THE

13Kartik, 1941(S)

No. **878** Ranchi, Monday, **4st November, 2019**

LAW DEPARTMENT

NOTIFICATION

24th October, 2019

S.O.-B/Vidhi-Nya.Stha-Vividh-18/2017-2034 -- *In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Jharkhand, in consultation with the High Court of Jharkhand, is hereby pleased to make the following rules to regulate the method of recruitment and service conditions of Class-III and Class-IV employees appointed in the Civil Courts of Jharkhand.*

CHAPTER-I

PRELIMINARY

1.Short title, commencement and extent:-

(i) These rules shall be called "**The Jharkhand State Civil Courts' Officers and Staffs (Recruitment, Promotion, Transfer and other Service Conditions) Rules, 2018**.

(iii) It shall apply to all the Civil Courts in the State of Jharkhand, subordinate to the High Court of Jharkhand.

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

(a) "Appointment" means appointment either by way of direct recruitment or limited examination or selection by way of promotion including appointment on compassionate ground.

(b)"*Appointing Authority*" means-

(i) The Registrar General of the High Court, for all posts **of Group-A and Group-B**.

(ii) The Principal District Judge/Judicial Commissioner, Ranchi for all posts of **Group-C and Group-D**.

(c)"Appropriate Case" means such case which is found to be appropriate by the High Court.

(d)"Cadre" means the strength of the posts specified in **Schedule-'II'** of these Rules and includes any temporary post sanctioned by the Government of Jharkhand.

(e) "High Court Selection Committee" means High Court Selection & Appointment Committee constituted under Rule 8 (A) (i)of these Rules.

(f)*"Chief Justice"* means the Chief Justice of the High Court of Jharkhand.

***(g)*"*Civil Courts*"** means civil/criminal courts, subordinate to High Court of Jharkhand at Ranchi **created under Bengal, Agra and Assam Civil Courts Act, 1887** and all other Courts Subordinate to High Court Jharkhand**.**

(h) "*Government*" and "*State*" mean the Government of Jharkhand and the State of Jharkhand respectively.

(i)"*High Court*" means The High Court of Jharkhand at Ranchi as contemplated under Article - 235 of the Constitution of India.

(j) "*Judgeship*" means the administrative Jurisdiction of the Principal District and Sessions Judge including Judicial Commissioner, Ranchi.

(k)"*Person with Disability or Physically handicapped person*" means a person as defined in **The Rights of Persons with Disabilities Act, 2016** who has been issued a disability certificate in prescribed format by the competent authority as applicable **under The Rights of Persons with Disabilities Act, 2016 and circular issued by the Government of Jharkhand thereunder.**

(l)"*Principal District Judge*" means Principal District Judge of a district including Judicial Commissioner, Ranchi.

(m)"*Reservation in vacancies"* shall have the same meaning as ascribed in Jharkhand Reservation for Scheduled Castes, Scheduled Tribes and Backward Classes against Vacancies in Posts and Services Act, 2001 along with Rules, Notifications and Circulars issued by Government of Jharkhand from time to time.

(n)"The High Court Promotion Committee" means the **Committee** constituted under Rule 8(B) (i) of these Rules.

(o)"District Court Selection Committee" means the Selection Committee constituted under Rule 8(C) (i) of these Rules.

(p)*"Standing Committee"* means the committee as mentioned in Chapter II (Rule 6) of the High Court Jharkhand, Rules 2001.

(q) "Staffing Pattern" shall mean all the posts included in the **Schedule –'II'** of these rules.

(r)"Skill Test" shall mean the test as prescribed by the different Committees constituted under Rule – 8 from time to time according to the nature of work.

(s)"Service" means Jharkhand Civil Courts Establishment Service.

(t)"Regulation" means regulation as defined under Rule -25 of these rules.

CHAPTER-II

ESTABLISHMENT

3.On and from the date of commencement of these Rules for administration of Civil Courts and Sub-Divisional Courts, a

Jharkhand Civil Courts Establishment Service shall be constituted.

4.(i) All the posts of Group-A and Group-B as specified in Schedule-I shall be of State cadre and all other posts as specified under Schedule-I shall be of District Cadre.

(ii) All the employees of Civil Courts, who immediately before the commencement of these Rules, having been appointed on regular basis on any post specified in the staffing pattern to these rules shall be deemed to have been appointed to the respective cadre of the service in accordance with the provisions of these Rules.

CHAPTER-III

CONDITIONS OF ELIGIBILITY FOR APPOINTMENT

(5) Eligibility for Appointment:-

(1) A person to be eligible for appointment on any post as specified in the staffing pattern shall-

(a) be a citizen of India.

(b) be medically fit.

(c) be of a good character.

(d) not have more than one spouse living.

(e) possess the essential qualifications and experience as prescribed in Schedule- 'I'.

(2) Any person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials, shall be disqualified for appointment.

(3) No person shall be eligible for appointment if he or she –

(a) is or has been a member of, or has associated himself or herself with anybody or association after such body or association is declared as an unlawful body or association; or

(b) has participated in or is associated with any activity or programme -

(i) aimed at subversion of the Constitution of India; or

(ii) aimed at organized breach or defiance of law involving violence; or

(iii) which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or

(iv) which promotes, on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people; or

(c) is dismissed from service under the Government of India or any State Government or any other organization,

(d) is or has been debarred or disqualified by the Union or any State Public Service Commission or any organization from appearing for any examination or selection conducted by it; and

(e) is or has been convicted of an offence involving moral turpitude.

EXPLANATION - If any doubt arises regarding the eligibility of a candidate for appointment, the decision of the High Court shall be final.

6. Age limit for appointment:-

As per the resolution no. 609/Ranchi dated 25.01.2016 of Department of Personnel, Administrative Reforms & Rajbhasha, Government of Jharkhand, Ranchi for upper age and resolutions of Department of Personnel, Administrative Reforms & Rajbhasha, Government of Jharkhand, Ranchi given below for lower age or any other circular of the State Government in force on the date of advertisement.

