

**HIGH COURT OF HIMACHAL PRADESH SHIMLA-171001****No. HHC/Rules/ Sub.Courts/2012-32565****Dated Shimla, the****12<sup>th</sup> March, 2013.****NOTIFICATION**

In exercise of the powers conferred by Articles 227 of the Constitution of India read with Section 4 of the Himachal Pradesh Subordinate Courts Employees (Pay Allowances and other condition of service) Act, 2005 and Section 18 of the HP Court's Act, 1976 and all other powers enabling thereto, the High Court of Himachal Pradesh with the prior approval of H.E. the Governor of Himachal Pradesh is pleased to make the following rules, namely:-

<b>Short title and Commencement.</b>	1 (a)	These Rules may be called the <b>Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and conditions of Service) Rules, 2012</b> .
	(b)	These shall come into force from the date of their publication in the <b>Gazette (e-gazette)</b> of the Himachal Pradesh.
<b>Definitions.</b>	2	In these Rules, unless there is anything repugnant in the subject or context:-
	(1)	<b>"Appointing Authority"</b> means the District Judge.
	(2)	<b>"Appellate Authority"</b> means the Hon'ble Chief Justice or such other Hon'ble Judge of the High Court of Himachal Pradesh as may be nominated by the Hon'ble Chief Justice.
	(3)	<b>"Chief Justice"</b> means the Chief Justice of the High Court of Himachal Pradesh.
	(4)	<b>"Cadre"</b> means the total strength of posts sanctioned as a separate unit as shown in Schedule I attached to these rules.
	(5)	<b>"District Judge"</b> means the District Judge of a District as Defined in Section 2 (b) of the Himachal Pradesh Court Act, 1976.
	(6)	<b>"Direct Recruitment"</b> means the recruitment on regular basis or on contract basis through

		competitive examination.
	(7)	<b>“Examination Committee”</b> means a Committee of Judge (s) of the High Court of Himachal Pradesh to be nominated by the High Court of Himachal Pradesh.
	(8)	<b>“Examination Fee”</b> means the fee as notified in the advertisement inviting application to be deposited in the shape of crossed Indian Postal Orders/Demand Draft in favor of Registrar General, High Court of Himachal Pradesh, and Shimla payable at Shimla, which shall be deposited in a separate Head and shall be utilized for conducting the examination from time to time.
	(9)	<b>“Government”</b> means the Government of Himachal Pradesh.
	(10)	<b>“High Court”</b> means the High Court of Himachal Pradesh.
	(11)	<b>“Other Backward Classes”</b> means castes/communities declared as such by the State Government from time to time.
	(12)	<b>“Post”</b> means any post described in Schedule-I.
	(13)	<b>“Promotion”</b> means promotion to a post or class of posts.
	(14)	<b>“Recognized University/Board”</b> means any University, Board which is recognized by the Government of India or the Govt. of Himachal Pradesh.
	(15)	<b>“Recruitment Cell”</b> means the Subordinate Courts staff selection Recruitment Cell constituted by the High Court of Himachal Pradesh, which shall be headed by the Judge of High Court as in-charge of the cell.
	(16)	<b>“Scheduled Castes”</b> means the castes, races or tribes or parts of groups within castes, races or tribes specified in the constitution

		(Schedule Castes) order, 1950, as amended by Section 19 (1) read with the First Schedule of the State of Himachal Pradesh Act, 1970 (Act 53 of 1970) and as it may further be amended from time to time.
	(17)	“Scheduled Tribes” means the tribes of tribal communities or parts of or groups within tribes or tribal communities specified in the Constitution (Schedules Tribes) order, 1950, as amended by Section 20(1) read with the third Schedule of the State of Himachal Pradesh Act, 1970 (53 of 1970) and as it may be further amended from time to time.
	(18)	“Schedule” means the Schedules appended to these rules.
	(19)	“Selection” means promotion to a post or class of posts by selection based on merit with due regard to seniority.
	(20)	“Service” means service in class-III and class IV posts in the Courts Subordinate to the High Court.
<b>Application.</b>	3.	These Rules shall apply to all the employees of the Subordinate Courts in Himachal Pradesh except the Superintendents Grade-I of the courts of District and Sessions Judge.

