



**2. Definition:**

In these rules, unless the context otherwise requires:-

- (a) "Administrative Judge" means any Judge who is nominated by the Chief Justice either generally or by a special order to deal with any matter connected with the establishment of the High Court;
- (b) "Chief Justice" means the Chief Justice of the High Court of Sikkim and includes any Judge appointed by the President under Article 223 to perform the duties of the Chief Justice;
- (c) "Constitution" means the Constitution of India;
- (d) "Court" means the High Court of Sikkim;
- (e) "Competitive Examination" means the examination in which papers, other practical tests like typing, stenography etc. and viva voce test or other tests as may be prescribed by the Chief Justice from time to time for different posts;
- (f) "Disciplinary Authority" in relation to imposition of a penalty on an Officer/Court staff means the authority competent under these rules to impose on him that penalty.
- (g) "Governor" means the Governor of Sikkim.
- (h) "Member of the Superior Judicial Service" means any member holding any post on the Cadre of Sikkim Judicial Service;
- (i) "Member of the Sikkim Judicial Service" means any member holding any post on the Cadre of Superior Judicial Service;
- (j) "Member of the Establishment" means any person holding office against any post on the establishment of the Court;
- (k) "Officer of the Court" means an officer of the High Court and "Court Staff" means an official appointed to, or borne on the cadre of the staff of the High Court shown in the First Schedule as amended from time to time;
- (l) "Post" means a post as specified in the first Schedule as modified from time to time by the Chief Justice in the pursuance of powers delegated by the State Government or created in consultation with the State Government where necessary;
- (m) "Promotion" means promotion to a post or class of posts based on seniority-cum-merit;
- (n) "Recognized University" means any University incorporated by law in India, or any other University which is declared by the Chief Justice to be recognized University, for the purpose of these rules;
- (o) "Registrar General" means the Registrar General of the High Court of Sikkim which includes Registrar;
- (p) "Selection" means promotion to a post or class of posts by selection based on merit, with due regard to seniority;
- (q) "Schedule" means a Schedule to these rules;
- (r) "State Government" means the Government of Sikkim.

**PART-II**  
**STRENGTH, APPOINTMENT AND CONDITIONS OF SERVICE**

**3. Strength and Composition of the Staff of the Court:-**

The establishment of the High Court shall consist of posts specified in Schedule I to these rules as modified from time to time by the Chief Justice in pursuance of the powers delegated by the State Government and the scales of pay to which the holders of the said post shall be respectively entitled, shall be those specified in the sixth column of that Schedule as allowed from time to time to time by the State Government to the Government servant.

**4. Eligibility:-** A candidate for appointment to any post on the establishment of the High Court must be:-

(i) a citizen of India.

Provided that no person-

(a) who has entered into or contracted a marriage with a person having a spouse living or

(b) who having a spouse living has entered into or contracted marriage with another person shall be eligible for appointment as officer or staff of the High Court.

(ii) not less than 18 years of age as on the first day of January of the recruitment years and not more than 30 years of age on the last day of the year. However, in the case of a candidate belonging to Scheduled Caste, Scheduled Tribe, Backward class or who is an ex-serviceman, the upper age limit relaxation shall be the same as may from time to time be prescribed the State Government for entry into service for such candidate(s). The Chief Justice may relax the upper age limit of a departmental candidate competing for direct recruitment.

**5. Qualification for Appointment –** The qualification for recruitment to any post or class of posts shall be as specified in the Second Schedule, provided that the Chief Justice may in very exceptional cases, by special order relax the qualification as aforesaid.

**6. Method of Appointment –**

(a) Appointment to a post or to a class of posts may be made by the mode as prescribed in the Second Schedule.

(b) When the appointment is to be made by promotion on the basis of seniority-cum-merit the selection will be made either on the basis of service record of the eligible officer/staff, and / or written examination as may be prescribed by the Chief Justice.

Provided that where the Chief Justice considers it appropriate a Committee may be constituted by him for making its recommendation for a proposed selection.

- (c) When the appointment is to be made by direct recruitment, the selection will be made on the basis of competitive examination as may be prescribed by the Chief Justice.
- (d) Any vacancy arising in the High Court establishment shall be filled in the manner provided in Schedule II.

**Explanation 1** Where the posts are required to be filled in partly by promotion and partly by direct recruitment, the recruitment shall be made in accordance with the roster maintained for the post (s) under these rules. In case required number of suitable candidates is not available to fill up all posts in each category the shortfall shall be made good for the time being in the manner as may be prescribed by the chief Justice.

**Explanation 2** The notice inviting applications for direct recruitment shall be published as follows:-

- (a) By affixation on the Notice Board of High Court and Courts Subordinate thereto;
- (b) By sending notice to the Employment Cell of the Department of Personnel, Adm. Reforms & Training. Government of Sikkim and
- (c) By publication in local newspaper (dailies) of different languages as may be directed by the Chief Justice.