Sl.No.	Qualification of the advertised vacancy	Age	Circular/resolution of the State Government
1.	Matric level	18 years	Resolution no. 10506 dated 11.12.2015 of DOPT, Jharkhand
2.	Diploma level	18 years	Resolution no. 8565 dated 28.09.2015 of DOPT, Jharkhand
3.	Graduation level	21 years	Resolution no. 10507 dated 11.12.2015 of DOPT, Jharkhand

7. Provision of reservation for appointment:-

Reservation in appointment in each cadre shall be in accordance with Jharkhand Posts and Services Reservation in Vacancies (Scheduled Castes and Scheduled Tribes and Backward Classes) Act, 2001 along with Rules, Notifications and Circulars issued by Government of Jharkhand from time to time and its statutory modifications.

8. Constitution of Committees -

(A) High Court Selection Committee

(i)High Court Selection Committee shall consist of Registrar General of High Court and two officers in the rank of the Principal District Judge, to be nominated by the High Court, for the purpose of Direct Recruitment of Group- C posts.

(ii)One of the members of Registry of the High Court to be nominated by the High Court shall work as Member Secretary of the High Court Selection Committee.

(iii) To assist the High Court Selection Committee, there shall be a Recruitment Cell consisting of an officer in the rank of District and

Additional Sessions Judge and other Officers & Staff, as may be deemed fit and proper by the High Court.

(iv)Notwithstanding anything contained in the Sub Clause (iii), for the purpose of written examination, skill test and /or any other performance test, the High Court Selection Committee/District Court Selection Committee may take the services of any reputed recruitment agency.

(v) The High Court Selection Committee shall hold examination/limited examination, skill test, screening test, interview and other tests as prescribed in Schedule-'I' of these Rules.

(vi)The High Court Selection Committee, for the purpose of interview, may constitute one or more Interview Board for conducting interview.

(vii)Subject to the above provision, theHigh Court Selection Committee/District Court Selection Committee may nominate Judicial Officers for conducting interview with respect to filling up the vacancies through selection.

(viii) The High Court as per the requirement may constitute as many Committees for any particular recruitment.

(B) <u>Promotion Committee of the High Court</u>

(i) There shall be a Promotion Committee of the High Court known as "High Court Promotion Committee" consisting of Registrar General of High Court and two Principal District Judge, nominated by the High Court, for the purpose of appointment to the posts of Group-A and Group-B by way of promotion on the basis of Merit cum seniority among the staffs having required experience and qualification as specified in Schedule-'I'.

(ii) One of the members of Registry of the High Court to be nominated by the High Court shall work as Member Secretary of the Selection Committee of the High Court.

(iii) To assist the Selection Committee of the High Court, there shall be a Recruitment Cell consisting of an officer in the rank of District and Additional Sessions Judge and other Officers & Staff, as may be deemed fit and proper by the High Court from time to time.

(iv) Notwithstanding anything contained in the Sub Clause (iii), for the purpose of written examination, skill test and /or other performance, the Selection Committee of the High Court may take the services of any reputed recruitment agency.

(v) The Selection Committee of the High Court shall hold examination/limited examination, skill test, screening test etc., as prescribed in Schedule-'I' of these Rules.

(vi) The Selection Committee of the High Court shall also hold interview and other test(s) as prescribed in Schedule –'I'.

(vii)The Selection Committee of the High Court, for the purpose of interview, may constitute one or more Interview Board(s) for conducting interview.

(viii)Subject to the above provision, the Selection Committee of the High Court may nominate the Judicial Officers for conducting interview with respect to filling up the vacancies through selection.

(C) <u>District Court Selection Committee/s</u>

(i) There shall be one or more District Court Selection Committee known as "Selection Committee of the District Court" consisting of Principal District Judge of the District and two senior most Judges of the District having at least one year of service left nominated by the Principal District Judge of the District for the direct recruitment of Process Server, Driver, Peon, Daftari and all other staffs of Group-D having qualification as specified in Schedule-'I'.

(ii) The Selection Committee of the District Court shall also be responsible for holding examination/ Skill Test, Screening Test etc., as prescribed in Schedule - 'I' for the promotion of staff Group-D to Group-C on the basis of Merit cum Seniority among the staffs having required experience and qualification as specified in Schedule-'I'.

(iii) The Judge-in-charge of the Civil Court of the concerned District shall work as Member Secretary of Selection Committee of the District Court.

(iv) To assist the Selection Committee of the District Court, there shall be a Recruitment Cell consisting an officer in the rank of Civil Judge (Senior Division) and other Officers & Staffs, as may be deemed fit and proper by the Selection Committee from time to time.

(v) The Selection Committee of the District Court shall hold examination / limited examination, skill test, screening test etc., as prescribed in Schedule-'I' of these Rules.

(vi) The Selection Committee of the District Court shall also hold interview and other test as prescribed in Schedule –'I'.

(vii) The Selection Committee of the District Court, for the purpose of interview, may constitute one or more Interview Board for conducting interview.

(viii) Subject to the above provision, the Selection Committee of the District Court may nominate the Judicial Officers for conducting interview with respect to filling up the vacancies through selection.

9. Method of Selection:-

(i) In the month of January of every year, the Principal District Judge of each District including the Judicial Commissioner, Ranchi shall determine the existing vacancies as well as the vacancies likely to occur by the end of December of the same calendar year and send the list tothe High Court Selection Committeeby 31st of January of the said year.

(ii) The High Court Selection Committee, on receipt of information from all the Judgeships regarding vacancies available for direct recruitment, shall advertise the vacancies at least in two Daily newspapers, one of them being in Hindi having wide circulation in the all Districts of Jharkhand and also on Notice Board of all the Civil Courts, Sub-divisional Civil Courts, Collectorate and also on the websites of the High Court and District Courts.

Provided that High Court Selection Committee, may advertise the post only for single Judgeship or more than one Judgeship as the case may be.

(iii) Fee- Every candidate for direct recruitment to any category of post, may be required to pay such fee, as may be prescribed by the High Court Selection Committeein respect of each post:

(iv) The High Court Selection Committee shall also conduct written test, skill test, proficiency test, stenography test and interview as well as other tests as specifically prescribed in Schedule –'I' keeping in view the specific nature of work for the posts sought to be filled up by direct recruitment:

Provided that, if the number of candidates is found to be too large, in order to limit the number of candidates, The High Court Selection Committee may hold preliminary test on the basis of objective type questions or any other mode decided by The High Court Selection Committee.

