within a period specified in the order, a full and complete statement of such movable and immovable property, held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required include details of the means by which, or the source from which property was acquired.

**13. Vindication of acts and character of members of the service-**

- (1) No person employed in the service shall without the previous permission of the Registrar General, have recourse to a Court or

to the press for the vindication of his official acts or character, which have been the subject matters of adverse criticism or an attack of defamatory character. In granting permission to the recourse to a Court, the Registrar General shall, in each case, decide whether the High Court shall bear the cost of the proceedings or whether the employee concerned should institute the proceeding at his own expense, and if so, whether, in the event of a decision in his favour, the High Court shall reimburse to the extent of the whole or any part of the costs.

- (2) Nothing in this rule shall be deemed to prohibit or otherwise affect the right of any member of the service from vindicating his private character or any act done by him in his private capacity.

**14. Canvassing of non-official or other outside influence-** No person employed in the service shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the High Court.

**15. Relations with Advocates-**

- (1) No person employed in the service shall have any business dealings with an Advocate, nor shall save with the express permission of the Registrar General, share any residential accommodation with any such. Advocate.
- (2) This provision shall apply notwithstanding that the member of the service is related to the Advocate concerned.
- (3) This provision does not debar, a member of the service from accepting an invitation from an advocate to a marriage party or to a social gathering.

**16. Seeking of redress from Court in respect of service matters-**

- (1) A member of the service may seek redress from the Registrar General or from the Chief Justice with the permission of the Registrar General in the matter of grievance arising out of his employment or conditions of service.
- (2) No member of the service shall resort to a Court of law without first exhausting all the remedies available to him under the rules regulating his conditions of service.

**17. Demonstrations and strikes-** No person employed in the service shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

**18. Arrests on a criminal charge-** It shall be the duty of a member of the service who has been arrested on criminal charge made or a proceeding taken against him in connection with his position as a member of the service or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Registrar General promptly in writing even though he might have a subsequently been released on bail. Failure on the part of the member of the service concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

**19. High Court property-** No person employed in the service shall take out any article or property belonging to the High Court outside the High Court house or premises without the express permission of the Registrar General.

**20. Contravention of laws and conviction by a court of law-** Any contravention of any law by a member of the service which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally.

Where such contravention is followed by a conviction in a Court of law, the member of the service may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental proceeding.

By Order of Hon'ble the Chief  
Justice  
**Sd/-**  
**(Arvind Singh Chandel)**  
Registrar General

- <sup>1</sup> Amended vide notification no. 59 dated 03.05.2017.
- <sup>2</sup> Amended vide notification no. 59 dated 03.05.2017.
- <sup>3</sup> Amended vide Notification No. 05 dated 23.01.2018.
- <sup>4</sup> Amended vide notification no. 08 dated 30.01.2018.
- <sup>5</sup> Amended vide notification no. 22 dated 27.02.2018.
- <sup>6</sup> Amended vide notification no. 31 dated 26.03.2018.
- <sup>7</sup> Amended vide notification no. 33 dated 03.04.2018.
- <sup>8</sup> Amended vide notification no. 40 dated 05.05.2018.
- <sup>9</sup> Amended vide notification no. 54 dated 31.07.2018.
- <sup>10</sup> Amended vide notification no. 63 dated 10.09.2018.