## **7. Probation-**

- (a) Every person appointed to a post by direct recruitment shall be in probation for a period of one year from the date of joining the post.
- (b) Every Officer or staff of the Court appointed to a post by promotion shall be on probation for a period of one year. Provided that the period of probation, if so warranted may be extended by the order of the Chief Justice.
- (c) A person on probation shall be liable to be discharged from service without assigning any reason. Provided that if he holds a lien on any permanent post under the High Court he shall liable to be reverted to that post.
- (d) A person on probation who holds a lien on any permanent post may if he so desires during the period of probation have the option to revert to his permanent post after giving due notice.

**8. Confirmation: -** Any officer or staff appointed on probation may be confirmed by the Chief Justice on satisfactory completion of his initial or extended period of probation subject to the availability of permanent post.

## **9. Temporary appointment:-**

- (a) Where it is expedient to fill a vacancy in any post and undue administrative inconvenience is anticipated in filling up that post on regular basis, the Chief Justice may fill up the vacancy by appointing a suitable person on adhoc basis until regular appointment.
- (b) (i) A person appointed under sub-rule (a) shall be replaced as soon as possible by a candidate appointed on regular basis under these rules.

- (ii) A person appointed under sub-rule (a) shall not be regarded as a probationer holding the post nor such appointment shall confer upon him any right to claim appointment to such post on regular basis.

**10. Seniority:-**

- (i) Seniority shall be determined separately for each category of posts in the Establishment..
- (ii) Seniority shall be determined by the length of continuous service in the particular category of posts:  
Provided that notwithstanding anything contained in these rules, the Inter-se seniority of the existing members of the establishment in any particular category as already settled by the chief Justice or any Judge or Judges prior to the coming into force of these rules, shall not be disturbed because of anything contained in these rules.
- (iii) In case of any dispute regarding seniority the same shall be decided by the Chief Justice or any Judge nominated by the Chief Justice for that purpose.

**11. Authority competent to make appointment, promotions, seniority, etc:-**

- (1) “All matters of appointment, promotions, seniority, upgradation, increment and fixation of the members of the Non-Gazetted staff of the High Court Establishment shall be decided by the Administrative Judge or by the Registrar General, if so authorized, and those of the Gazetted staff by the Chief Justice or by the Administrative Judge, if so authorized by the Chief Justice”.
- (2) In all matters relating to seniority, leave, promotion, pension and other matters regarding the conditions of service for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and applicable to the Government Servants appointed to corresponding or comparable Civil Services and posts in connection with the affairs of the State of Sikkim, shall apply, mutatis, mutandis to the members of the establishment subject to such modifications, variations and exceptions, if any, as the Chief Justice may from time to time specify:  
Provided that the powers exercisable under the said rules and orders by the State Government or any authority not lower than the State Government, shall be exercisable by the Chief Justice or by such person as he may, by general or special order, direct:
- (3) Provided further that the scales of pay and dearness and other be governed by the rules and orders of Sikkim government in force on the date of allowances including compensatory allowance and house rent allowance granted to the members of the Establishment shall continue to enforcement of these rules.

- (4) Provided further that it shall be competent for the Chief Justice to revise from time to time scales of pay and allowances of the employees of this Court so as to bring them at par-with the scales of pay and allowances which may be sanctioned by the Government of Sikkim from time to time for the corresponding or comparable categories of employees.

Any question arising as to which rules or orders are applicable to the case of any person serving on the establishment of the High Court shall be decided by the Chief Justice.

- 12. Appeals:** - An appeal shall lie against all orders passed by the Registrar General under the foregoing rules, to the Chief Justice, who may either dispose it of himself or make it over to any other Judge nominated by him. If an order is passed by any other Judge nominated by him, an appeal shall lie before two Judges comprising the Chief Justice and the remaining Judge. The order of the Chief Justice passed whether in appeal or at the first instance shall be final, subject to the power of review, which may be exercised in exceptional cases of hardship or injustice.

**13. (1) Control and Discipline:-**

In particular and without prejudice to the generality of this rule, the Sikkim Government Servants' Discipline and Appeal Rules, 1985 as amended from time to time, shall apply in matters of discipline and punishment subject to the following modification:-

- (i) The expression "Government Servant" occurring in these rules, shall be construed to mean the officers and members of the High Court staff:
- (ii) The words "Governor" or "Government" wherever appearing in these rules shall be construed to mean the "Chief Justice".
- (iii) For the Schedule the following Schedule shall be substituted:-

<b>Class of Officer</b>	<b>Disciplinary Authority</b>	<b>Powers to exercise</b>	<b>Appellate Authority</b>
All Gazetted Grade	Chief Justice or Administrative Judge if so authorized.	All	Chief Justice if the order is passed by Administrative Judge and Full Court if the order is passed by the Chief Justice.
All Non-Gazetted Grade	Administrative Judge or Registrar General if so authorized.	All	Chief Justice or Administrative Judge if so authorized.

(2) Nothing in these rules shall debar the Chief Justice from altering on appeal or otherwise an order of punishment, including adverse remarks recorded in a character role or of appointment not provided for above which may be passed by the Registrar General or if the order is passed by the Judge nominated by the Chief Justice then before two Judges comprising the Chief Justice and the remaining Judge.