(v) The High Court Selection Committee shall shortlist the candidates in the ratio of 1:15 for main/final examination.

(vi) Syllabus and other necessary particulars, modes of preliminary and written/main examination as well as any other matter incidental to the conduct of examination shall be such as may be prescribed under the Regulation.

(vii) The result of the written examination shall be published on website of the High Court as well as on the Notice Board of the Court.

(viii) Merit list of the written test and skill test be prepared and candidates be called for interview in the ratio of 1:5 as far as possible.

(ix) For appointment by promotion to the post of Group-A and Group-B, the syllabus and other necessary particulars including the mode of skill test shall be such as may be prescribed under the regulation issued from time to time.

(x) Interview shall be conducted by the different Committees constituted under Rule – 8, as may be prescribed.

(xi) Minimum qualifying marks for written test and interview of any other post, as may be prescribed underthe regulation made under Rule – 25 of these rules.

(xii) Upon completion of selection process, a panel of successful candidates shall be notified. Such panel shall be in two parts; one confined to the total number of posts to be filled up and the other known as "waiting list" of 10 % of such vacancies. The waiting list panel shall have a life of one year from the date of its notification.

Provided that where total number of vacancies is less than five then only one candidate shall be kept in waiting list.

(xiii) The different Committees constituted under Rule – 8 after notification of the panelwith the prior approval of the High Court would recommend the name of the candidates to the Appointing Authority for issuance of appointment letter to the selected candidates.

10.Joining Time:-

(i)A candidate appointed by direct recruitment shall join his / her post on which he/she has been appointed as soon as possible but not later than 30 days from the date of dispatch of appointment letter and/or display of result on the official Website of High Court.

Provided that the Appointing authority, in case sufficient reasons shown by the candidate, may extend the joining time for further 30 days. However, in case a selected candidate fails to join the duty within 30 days or extended 30 days, his/her offer of appointment shall stand cancelled.

(ii) The vacancy created by non-joining of any candidate shall be filled up from the subsisting waiting list.

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

(a)Original educational and all other certificates of the candidate concerned on the basis of which appointment letter has been issued;

(b)Photographs, signature and handwriting of the candidate from the application form submitted by him;

(c)The Secondary School Examination Certificate or its equivalent (for the purpose of recording of date of birth);

(d)Medical fitness certificate :

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

11.Probation and Confirmation:-

(1) All appointments to the service by direct recruitment shall be on probation for a total period of two years within a continuous period of 3 years.

(2) Confirmation of all appointments by promotion shall not be granted unless the candidates successfully complete 2 (two) years of service on the promoted post.

(3) The period of probation for reasons to be recorded in writing, may be extended by the Appointing Authority by such period not exceeding double the normal period of probation or confirmation, as the case may be, specified in sub rule (1).

(4) At the end of the period of probation, the Appointing Authority shall consider the suitability of the person so appointed or promoted to hold the post to which a person was appointed or promoted, and –

(i) if it decides that a person is suitable to hold the post to which he/she was appointed or promoted and has passed the examinations or tests, if any, required to be passed during the period of probation, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation and such an order shall have effect from the date of expiry of the period of probation.

(ii) if the Appointing Authority considers that the person is not suitable to hold the post to which he/she was appointed, he shall, by order –

(a) if he/she is a promotee, revert him to the post which he/she held prior to his/her promotion.

(b) if he/she is a probationer, discharge him/her from service;

(5) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to that effect is passed.

Any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of confirmation or probation, as the case may be.

(6) Notwithstanding anything contained in these Rules, the Appointing Authority may, at any time during the period of probation, discharge from service, a probationer on account of his/her unsuitability for the Service.

12. Seniority:-

(i) Inter-se Seniority amongst employees appointed by direct recruitment shall be determined, as per their position in the merit list.

(ii) In case of appointment by promotion in the same transaction, the candidates will maintain their inter-se seniority as it was in the lower cadre.

(iii) In a recruitment to a cadre by promotion and direct recruitment the employee recruited by promotion shall take precedence over the directly recruited employees provided in the same transaction.

(iv) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day.

Provided that, if the seniority of any such officer had not been specifically determined before that day, it shall be determined by the High Court Selection Committee.

(v) Every year in the month of January, seniority list of officers/staffs in all cadres shall be prepared and published by the appointing authority and the lists so published shall be used for the purpose of making promotions to the next higher cadre.

13. Promotion:-

(i) An employee shall be entitled to be considered for promotion on recommendation of the Principal District Judge/Judicial Commissioner, Ranchi, as prescribed in Schedule-'III'.

(ii) All the cases of promotion including by way of Selection shall be placed before the High Court Promotion Committee or the Selection Committee of the District Court as the case may be, the said committee shall issue the guidelines for that purpose from time to time.

(iii) An employee for being eligible to be considered of promotion must fulfill the following requirements, namely:-

(a) must have completed the minimum prescribed period of service as perSchedule 'I',

(b) must have the qualification in respect of promotional post as per Schedule 'I',

(c) must have clean and satisfactory records of service;

(d) must have passed the departmental/

proficiency test/interview/computer literacy test as prescribed, from time to time.

(iv) (a) Notwithstanding the above provisions, Reader-cum-Deposition Writer-cum-Typist before his promotion to the higher scale must pass another test of typing, the minimum speed of typing would be 50 words per minute in English and 35 words per minute in Hindi as well as the prescribed standard.

(b) He/she will have to pass the examination of Practice and Procedure Manual, Civil Court Rules and Criminal Court Rules.

(v) (a) A Stenographer for consideration of his/her case for promotion on higher post/grade shall have to pass the test of Shorthand at the rate of 100 words per minute in English and 70 words per minute in Hindi with a mistake up to 5% (Five Percent).

(b) He/she shall have to pass the examination of Practice and Procedure Manual and other Papers, as prescribed by the Selection Committee of the District Court.

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

(a) Civil Court & Criminal court Rules;
(b) Knowledge of draft, correspondence and order sheet; (c) Practice and Procedure;
(d) Accountancy (only for Accounts Cadre);
(e)Book keeping;
(f) Preparation of budget; and
(g) Skill Test of Computer Operation.

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

(a) Practice and Procedure;
(b) Government Letter & Circular;
(c) Stamp Act;
(d) Suit Valuation Act;
(e) Correspondence, noting & drafting
(f) Court Fee Act
(g) Limitation Act

(viii) The examination will be conducted by the Principal District Judge/Judicial Commissioner, Ranchi under the instruction of the different Committees constituted under Rule – 8.

14. Appointment through limited departmental

examination to Group-C post from Group-D services as prescribed in Schedule :-

(i) Appointment against 25% posts of the sanctioned posts of Group-C shall be made by way of selection based on examination for screening of eligible candidates as prescribed in Schedule-'III'by conducting written test, Computer operating proficiency test and Interview as prescribed by the Selection Committee of the District Court. On the basis of result of such selection test, a panel of candidates for the posts of 25% quota of the year shall be prepared by Selection Committee of the District Court. Such panel shall remain valid for one year.

(ii) Appointment, to the post of Process Server by promotion from Group 'D' Staff will be made on the basis of written test, their Service Record and interview conducted by the Selection Committee of the District Court in order of merit as may be specified by the regulation.

(iii) Any staff, who has concealed his/her educational qualification at the time of his/her basic appointment will not be permitted to participate in any such examination.

15. Training :- Every person appointed either by direct recruitment or through limited departmental examination and is below 55 years of age, shall have to undergo training as may be specified by regulation.

16. Transfer :- All the State Cadre posts shall be transferable.

Provided that if the High Court decides, on the recommendation of the Principal District Judge of the district including Judicial Commissioner, Ranchi or in the case of administrative exigencies or in the public interest, it may transfer/depute any staff of any category from one district to another district or to any special assignment.

17. Protection to Employees already in Service:- Persons already in service, prior to coming into force of these Rules, who do not hold qualification and other conditions prescribed by these Rules shall continue to hold office subject to condition that they will have to undergo training programme and successfully complete the same as may be prescribed under the regulation from time to time. Persons failing to successfully complete the training programme shall be deprived of annual increment as well as all promotional benefits.

Provided that the above conditions shall not be applicable to those staffs who have already completed the age of 55 (Fifty five) years on the date of publication of these Rules in the official Gazette.

18. Uniform - It shall be mandatory for all the staffs of all the categories to remain in the uniform as prescribed by the High Court.

19. Disciplinary Action -The Principal District Judge/Judicial Commissioner, Ranchi shall be disciplinary authority of employees of all categories of Group-C and Group-D. The departmental proceeding shall be initiated as per the procedure prescribed under the Jharkhand Government Servant

(Classification, Control and Appeal) Ruls – 2016 with statutory modifications. The disciplinary

authority may impose any of the punishments as prescribed under the Jharkhand Government Servant (Classification, Control and Appeal) Ruls – 2016 after the conclusion of the departmental proceeding.

The Principal District Judge/Judicial Commissioner, Ranchi shall be the disciplinary authority of employees of all categories of Group-Aand Group-B. the departmental proceeding shall be initiated after approval of appointing authority as per the procedure prescribed under the Jharkhand Government Servant (Classification, Control and Appeal) Rules-2016 with statutory modification(s). the disciplinary authority may impose any of the punishments as prescribed under the aforesaid rule after the conclusion of the departmental proceeding except the punishment of dismissal and removal within the meaning of Article-311(1) of the Constitution of India subject to the delegation from time to time by the appointing authority.

20. Appeal :-

(i) Any employee aggrieved by imposition of any major punishment upon him by the disciplinary authority may prefer an appeal to the High Court within a period of 30 days from the date of receipt of a copy of the said order and/or from the date of communication of the said order upon the concerned employee.

(ii) Such memorandum of appeal shall be forwarded by the Principal District Judge/Judicial Commissioner as the case may be to the Registrar General of the High Court together with his comments thereon, if any, within two weeks from the date of receipt of such memorandum of appeal.

(iii) "The Standing Appeal Committee" consisting of three Judges of the High Court of Jharkhand, nominated by the Chief Justice in terms of Rule 12 of the Jharkhand High Court Officers and the Members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) Rules 2003, shall dispose of such appeal as expeditiously as possible and preferably within three months from the date of receipt of memorandum of appeal".

21.General orders regarding discipline-

Wherever any employee is personally interested in a case to be heard by the Court to whom he is attached, he must bring the fact to the notice of the Presiding Officer.

22.Other conditions of Service – The condition of service in regard to matters not covered by these Rules shall be governed by Jharkhand Government Servant (Classification, Control and Appeal) Rules, 2016 and any other Rules /Regulations/Circulars and notifications etc. as applicable to other state government employees.

23. Relaxation - The High Court alone shall have power to dispense with or relax the requirements of any of the provisions made in these Rules to such extent and subject to such conditions as it may consider necessary in appropriate cases.

24. Regulation. – The High Court may make Regulations, not inconsistent with these rules, regarding all or any of the matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

25. Residuary Matters. – With regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders the members of the Service shall be governed by the Rules, Regulations and Orders applicable to the State Civil Services in general.

26. Power and Authority to Delegate – The Chief Justice may by regulation delegate any of the powers exercisable by the Disciplinary Authority on the Principal District and Sessions Judge/ the Judicial Commissioner, Ranchi as the case may be and may also empower them to place any personnel under suspension.

27. Power to remove difficulties -If any difficulty arises, in giving effect to the provisions of these Rule, the High Court alone shall have power to remove any such difficulty.

28. Interpretation - If any question arises relating to the interpretation of these Rules, the decision of the High Court shall be final.

29. Repeal and Saving –

(i) The Bihar Civil Court Staff (Class III and Class IV) Rules,1998 is hereby repealed.

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

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Establishment of Civil Court (Method of Recruitment & Eligibility)

Sl.No.	Name of Post	Group	Pay scale & Grade Pay	Method of recruitment	Eligibility
1	Chief Administrative Officer cum Chief Sheristedar	A	As per recommendation of National	Promotion on the basis of merit-cum-seniority amongst the Administrative Officer holding atleast two years experience or Assistant Administrative Officer (Judicial or Establishment) or Accounts Officer holding atleast five years experience.	Graduate in any subject fr recognized University. Knowledge of computer, financial administration/ human resource are desira promotion.