**14. Power to relax rules in favour of individuals: -**

In very exceptional cases where the Chief Justice is satisfied that the operation of any rule is causing undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner, provided that the case is not dealt with in a manner less favourable to the officers concerned than in accordance with the rules.

**PART-III**  
**MISCELLANEOUS**

**15. Powers and Procedure for sending High Court Staff on Deputation: -**

Notwithstanding anything contained in any other rule for the time being in force, the High Court wherever it receives any requisition/deputation proposal from any statutory establishment or Government, Department, may recommend the names of such officer/staff as may be decided by the Chief Justice of the High Court for the purpose of being sent on-deputation to such statutory establishment or Government Department and the Government Department or the statutory establishment on receipt of such recommendation of names of officer/staff of the High Court may at its discretion appoint such staff/officer on deputation. Where, however, the Government Department or statutory organization has decided to appoint and subsequently regularize the service of such officer/staff or absorb in the said Department/Government Establishment it shall communicate its decision in this regard to the High Court for issue of No Objection Certificate and the High Court on receipt of such communication may either issue No Objection Certificate or may recall a staff/officer on the expiry of period of deputation.

Provided further that where no objection certificate has been issued in respect of an officer/staff of the High Court and his/her service has been regularized in the Department/statutory establishment where he/she was on deputation, such staff/officer would be deemed to have ceased to be staff officer on the High Court Establishment for all purpose.

**16. Powers and Procedure for appointment on deputation: -**

Notwithstanding anything contained in any other Rule for the time being in force, the Chief Justice may appoint officer or staff of any category on deputation from any Government Department or statutory establishment for such specified period as may be determined by the Chief Justice and may either extend or curtail the period of deputation or may consider absorption of such staff or officer in the High Court Establishment, provided that in the event of a decision to absorb such staff or officer in the High Court Establishment the same shall be done only after obtaining the consent of the officer/staff concerned and with due clearance from the lending Department or parent/Department.

**17. Interpretation :** - All questions relating to the interpretation of these rules shall be referred to the Chief Justice whose decision thereon shall be final.

**18. Removal of difficulties :** - If any difficulty arises in giving effect to any of the provisions of these rules the Chief Justice may by order in writing do what appears to him to be necessary for the purpose of removing the difficulty.

**19. Residuary powers :** - Nothing in these rules shall be deemed to affect the powers of the Chief Justice to pass such orders from time to time as he may deem fit, in regard to matters as have not been provided for or not been sufficiently provided for in these Rules.

**20. Security :** - All officer having any dealing with public money holding any of the following posts shall on appointment give such security as the Registrar may from time to time prescribe:-

- (i) Court Officer
- (ii) Accounts Officer
- (iii) Senior Accountant
- (iv) Librarian
- (v) Accountant
- (vi) Junior Accountant
- (vii) Copyist
- (viii) Assistant in charge of stationary.



**21. Repeal and Saving:** - Save as provided hereunder, the High Court Establishment (Appointment and Conditions of Service) Rules, 1979 are hereby repealed: -

Provided that any reference in any order to the provision of the repealed rules shall, unless a different intention appear from the context, be construed as a reference to the corresponding provision of these rules:

Provided further that the repeal of the 1979 Rules shall not except as expressly provided in these rules:-

- (a) affect the approval of the Governor so far as the rules relate to salaries, allowances, leave or pensions;
- (b) revive anything not in force or existing at the time at which the repeal takes effect; or
- (c) affect the operation of any previous order or decision given under the Rules so repealed or anything duly done or suffered thereunder; or
- (d) affect any right, privilege, obligation or liability acquired or incurred under the 1979 rules; or
- (e) affect any penalty, or punishment incurred or inflicted under the 1979 rules; or
- (f) affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty or punishment as aforesaid.

BY ORDER.

**Sd/-**  
**REGISTRAR**  
**HIGH COURT OF SIKKIM**  
**GANGTOK.**

**SCHEDULE – I**

<b>Sl. No</b>	<b>Name of Post</b>	<b>Number of Permanent Posts</b>	<b>Classification</b>	<b>Pay Band + Grade Pay</b>	<b>Remarks</b>
1.	Registrar General	1	<b>Group A</b>	Scale of Sikkim Superior Judicial Service.	The incumbent will carry his/her own scale of pay.
2.	Registrar	1	-do-	-do-	-do-
3.	Addl. Registrar (Admn.)-cum-Senior Reader	1	-do-	PB-4: Rs.32000-60000 + Rs.9000	
4.	Addl. Registrar (Inspection and Inquiry)-cum-Principal Private Secretary to the Hon'ble Chief Justice	1	-do-	--do--	
5.	Joint Registrar-cum-Reader	1	-do-	PB-3: Rs.15600-39100 + Rs.7200	
6.	Joint Registrar-cum-Senior Judgment Writer	1	-do-	--do--	
6A.*	Joint Registrar	1	-do-	-do-	
6B.*	Chief Accounts Officer	1	-do-	-do-	
6C.*	Principal Private Secretary	1	-do-	-do-	
7.	Deputy Registrar	2	-do-	PB-3: Rs.15600-39100 + Rs.6200	
8.	Officer on Special Duty	1	-do-	-do-	
9.	Deputy Registrar (Accounts)	1	-do-	-do-	
10.	Deputy Registrar-cum-Private Secretary	2	-do-	-do-	
11.	Assistant Registrar	4**	<b>Group – B</b>	PB-2: Rs.9300-34800 + Rs.5000	
12.	Reader	3***	-do-	-do-	
13.	Private Secretary	2	-do-	-do-	Private Secretaries are entitled to draw special allowance of Rs.300/- per month.
14.	Court Officer	1	-do-	-do-	
14A.*	Accounts Officer	1	-do-	-do-	
15.	Office Superintendent	5	<b>Group – C</b>	PB-2: Rs.9300-34800 + Rs.4200	
16.	Librarian	1	-do-	-do-	
17.	Senior Accountant	1	-do-	-do-	