2	Administrative Officer (Judicial) cum Sheristedar of the Principal District & Sessions Judge/Judicial Commissioner	B	Judicial Pay Commission or according to State Government as notified by the Government in both condition.	Promotion on the basis of merit-cum-seniority amongst Assistant Administrative Officer (Judicial), Assistant Administrative Officer (Confidential) having experience not less than	Graduate in any subject fr recognized University. Knowledge of computer a financial administration a desirable.
3	Assistant Administrative Officer (Judicial) cum Sheristedar	B		Selection on the basis of merit-cum-seniority by conducting examination and interview among the employees having at least three years experience in Grade Pay of Rs. 4600.	Graduate in any subject fr recognized University. Proficiency in computer.
4	Assistant Administrative Officer (Nazarat) District Nazir	B	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in both condition.	Selection on the basis of merit and interview amongst the Protocol Officer, Office Superintendent, Senior Office Assistant & Senior Court Assistant having atleast three years experience in the Grade Pay of	Graduate in any subject fr recognized University. Proficiency in computer.
5	Accounts Officer	B		Selection on basis of merit cum seniority amongst the Accountant holding atleast five years experience in Grade Pay of Rs. 4600/-.	Commerce graduate havir years experience and knowledge of preparation budget & cash.
6	Assistant Administrative Officer (Establishment)	B		Merit cum Seniority amongst the Office Superintendent, Senior Office Assistant or Senior Court Assistant having	Graduate in any subject fr recognized University. Proficiency in computer operation.

7	Assistant Administrative Officer (Confidential)	B	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in both condition.	Selection on the basis of Merit cum Seniority amongst the Stenographer Grade-I of Principal District Judge and Personal Assistant of Principal District Judge having Grade Pay of 4600/- for three years	Graduate in any sub from a recognized University. Proficie computer operation.
8	Personal Assistant of Principal District & Sessions Judge / Judicial Commissioner / Principal Judge (Family Court)	B		Selection amongst the Stenographer Grade-II.	Graduate in any sub from a recognized University. Proficie computer operation.
9	Office Superintendent	B		Selection amongst Assistant/Clerk having Grade Pay Rs. 4200/-.	Graduate in any sub from a recognized University. Proficie computer operation.
10	Senior Court Assistant and Senior Office Assistant	C		Selection on promotion amongst the Clerk Grade-II having Grade Pay of Rs. 4200/- having completed five	Graduate in any sub from a recognized University. Proficie computer operation.
11	Librarian	C		By promotion from Assistant Librarian having experience of five years.	
12	Assistant Librarian	C	As per	By promotion from Library Assistant.	Three years experie the post of Library Assistant.

13	Library Assistant	C	recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in both condition.	Direct recruitment.	1) Degree or Diplor Library Science fro recognized university. 2) Two years experience in equivalent post in government / univer public sector enterprises.
14	Accountant	C		By promotion on the basis of seniority-cum-merit.	Assistant Accountar having five years
15	Assistant Accountant	C		By promotion from Accounts Assistant on the basis of seniority-cum-merit.	Commerce Graduat alongwith five years experience in knowledge of budget/audit and ca book keeping. Knowledge of
16	Accounts Assistant cum Bill Clerk cum Cashier	C		Direct recruitment.	Commerce Graduat alongwith two years experience in cash & book keeping. Knowledge of
17	Protocol Officer	C		By promotion amongst the Bailiff, Nayab Nazir & Assistant having Grade Pay Rs. 4200/- with atleast five years	Graduate in any sub from a recognized university. Efficien computer operation.
18	Court Assistant cum Clerk Grade-II & Office Assistant cum Clerk Grade-II	C		Selection by promotion amongst the Court Assistant/Office Assistant/Clerk/Typist/Reader-cum-Deposition Writer and other Assistant of Grade-III or Clerk having Grade Pay Rs. 2400/- with five years	Graduate in any sub from a recognized University. Efficien computer operation.
19	Court Assistant / Office Assistant/Clerk/Typist/Reader-cum-Deposition Writer and other Assistant of Grade – III	C	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in both condition.	1) 75% from direct recruitment. 2) 25% recruited from Bailiff, Process Server, Daftari , Driver & Other from Group-D on the ratio of 1:2 having eligibility for example recruited by limited examination amongst three vacancies as one from process server, Daftari and Driver & other two from the post of	Graduate in any sub from a recognized University. Knowle computer operation essential.
20	Clerk of Grade-I, II i.e. Misc. Clerk, Statement Clerk & other Clerk of Grade-II	C		As for the post Clerk of Grade-I & II.	Graduate in any sub from a recognized University. Knowle computer operation essential.

21	Stenographer (Grade-I) & Personal Assistant	C		Selection on the basis of skill test on eligibility cum seniority.	1) Graduate in any subject from a recognized University Knowledge of compu operation is essential. 2) Efficiency in computer typing. 3) Certificate in Stenography by Cent State Government. Speed :- (a) English Steno having 100 wp Hindi steno having 7 (only 5% error is per (b) Typing speed in English is 40 wpm &
22	Stenographer (Grade-II)	C		Selection on the basis of skill test/ eligibility cum seniority.	1) Graduate in any subject from a recognized University Knowledge of compu operation is essential. 2) Efficiency in computer typing. 3) Certificate in Stenography by Cent State Government. Speed :- (a) English Steno having 100 wp Hindi steno having 7 (only 5% error is per (b) Typing speed in English is 40 wpm &
23	Stenographer (Grade-III)	C	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in both condition.	Direct recruitment.	1) Graduate in any subject from a recognized universi Knowledge of computer operation essential. 2) Efficiency in computer typing. 3) Certificate in Stenography by Cer State Government. Speed :- (a) English Steno having 100 w Hindi steno having (only 5% error is permissible) (b) Typing speed in
24	Court Reader-cum-Deposition Writer-cum Typist	C		Direct recruitment.	Graduate in any sub from a recognized University. Typing speed in English is & in Hindi 30 wpm
25	Other Clerk under Grade-III	C	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in	Direct recruitment.	Graduate in any sub from a recognized University. Knowle computer operation.