\* Inserted vide Notification No.39/Estt./HCS dated 27.11.2015

\*\* The existing figure '2' substituted by the figure '4' vide Notification No.39/Estt./HCS dated 27.11.2015.

\*\*\* The existing figure '1' substituted by the figure '3' vide Notification No.39/Estt./HCS dated 27.11.2015.

18.	Stenographer Grade-I	3	<b>Group – C</b>	--do--	
19.	Stenographer Grade –II	3	-do-	PB-2: Rs.9300-34800 + Rs.3800	
20.	Head Assistant	4*	-do-	PB-1: Rs.5200-20200 + Rs.3400	
21.	Translator-cum-Typist	1	-do-	-do-	
22.	Accountant	1	-do-	-do-	
23.	Stenographer Grade –III	1	-do-	-do-	
24.	Assistant Librarian	1	-do-	PB-1: Rs.5200-20200 + Rs.3000	
25.	Junior Accountant	1	-do-	-do-	
26.	Upper Division Assistant	5	-do-	-do-	
27.	Console Operator	---	---	---	The post became redundant on account of recruitment of Technical Staff as per DPC Report dated 11.09.2014.
28.	Lower Division Assistant-cum-Typist	8	-do-	PB-1: Rs.5200-20200 + Rs.2600	
29.	LDA-cum-Protocol Assistant	2	-do-	-do-	
30.	Data Entry Operator-cum-Clerk	3	-do-	-do-	
31.	Data Entry Operator-cum-Accts Clerk	1	-do-	-do-	
32.	Typist-cum-Clerk	3	-do-	-do-	
32A. **	Accounts Clerk-cum-Typist	1	-do-	-do-	
33.	Supervisor	2	-do-	-do-	
34.	Copyist	1	-do-	-do-	
35.	Senior Zamadar	2	-do-	-do-	
36.	Lineman	1	-do-	-do-	
37.	Driver	19***	-do-	PB-1: Rs.5200-20200 + Rs.2400	
38.	Restorer-cum-Junior Typist	8	-do-	PB-1: Rs.5200-20200 + Rs.2300	
39.	Book Binder	1	-do-	-do-	
40.	Zamadar	5	-do-	-do-	
41.	Record Keeper	2	-do-	-do-	
42.	Mali-cum-Peon	6	<b>Group –D</b>	PB-1: Rs.5200-20200 + Rs.2200	
43.	Peon	28	-do-	-do-	'Peon' posted in the residence of Hon'ble Judges and Officers shall be granted an honorarium of Rs.500/-

\* The existing figure '3' substituted by the figure '4' vide Notification No.39/Estt./HCS dated 27.11.2015.

\*\* Inserted vide Notification No.39/Estt./HCS dated 27.11.2015

\*\*\* The existing figure '17' substituted by the figure '19' vide Notification No.39/Estt./HCS dated 27.11.2015.

44.	Residential Orderly (Sevak/Cook)	17	<b>Group –D</b>	-do-	Residential Orderly (Sevak/Cook) posted in the residence of Hon'ble Judges and officers shall be granted honorarium of Rs.500/-
45.	Chowkidar	3	-do-	-do-	-----
46.	Sweeper-cum-Chowkidar	1	-do-	-do-	-----
47.	Sweeper	2	-do-	-do-	-----
48.	Sweeper-cum-Peon	5	-do-	-do-	-----
49.	Chowkidar /Caretaker	1	-do-	-do-	
50.	Attendant/Residential Orderly (Sevak/Cook)	1	-do-	-do-	-----

**SCHEDULE -II 'A'****General Category**

<b>Sl. No.</b>	<b>Post/ Pay Band + Grade Pay/ Classification</b>	<b>Number of permanent posts</b>	<b>Mode of Recruitment</b>	<b>Eligibility conditions</b>	<b>Remarks</b>
1.	Registrar General (Group 'A')	1	Selection by the Hon'ble Chief Justice.	Selection from members of Sikkim Superior Judicial Service.	The incumbent will carry his own scale of pay.
2.	Registrar (Group 'A')	1	-do-	-do-	-do-
3.	Addl.Registrar (Adm.) –cum- Sr.Reader) PB-4: Rs.32000- 60000 + Rs.9000 (Group 'A')	1	By promotion	By promotion from Joint Registrar-cum-Reader with 4 years of Service in the grade, having law degree from a recognized university and on the basis of merit-cum- seniority.	The incumbent in addition to his/her normal duties shall also perform such duties as may be assigned to him/her by special order.
4.	Joint Registrar-cum- Reader PB-3: Rs.15600- 39100 + Rs.7200 (Group 'A')	1	By promotion/ Direct Recruitment	By promotion from Deputy Registrar and O.S.D. with L.L.B. Degree with at least 4 years of regular service on the basis of merit-cum-seniority or by direct recruitment on the basis of open competitive examination from amongst the Law Graduate Candidates.	-do-
4A*	Joint Registrar PB-3: Rs.15600- 39100 + Rs.7200 (Group 'A')	1	By Promotion or Direct Recruitment	By promotion from Deputy Registrar or O.S.D. with at least 4 years of regular service on the basis of merit-cum- seniority or by direct recruitment on the basis of open competitive examination from amongst the Law Graduate Candidates.	-do-
5.	Officer on Special Duty PB-3: Rs.15600- 39100 + Rs.6200 (Group 'A')	1	-do-	By promotion from Assistant Registrars, Readers and Court Officer with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the candidates possessing L.L.B. degree. If no suitable candidates is available, by direct recruitment on the basis of open competitive examination from amongst the Law Graduate candidates.	-do-

\* Inserted vide Notification No.39/Estt./HCS dated 27.11.2015

6.	Deputy Registrar PB-3: Rs.15600-39100 + Rs.6200 (Group 'A')	2	By Promotion or Direct Recruitment	By promotion from Assistant Registrars, Readers and Court Officer with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the candidates possessing L.L.B. degree. If no suitable candidates is available, by direct recruitment on the basis of open competitive examination from amongst the Law Graduate candidates.	-do-
7.	Assistant Registrar PB-2: Rs.9300-34800 + Rs.5000 (Group 'B')	4*	-do-	By promotion from Office Superintendents/Librarian possessing Bachelors degree with at least 4 years of regular service on the basis of merit-cum-seniority. Preference will be given to the candidates possessing L.L.B. degree. If suitable candidate is not available by direct recruitment from amongst the Law graduates.	-do-
8.	Reader PB-2: Rs.9300-34800 + Rs.5000 (Group 'B')	3**	-do-	By promotion from Office Superintendents/Librarian with L.L.B. Degree with at least 4 years of regular service on the basis of merit-cum-seniority. If suitable candidate is not available by direct recruitment from amongst the Law graduates.	-do-
9.	Court Officer PB-2: Rs.9300-34800 + Rs.5000 (Group 'B')	1	-do-	By promotion from Office Superintendents/Librarian possessing Bachelors degree with at least 4 years of regular service on the basis of merit-cum-seniority. Preference will be given to candidates possessing L.L.B. degree. If suitable candidate is not available by direct recruitment from amongst the Law graduates.	
10.	Office Superintendent PB-2: Rs.9300-34800 + Rs.4200 (Group 'C')	5	-do-	By promotion from Head Assistant/Translator-cum-Typist possessing Bachelor degree with at least 4 years of regular service on the basis of merit cum seniority. If suitable candidate is not available by direct recruitment through open competitive examination from amongst graduate candidates. Preference will be given to Law Graduates.	

\* The existing figure '2' substituted by the figure '4' vide Notification No.39/Estt./HCS dated 27.11.2015.

\*\*The existing figure '1' substituted by the figure '3' vide Notification No.39/Estt./HCS dated 27.11.2015.

11.	Librarian PB-2: Rs.9300-34800 + Rs.4200 (Group 'C')	1	By promotion or Direct Recruitment	By promotion from Head Assistants/Translator-cum-Typist having minimum qualification of degree/diploma in Library Science or a graduate with at least 4 years of regular service on the basis of merit-cum-seniority. If suitable candidate is not available by direct recruitment through open competitive examination from graduates with Diploma or degree in Library Science from any recognized Board or University.	
12.	Head Assistant PB-1: Rs.5200-20200 + Rs.3400 (Group 'C')	4*	By promotion or Direct Recruitment	By promotion from Upper Division Assistants/Assistant Librarian preference will be given to those possessing Bachelor degree with at least 4 years of regular service on the basis of merit-cum-seniority. If suitable candidate is not available by direct recruitment through open competitive examination from amongst the candidates possessing Bachelor's degree.	
13.	Translator-cum-Typist PB-1: Rs.5200-20200 + Rs.3400 (Group 'C')	1	-do-	By promotion from Upper Division Assistants/Assistant Librarian preference will be given to those possessing Bachelor degree with at least 4 years of regular service with knowledge of Hindi, Nepali and English language on the basis of merit-cum-seniority. If suitable candidate is not available by direct recruitment through open competitive examination from amongst the candidates possessing Bachelors degree with knowledge of Hindi, Nepali and English language.	

\* The existing figure '3' substituted by the figure '4' vide Notification No.39/Estt./HCS dated 27.11.2015.