26	Bailiff	C	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in	Promotion from process server.	Matriculation or equivalent
27	Process Server	C		Promotion from Group-D	Matriculation or equivalent. Basic knowledge of comp essential.
28	Driver	C		Direct recruitment on the basis of screening test as described in Driving Rules.	Matriculation or equivalent with driv license of light moto vehicle.
29	Daftari	C		Direct recruitment on the basis of Skill test & Interview.	Matriculation and o year experience in t field.
30	Peon (General & Orderly) and Treasury Messenger/ Treasury Sarkar	D	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in	Direct recruitment on the basis of screening test & interview.	Matriculation or equivalent
31	Fax Operator, Generator Operator cum Electrician cum Photo Machine Operator	D		Direct recruitment on the basis of skill test & Interview.	ITI from any recognized institutio this field.
32	Mali, Faras & Sweeper	D	As per recommendation of National Judicial Pay Commission or according to State Government as notified by the Government in	Direct recruitment on the basis of skill test/ suitability/ interview/ out sourcing.	Matriculation with t years experience in field and trained in special work.
33	Night Guard	D		Direct recruitment on the basis of screening test for suitability & interview.	Matriculation or equivalent with thre years experience in field and trained in special work. Preference will be given to Home Guard/Candidates o Reputed Security

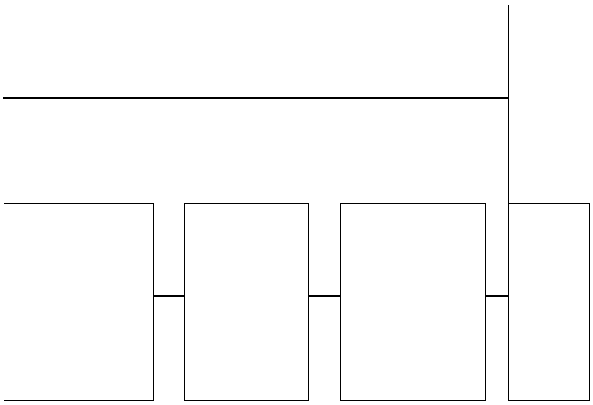
Appendix - B

Establishment

Sl. No.	Name of Office	Name of Post/Cadre	Group	Entitlement	Grade Pay
1	2	3	4	5	6
1	Administrative Incharge	Chief Administrative Officer cum Chief Shirestedar	A	1	6600
2	English Office cum Administrative Office	Assistant Administrative Officer (Confidential)	B	1	4800
		Assistant Administrative Officer (Judicial)	B	1	4800
		Assistant Administrative Officer (Establishment) (Group-B)	B	1	4800
		Office Superintendent	C	1	4600
		Office Assistant (Grade - II)	C	1	4200
		Hindi Typist cum Clerk (Grade-III)	C	1	2400
		English Typist cum Clerk (Grade-III)	C	1	2400
		Peon	D	3 (Including Fax Operator)	1800
		Xerox Operator	D	1	1800
3	Nazarat	Assistant Administrative Officer (Nazarat) (Group-B)	B	1	4800
		Protocol Officer (Grade - I)	C	1	4200
		Nayab Nazir (Grade - II)	C	2	4200
		Bailiff (Grade-III)	C	3	2400
		Dispatcher (Grade-III)	C	1	2400
		Assistant Accountant cum Cashier (Grade-III)	C	1	2400
		Process Server	C	1 (For Each Court)	1900
		Daftari	C	1	1800
		Peon	D	3 (1 Including Generator Operator)	1800
		Peon (Nigh Guard)	D	2**	1800
4	Computer Section	Program Officer-cum-Senior Programmer (Group-B)	B	1	4800
		Programmer (Grade-I)	C	1	4600
		Assistant Programmer (Grade-II)	C	3	4200

		Computer Assistant cum System Officer (Grade-III)	C	3	2800
		Data Entry Operator cum System Assistant	C	8*	1900
5	Accounts	Accounts Officer (Group - B)	B	1*	4800
		Accountant (Grade-I)	C	1*	4600
		Assistant Accountant (Grade-II)	C	2*	4200
		Assistant Accountant cum Bill Clerk (Grade-III)	C	3*	2400
		Cashier	C	1	2400
		Peon	D	2 (Including Treasury Messenger)	1800
6	Library	Librarian (Group-II)	C	1	4600
		Assistant Librarian (Grade-III)	C	2	4200
		Library Assistant	C	4	2400
		Peon	D	2	1800
7	Forms and Stationery	Clerk in Charge (Grade-II)	C	1	4200
		Clerk (Grade-III)	C	1	2400
		Peon	D	2	1800
8	Copying	Head Comparing Clerk (Grade-I)	B	1	4800
		C.C. + Copyist (Grade - II and Grade III)	C	3	4200 and 2400
		Peon	D	2	1800
9	Record Room	Head Record Keeper (Grade-I)	B	1	4800
		Assistant Record Keeper (Grade - III)	C	2	2400
		Daftari	C	2	1800
		Peon	D	2	1800

Schedule - III



On the basis of merit and interview from Administrative Officers having minimum experience of 2 years on such
Officer (Judicial, Establishment or Accounts Officer having experience not less than 5 yea
Chief Administrative Officer cum Chief Shirestedar Grade 'A'

Promotional Hierarchy in Civil Courts

Court Assistant-cum-Clerk Grade-II and
Senior Court Assistant /

By promotion from

Senior Office Assistant

By promotion from Court Assistant/Office
Departmental examination of Process Server,

Office Assistant-cum-

Court Assistant-cum-

Deposition Writer and other Assistant of

SCHEDULE-IV
STAFFING PATTERN OF CIVIL COURT AND SUB-DIVISIONAL COURT IN JHARKHAND APPENDIX-A
DISTRICT AND SESSIONS COURT

Sl. No.	Name of Courts	Name of Posts	Group	Entitlement
1	2	3	4	5
1	**District & Sessions Judge**	Administrative Officer (Judl.)-cum-DJ Shirestedar	Group B	1
		Sr. Court Assistant-cum - Clerk (Grade-I)	Group C	1
		Sr. Office Assistant-cum -Clerk (Grade-I)	Group C	1
		Sessions Assistant (Grade-II)	Group C	1
		Suit Assistant (Grade-II)	Group C	1

		Misc. Assistant (Grade-II)	Group C	1
		Statement Assistant (Grade-II)	Group C	2
		Personal Assistant (Grade-I)	Group C	1
		Sr. Stenographer (Grade-I) & Stenographer (Grade-II)	Group C	(1+2)3
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	2
		Peon/Orderly	Group D	5
2	**Principal Judge (Family Court)**	Assistant Administrative Officer (Judicial)-cum-Shirestedar (Grade-I)	Group B	1
		Sr. Court Assistant-cum – B.C. (Grade-I)	Group C	1
		Sr. Office Assistant-cum –O.C. (Grade-I)	Group C	1
		Misc. Assistant (Grade-II)	Group C	1
		Personal Assistant (GradeI) & Stenographer (Grade-II)	Group C	(1+1)2
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Asstt. Accountant (For Office purpose) (Grade-II)	Group C	1
		Account Assistant-cum-Bill Clerk (For Office purpose) (Grade III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Peon/Orderly	Group D	3
3	**Additional District & Sessions Judge-I**	Sr. Court Assistant-cum –B.C. (Grade-I)	Group C	1
		Sr. Office Assistant-cum –O.C. (Grade-I)	Group C	1
		Sr. Stenographer (Grade-I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Peon/Orderly	Group D	2
4	**Special Court (Each)**	Sr. Court Assistant-cum –B.C. (Grade-I)	Group C	1
		Sr. Office Assistant-cum –O.C. (Grade-I)	Group C	1
		Sr. Stenographer (Grade-I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1

		Data Entry Operator	Group C	1
		Driver	Group C	1
		Peon/Orderly	Group D	2
5	**Additional District & Sessions Judge (Each Court)/ Additional Principal Judge**	Sr. Court Assistant-cum –B.C. (Grade-I)	Group C	1
		Sr. Office Assistant-cum –O.C. (Grade-I)	Group C	1
		Sr. Stenographer (Grade-I)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2
6	**Chief Judicial Magistrate-cum-Sub Judge-II-cum-Assistant Sessions Judge-I**	Assistant Administrative Officer (Judicial)-cum-Criminal Shiristedar (Group B)	Group B	1
		Sr. Court Assistant (I/c G.R.) (Grade-I)	Group C	1
		Sr. Judicial Assistant-cum –Complaint Clerk (Grade-I)	Group C	1
		Court Assistant-cum-B.C. (Grade-II)	Group C	2
		Office Assistant-cum-O.C. (Grade II)	Group C	2
		Sr. Stenographer (Grade-I)	Group C	1+1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Driver	Group C	1
		Peon/Orderly	Group D	3
7	**A.C.J.M.-cum-Sub Judge-I-cum-Assistant Sessions Judge-II**	Assistant Administrative Officer (Judl.)-cum-Shiristedar (Group B)	Group B	1
		Court Assistant-cum-Suit Clerk (Grade-II)	Group C	1
		Court Assistant-cum-B.C. (Grade-II)	Group C	2
		Office Assistant-cum-O.C. (Grade II)	Group C	2
		Stenographer (Grade-II)	Group C	1+1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2+1
8.	**Sub Judge (Each Court)**	Assistant Admn. Officer (Judl.)-cum-Shiristedar (Group B)	Group B	1(for all Sub Judge Court)

		Court Assistant-cum-B.C. (Grade-II)	Group C	1
		Office Assistant-cum-O.C. (Grade-II)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Stenographer (Grade-II)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2
9.	**S.D.J.M./Railway Magistrate**	Court Assistant-cum-B.C. (Grade-II)	Group C	1
		Jr. Office Assistant-cum-O.C. (Grade – III)	Group C	2
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Stenographer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2

10.	**Munsif/Execution Munsif (Each)**	Assistant Admn. Officer (Judl)-cum-Shirestedar (Group B)	Group B	1(only for Munsif)
		Court Assistant-cum-B.C. (Grade-II)	Group C	1
		Office Assistant-cum-O.C. (Grade-II)	Group C	1
		Misc. Clerk (Grade III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Stenographer (Grade-II)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2+1 (only for Munsif)
11.	**Judge In-Charge-cum-Additional Munsif**	Court Assistant-cum-B.C. (Grade-II)	Group C	1
		Jr. Office Assistant-cum-O.C. (Grade – III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Stenographer (Grade-III)	Group C	1

		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2
12.	**J.M. First Class-cum-Additional Munsif (Each Court)**	Jr. Office Assistant-cum-B.C. (Grade – III)	Group C	1
		Jr. Office Assistant-cum-O.C. (Grade – III)	Group C	1
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1
		Stenographer (Grade-III)	Group C	1
		Data Entry Operator	Group C	1
		Peon/Orderly	Group D	2
13.	**Vacant Court (if vacant upto 3 years)**	Jr. Office Assistant-cum-O.C. (Grade – III)	Group C	1
		Peon/Orderly	Group D	1

***

"APPENDIX 'B'"

ESTABLISHMENT

1	**Administration**	Chief Administrative Officer-cum-Chief Shirestedar *	Group A	1	
2	**English Office**	Asstt. Administrative Officer (Confidential)	Group B	1	
		Asstt. Administrative Officer (Judicial)	Group B	1	
		Assistant Administrative Officer (Establishment)	Group B	1	
		Office Superintendent	Group B	1	
		Office Assistant (Grade II)	Group C	1	
		Clerk-cum-Typist Hindi (Grade-III)	Group C	1	
		Clerk-cum-Typist English (Grade-III)	Group C	1	
		Peon	Group D	3(including Fax operator)	
		photocopier	Group D	1	
3	**Nazarat**	Assistant Administrative Officer (Nazarat)	Group B	1	
		Protocol Officer (Grade I)	Group C	1	

		Nayab Nazir (Grade-II)	Group C	2	
		Bailiff (Grade III)	Group C	3	
		Dispatcher (Grade III)	Group C	1	
		Account Assistant-cum-Cashier (Grade-III)	Group C	1	
		Process Server	Group C	1(for each court)	
		Daftari	Group D	1	
		Peon	Group D	3(including 1 Generator Operator)	
		Peon (Night Guard)	Group D	2**	