14.	Upper Division Assistant PB-1: Rs.5200-20200 + Rs.3000 (Group 'C')	5	50% by promotion 50% by direct recruitment	50% of the posts shall be filled by direct recruitment from amongst Graduate candidates. Staff on the establishment of the High Court possessing such qualification shall also be eligible to compete. The remaining 50% of the posts shall be filled by promotion from amongst Lower Division Assistant-cum-Typist, Copyist, Date Entry operator-cum-clerk, L.D.A-cum Protocol Assistant and Typist-cum-Clerk with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the Graduate candidates.	
15.	Assistant Librarian PB-1: Rs.5200-20200 + Rs.3000 (Group 'C')	1	By promotion or direct recruitment	By promotion from amongst L.D.A.-cum-Typist/Copyist/Typist-cum-clerk, Date Entry Operator-cum-Clerk and L.D.A-cum-Protocol Assistant with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to candidates possessing degree of diploma in Library Science or experience in Library works. If no suitable candidate is available by direct recruitment from amongst candidates possessing degree or diploma in Library Science or a Bachelor's Degree.	
16.	Console Operator PB-1: Rs.5200-20200 + Rs.3000 (Group 'C')	----	----	----	The post became redundant on account of recruitment of Technical Staff as per DPC Report dated 11.09.2014.
17.	Lower Division Assistant-cum-Typist PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	8	-do-	By direct recruitment from candidates possessing minimum educational qualification of Class XII with certificate in computer from any computer center and having knowledge of typewriting at a minimum speed of 40 w.p.m. or by promotion from amongst Restorer-cum-Jr. Typist, Daftry and Record Keeper with 6 years of regular service on the basis of merit-cum-seniority who are Class XII passed with certificate in computer from an computer	



				center and having knowledge of typewriting at a minimum speed of 40 w.p.m.	
18.	Typist-cum-Clerk PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	3	By Promotion or Direct Recruitment	-do-	
19.	Copyist PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	1	-do-	-do-	
20.	Data Entry Operator- cum- Clerk. PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	3	Direct Recruitment	Class XII passed with diploma in Computer from any Computer Center.	
21	L.D.A-cum- Protocol Assistant PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	2	By promotion or by Direct Recruitment .	By promotion from amongst Restorer-cum- Jr. Typist, Daftary and Record Keeper who are Class XII passed from a recognized Board with 6 years of regular service and certificate in Computer from any Computer Center on the basis of merit-cum- Seniority. If any suitable candidate is available the post shall be filled by direct recruitment from candidate having qualification of Class XII examination from a recognized Board with a certificate in Computer from any Computer Center and having typing speed of 40 w.p.m	The incumbent, in addition to his or her normal duties shall also perform such duties as may be assigned to him/ her by special order.
22.	Supervisor PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	2	By promotion	By promotion from amongst Book Binder and Zamadar who have put in not less 10 years service on the basis of merit-cum-seniority.	
23.	Senior Zamadar PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	2	-do-	-do-	
24.	Lineman PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	1	-do-	By Promotion amongst the Group D officials of this Registry having 6 years experience of electrical works.	
25.	Driver PB-1: Rs.5200-20200 + Rs.2400 (Group 'C')	19*	Direct Recruitment	By direct recruitment from amongst class VIII passed candidates possessing a licence in driving light vehicle with minimum experience of 3 years.	

\* The existing figure '17' substituted by the figure '19' vide Notification No.39/Estt./HCS dated 27.11.2015.

26.	Restorer-cum-Junior Typist PB-1: Rs.5200-20200 + Rs.2300 (Group 'C')	8	By Promotion/ By Direct Recruitment	By direct recruitment from amongst Class XII passed candidates possessing diploma in Computer from any Computer Centre and having knowledge of typewriting at a minimum speed of 40 w.p.m. or by promotion from amongst the Group D staff who are Class XII passed on the basis of merit-cum-seniority and having knowledge of typewriting at a minimum speed of 30 w.p.m.	
27.	Book Binder PB-1: Rs.5200-20200 + Rs.2300 (Group 'C')	1	Direct Recruitment	By direct recruitment from amongst Class XII passed candidates with 5 years experience in Book Binding work.	
28.	Zamadar PB-1: Rs.5200-20200 + Rs.2300 (Group 'C')	5	50% by promotion 50% by direct recruitment	By promotion from amongst peons or other officials holding equivalent post and having 10 years experience on the basis of merit-cum-seniority. Preference shall be given to those peons who are already working as Zamadars. By direct recruitment from candidates possessing minimum educational qualification of Matriculation.	
29.	Record Keeper PB-1: Rs.5200-20200 + Rs.2300 (Group 'C')	2	Direct Recruitment	Candidate possessing educational qualification of matriculation with knowledge of typing with a speed of 30 w.p.m. and computer operation.	
30.	Residential Orderly (Sevak/Cook) PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	17	-do-	Candidates having minimum educational qualification of Class V passed from a recognized School Board. Initially an orderly shall be appointed on ad hoc basis.	
31.	Mali-cum-Peon PB-1: Rs.5200- 20200 + Rs.2200 (Group 'D')	6	-do-	Candidates having minimum educational qualification of Class V passed from a recognized School/Board.	
32.	Chowkidar PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	3	-do-	Candidates having minimum educational qualification of Class V passed from a recognized School/Board. Preference shall be given to Ex-servicemen.	
33.	Sweeper-cum- Chowkidar PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	1	-do-	Candidates having minimum educational qualification of Class V passed from a recognized School/Board.	

34.	Sweeper-cum-Peon PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	5	Direct Recruitment	-do-	
35.	Sweeper PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	2	-do-	-do-	
36.	Peon PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	28	-do-	Candidates having minimum educational qualification of Class VIII passed from a recognized School/Board.	
37.	Chowkidar/Caretaker PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	1	-do-	Candidates having minimum educational qualification of Class V pass from a recognized School/Board. Preference shall be given to ex-servicemen.	
38.	Attendant/Residential Orderly (Sevak/Cook) PB-1: Rs.5200-20200 + Rs.2200 (Group 'D')	1	-do-	Candidates having minimum educational qualification of Class V passed from a recognized School Board. Initially an orderly shall be appointed on ad hoc basis.	

**SCHEDULE –II – ‘B’**

**Accounts Category**

<b>Sl. No.</b>	<b>Post/Pay Scale/ Classification</b>	<b>Number of permanent posts</b>	<b>Mode of Recruitment</b>	<b>Eligibility conditions</b>	<b>Remarks</b>
1.*	Chief Accounts Officer PB-3: Rs.15600-39100 + Rs.7200 (created w.e.f. 25.01.2013) (Group ‘A’)	1	By promotion	By promotion from the post of Deputy Registrar (Accounts) having Master/Bachelor Degree in Commerce with minimum 5 years experience in Accounts work or a Bachelor Degree with 8 years experience in Accounts work.	The incumbent in addition to his/her normal duties shall also perform such duties as may be assigned to him/her by special order.
1A.**	Deputy Registrar (Accounts) PB-3: Rs.15600-39100 + Rs.6200 (Group ‘A’)	1	Promotion or Direct Recruitment	By promotion from Accounts Officer having Bachelor’s degree with minimum 5 years experience in accounts work and in case no suitable candidate is available by direct recruitment from amongst the candidates possessing the minimum qualification of Bachelor’s degree on the basis of competitive examination. Preference will be given to Commerce graduates or graduate with mathematics and statistic as special subject.	The incumbent in addition to his/her normal duties shall also perform such duties as may be assigned to him/her by special order.
1B***	Accounts Officer PB-2: Rs.9300-34,800 + Rs.5000 (Group ‘B’)	1	By Promotion or Direct recruitment	By promotion from Sr. Accountants having any Bachelor’s degree with minimum 5 years experience in Accounts work and in case no suitable candidate is available, by direct recruitment from amongst candidates possessing minimum qualification of B.Com.	

\* Inserted vide Notification No.06/Estt./HCS dated 22.05.2015.

\*\* The post of Deputy Registrar (Accounts) renumbered as 1A vide Notification No.06/Estt./HCS dated 22.05.2015.

\*\*\* Inserted vide Notification No.39/Estt./HCS dated 27.11.2015.

2.	Senior Accountant PB-2: Rs.9300-34800 + Rs.4200 (Group 'C')	1	By promotion or Direct Recruitment or Deputation	By promotion from graduate Accountants having at least 6 years of regular service and under graduate Accountants having 10 years experience on the basis of merit-cum-seniority and in case no suitable candidate is available, by direct recruitment from amongst the candidates possessing the minimum qualification of Bachelor's Degree on the basis of Competitive Examination. Preference will be given to Commerce graduates or graduate with mathematics and statistics as special subject.
3.	Accountant PB-1: Rs.5200-20200 + Rs.3400 (Group 'C')	1	By promotion or Direct Recruitment or Deputation	By promotion from Junior Accountants having Bachelor's Degree with at least 6 years regular service and under Jr. Accountants having 10 years experience on the basis of merit-cum-seniority and in case no suitable candidate is available, by direct recruitment from amongst the candidates possessing the minimum qualification of Bachelor's Degree on the basis of Competitive Examination. Preference will be given to commerce graduates or graduate with mathematics and statistics as special subject.
4.	Junior Accountant PB-1: Rs.5200-20200 + Rs.3000 (Group 'C')	1	By Promotion or Direct Recruitment	By promotion from Data Entry Operator-cum-Accounts Clerk with at least 6 years of regular service, if not suitable candidate is available by direct recruitment through open competitive examination from amongst the candidates possessing Class XII certificate. Preference will be given to candidates who had passed Class XII examination with Commerce as one of the subject.

5.	Data Entry Operator-cum-Accounts Clerk PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	1	Direct Recruitment	Class XII passed certificate from any recognized Board with diploma in Computer and having knowledge in Financial Accounting from any Computer Centre.	
6*	Accounts Clerk-cum-Typist PB-1: Rs.5200-20200 + Rs.2600 (Group 'C')	1	Direct Recruitment	Class XII passed certificate from any recognized Board with diploma in Computer and having knowledge in Financial Accounting from any Computer Centre.	