4	**Computer Cell**	Programme Officer-cum-Sr. Programmer	Group B	1	
		Programmer (Grade-I)	Group C	1	
		Assistant Programmer (Grade-II)	Group C	3	
		Computer Assistant-cum-System Officer (Grade-III)	Group C	3	
		Data Entry Operator-cum-System Assistant	Group C	8*	
5	**Accounts**	Account Officer	Group B	1*	
		Accountant (Grade-I)	Group C	1*	
		Asstt. Accountant (Grade-II)	Group C	2*	
		Accounts Assistant-cum-Bill Clerk (Grade-III)	Group C	3*	
		Cashier	Group C	1	
		Peon	Group D	2(including Treasury messenger)	
6	**Library**	Librarian (Grade II)	Group C	1	
		Assistant Librarian (Grade-III)	Group C	2	
		Library Assistant	Group C	4	
		Peon	Group D	2	
7	**Forms and Stationary**	I/c Clerk (Grade II)	Group C	1	
		Clerk (Grade-III)	Group C	1	
		Peon	Group D	2	
8.	**Copying**	Head Copying Clerk (Grade I)	Group B	1	
		C.C.+ Copyist (Grade II & Grade III)	Group C	3	
		Peon	Group D	2	
9.	**Record Room**	Head Record Keeper (Grade I)	Group B	1	

		Asstt. Record Keeper (Grade – III)	Group C	2	
		Daftari	Group D	2	
		Peon	Group D	2	

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"APPENDIX 'C' "

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

1	**Additional District & Sessions Judge**	Assistant Admn. Officer (Judl.)-cum-Shirestedar (Group B)	Group B	1(for all the ADJs)	4800
		Sr. Court Assistant-cum –B.C. (Grade-I)	Group C	1	4600
		Sr. Office Assistant-cum –O.C. (Grade-I)	Group C	1	4600
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2400
		Stenographer (Grade-I)	Group C	1	4600
		Driver	Group C	1	1900
		Peon/Orderly	Group D	2	1800
2	**Sub Judge-I-cum-A.C.J.M.-cum-Asst. Sessions Judge**	Assistant Admn. Officer (Judl)-cum-Shirestedar (Group B)	Group B	1+1	4800
		Court Assistant-cum –B.C. (Grade-II)	Group C	1	4200
		Office Assistant-cum –O.C. (Grade-II)	Group C	1	4200
		Misc. Clerk (Grade-II)	Group C	1	4200
		Suit Clerk (Grade-II)	Group C	1	4200
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2400
		Stenographer (Grade-II)	Group C	1	4200
		Driver	Group C	1	1900
		Peon/Orderly	Group D	3	1800
3	**Sub Judge (Each Court)**	Assistant Admn. Officer (Judl)-cum-Shirestedar (Group B)	Group B	1 (for all Sub Judge Court)	4800
		Court Assistant-cum –B.C. (Grade-II)	Group C	1	4200
		Office Assistant-cum –O.C. (Grade-II)	Group C	1	4200
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2400
		Stenographer (Grade-II)	Group C	1	4200
		Peon/Orderly	Group D	2	1800

4	**Sub-Divisional Judicial**	Assistant Admn. Officer (Judl)-cum-Shirestedar (Group B)	Group B	1 (when there is no ACJM)	4

	Magistrate	Court Assistant-cum –B.C. (Grade-II)	Group C	1	4
		Jr. Office Assistant-cum –O.C. (Grade-III)	Group C	1	2
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2
		Stenographer (Grade-III)	Group C	1	2
		Peon/Orderly	Group D	2	1
5	**Munsif**	Admn. Officer (Judl)-cum-Shirestedar	Group B	1	4
		Court Assistant-cum –B.C. (Grade-II)	Group C	1	4
		Office Assistant-cum –O.C. (Grade-II)	Group C	1	4
		Misc. Clerk (Grade-III)	Group C	1	2
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2
		Stenographer (Grade-II)	Group C	1	4
		Peon/Orderly	Group D	2	1
6	**J.M. First Class (Each Court) and Addl. Munsif**	Jr. Court Assistant-cum-B.C. (Grade – III)	Group C	1	2
		Jr. Office Assistant-cum-O.C. (Grade-III)	Group C	1	2
		Court Reader-cum-Deposition Writer (Grade-III)	Group C	1	2
		Stenographer (Grade-III)	Group C	1	2
		Peon/Orderly	Group D	2	1

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	SUB-DIVISIONAL COURT ESTABLISHMENT				
1	**Nazarat**	Nayab Nazir (Grade II)	Group C	1	420
		Bailiff (Grade III)	Group C	1	240
		Clerk (Grade-III)	Group C	1	240
		Account Assistant-cum-Cashier (Grade-III)	Group C	1	240
		Process Server	Group C	1	190
		Daftari	Group D	1 (per Court)	180
		Peon	Group D	4 (including 1 Generator Operator & 1 Fax Operator)	180
2	**Copying**	Copying Clerk (Grade II)	Group C	2	420
		Peon	Group D	1	180
3	**Stationary**	Clerk (Grade III)	Group C	1	240
		Peon	Group D	1	180

4	**Accounts**	Accountant (Grade-I)	Group C	1	420
		Asstt. Accountant (Grade-II)	Group C	2	240
		Peon	Group D	2(including 1 Treasury messenger)	180
5	**Record Room**	Asstt. Record Keeper (Grade – III)	Group C	1	240
		Clerk (Grade III)	Group C	1	240
		Daftari	Group D	1	180
		Peon	Group D	2	180
6	**Computer Cell**	Programmer (Grade-I)	Group C	1	460
		Assistant Programmer (Grade-II)	Group C	1	420
		Computer Assistant (Grade-III)	Group C	2	240
		Data Entry Operator	Group C	4	190

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30. The Jharkhand State Civil Courts' Officers and Staffs (Recruitment, Promotion, Transfer and Other Service Conditions) Rules, 2018 has been approved by the Cabinet in its meeting dated 22.10.2019 vide item no.-21.

(File No.-B/Vidhi-Vya.Nya.Stha-Vividh-18/2017-**2034**/J.)

By order of the Governor of Jharkhand

Pradeep Kumar Srivastava,
Principal Secretary-cum-L.R.,
Law Department,
Government of Jharkhand,
Ranchi.

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