\*Inserted vide Notification No.39/Estt./HCS dated 27.11.2015.

**SCHEDULE – II ‘C’**

**Stenographer Category**

<b>Sl. No.</b>	<b>Post/Pay Scale/ Classification</b>	<b>Number of permanent posts</b>	<b>Mode of Recruitment</b>	<b>Eligibility conditions</b>	<b>Remarks</b>
1.	Addl.Registrar (Inspection & Inquiry)-cum-PPS to Hon’ble Chief Justice PB-4: Rs.32000-60000 + Rs.9000 (Group A)	1	By Promotion	By selection from amongst Joint Registrar-cum-PPS who are Law Graduates having 4 years of regular service in the grade on the basis of merit-cum-seniority.	The incumbent in addition to his/her normal duties shall also perform such duties as may be assigned to him/her by special order.
2.	Joint. Registrar-cum-Senior Judgment Writer Selection Grade-I PB-3: Rs.15600-39100 + Rs.7200 (Group A)	1	**By Promotion	**By promotion from amongst Deputy Registrar-cum-Private Secretary who are Graduates having 4 years of regular service in the grade on the basis of merit-cum-seniority.	
2A*	Principal Private Secretary PB-3: Rs.15600-39100 + Rs.7200 (Group A)	1	By Promotion	By promotion from amongst Deputy Registrar-cum-Private Secretary who are Graduates and having 4 years of regular service in the grade on the basis of merit-cum-seniority.	
3.	Deputy Registrar-cum-Private Secretary PB-3:Rs.15600-39100 + Rs.6200 (Group A)	2	**By promotion	**By promotion from amongst Private Secretary to Hon’ble Judge who are Graduates having 4 years experience.	

\*Inserted vide Notification No.39/Estt./HCS dated 27.11.2015.

\*\* Inserted vide Notification No.26/ESTT/HCS dated 11.07.2017.

4.	Private Secretary PB-2:Rs.9300-34800 + Rs.5000 (Group B)	2	By promotion or Direct Recruitment	<p>By promotion from amongst Personal Assistant Grade I who are Graduates having experience of 4 years and undergraduate Stenographer having experience of 6 years on the basis of merit-cum-seniority which shall be assessed by the Departmental Promotion Committee consisting of Registrar General, Registrar and Joint Registrar-cum-Principal Private Secretary to the Hon'ble Chief Justice.</p> <p>If the above criteria are not fulfill from the existing staff of the Registry then on the basis of competitive examination from amongst Graduate candidates possessing the qualification of Personal Assistant Grade I and certificate in computer application from any Computer Centre.</p> <p>On completion of 4 years of experience as Graduate stenographer and 6 years of experience as under graduate stenographer and on being assessed by the Departmental Promotion Committee and his/her services being found satisfactory, the incumbent cannot be promoted due to non availability of vacant post, then he/she may be placed in the Selection Grade I in the pay scale of Rs.9000-300-13800.</p>	
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5.	Stenographer Grade-I PB-2:Rs.9300-34800 + Rs.4200 (Group 'C')	3	*By Promotion or Direct Recruitment	*By selection from amongst Stenographers Grade-II who are Graduates having 6 years of experience or from undergraduates having 10 years experience as Stenographer Grade-II on the basis of merit- cum-seniority, failing which on the basis of competitive examination from amongst graduate candidates possessing the qualification of Stenographer Grade-I, i.e., having minimum speed of 90 w.p.m. in shorthand and 40 w.p.m. in typing and also possessing certificate in Computer from any Computer Centre.	
6.	Stenographer Grade II PB-2:Rs.9300-34800 + Rs.3800 (Group C)	3	By promotion or Direct Recruitment	By selection from amongst Stenographer Grade III who are Graduates having 4 years of experience or from under graduate having 6 years experience as Stenographer Grade III on the basis of merit- cum-seniority failing which on the basis of competitive examination from amongst Graduate candidates possessing the qualification of Stenographer Grade III.  On completion of 4 years of experience as Graduate stenographer and 6 years of experience as under graduate Stenographer on being assessed by the Departmental Promotion Committee and his/her services being found	

\* Inserted vide Notification No.26/ESTT/HCS dated 11.07.2017.

				satisfactory, the incumbent cannot be promoted due to non availability of vacant post, then he/she may be placed in the Stenographer Grade I in the pay scale of Rs.5500-175-9000.	
7.	Stenographer Grade – III PB-1:Rs.5200-20200 + Rs.3400 (Group C)	1	By Direct Recruitment	By direct recruitment from amongst Class XII passed candidates from a recognized Board possessing certificate in computer from any Computer center and having a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.  <i>“On completion of 4 years of experience as Stenographer Grade-III (Group “C”) and if found suitable for promotion on assessment by the Departmental Promotion Committee, he/she shall be considered for grant of the scale of pay of Stenographer Grade–II i.e. Rs.5000-150-8000 if no vacancy of Grade-II Stenographer exists at the relevant time.”</i>	

**Sd/-**  
**REGISTRAR**