### Part-I General

<b>General.</b>	4.(1)	The Establishment of the Subordinate Court shall consist of the posts specified in Schedule-I, of these rules carrying such pay scales as may be notified by the State Government from time to time.
	(2)	In case any permanent or temporary post is sanctioned by the State Government carrying duties or responsibilities of like manner to the cadre post the High Court may modify the Schedule-I to these rules accordingly.
<b>Eligibility.</b>	5.	A candidate for appointment to any post on the

		establishment of the Subordinate Courts must be a citizen of India.
<b>Polygamy.</b>	6.	No person shall be eligible for appointment to a post in a Subordinate Court:
	(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 a marriage with any person :  Provided that the appointing authority may with the approval of the Chief Justice, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.
<b>Method of Recruitment.</b>	7.	Recruitment to a post or class of posts may be made by promotion/direct recruitment as per following procedure:
	(a)	The District & Sessions Judges, shall calculate all the vacancies likely to occur during the coming year i.e. from 1 <sup>st</sup> April to 31 <sup>st</sup> March plus 10% of the anticipated vacancies likely to occur due to unforeseen circumstances, in their respective Civil and Sessions Divisions and forward the same to the In charge, so as to reach on or before 30 <sup>th</sup> June every year.
	<b>Note:-</b>	The Administrative Committee shall be assisted by one of the Registrar as its Member-Secretary as nominated by Hon'ble the Chief Justice. In addition, the Chief Justice may also nominate the District and Sessions Judge of the concerned District as ex-officio member to assist the Cell.
	(b)	The Member Secretary of the Cell shall thereafter notify such vacancies, including 10% of the anticipated vacancies, to all District/Sub-Employment Exchanges in the

		State, issue advertisement notice for its publication in two Daily Newspapers, one in Hindi and one in English, having wide circulation in the State and also on the Websites/ Notice Boards of the High Court as well as the Subordinate Courts in the State on or before <b>31<sup>st</sup> July</b> , every year.
	( c )	The Employment Exchanges shall sponsor the names of eligible candidates to the Member Secretary of the Recruitment Cell on or before <b>31<sup>st</sup> August</b> every year. The candidates desirous to apply for such post (s) pursuant to the advertisement shall submit their applications in the prescribed form to the Member Secretary of Recruitment Cell, on or before <b>31<sup>st</sup> August</b> , either by post, or in person. However, the last date for receipt of applications from the candidates residing in tribal areas of Himachal Pradesh shall be <b>15<sup>th</sup> September</b> .
	(d)	The name sponsored by the Employment Exchanges and the applications of the eligible staff members working in the Subordinate Courts, as well as the applications received directly from the desirous candidates, shall thereafter be scrutinized by the ‘Recruitment Cell’ on or before <b>15<sup>th</sup> October</b> every year, to prepare the list of the eligible candidates. The list of the eligible candidates shall be put on the website (s) latest by <b>18<sup>th</sup> October</b> .
	(e)	Written test shall be held under the supervision of Administrative Committee of the Recruitment Cell by the Committee to be constituted by the Administrative Committee on or before <b>20<sup>th</sup> November</b> every year at the places notified by the Administrative Committee.
	(f)	The Administrative Committee of the Recruitment Cell shall cause to conduct the written examination consisting of 90 marks as

		per procedure prescribed in Rules.
	(g)	<p>Three or four question papers so set up, by the Recruitment Cell shall be sent to the examination centers a day in advance. The decision of the Committee to be taken half an hour before the commencement of the examination shall be communicated to the centre and only one of sets of question papers shall be opened on the date of examination as per the decision of the Committee and communicated by Member Secretary. The Judicial Officer in – charge of examination center after opening the seal, shall record a certificate to the effect that while opening the question paper, the seals are found intact. After the examination is over, the Judicial Officer in-charge of examination center shall record a certificate that the answer sheets were sealed in his presence and handed over to the officer/ official concerned alongwith the list of the candidates who appeared in the examination. He shall also cause to hand over the impression of the seal to the officer/official so deputed by the Recruitment Cell. After receipt of answer-sheets, the concerned officer/official shall hand over the same to the Member Secretary. The Member Secretary shall thereafter hand over the sealed cover (s) to the Evaluator (s) to be nominated by Administrative Committee for the purpose of evaluation which process shall be completed by him/ them by <b>30<sup>th</sup> November</b>. The Member Secretary after receipt of the answer sheets so evaluated shall prepare the merit list of the candidates. The Typing Test of the selected candidates wherever applicable shall be conducted by <b>15<sup>th</sup> December</b>. Only those candidates who qualify the test as specified in Schedule-II of these rules will be eligible to be called for viva voce.</p>
	(h)	Viva voce shall be conducted on the basis of the merit list so prepared by Committee

		consisting of the Member Secretary and two District and Sessions Judges to be nominated by the High Court. The senior most of the three shall head the Committee. Number of candidates to be called for interview shall be three times of the number of total vacancies.
	(i)	<b>The final result shall be declared on or before 1<sup>st</sup> January of the succeeding year.</b>
	(j)	The select list shall be valid till one year or <b>31<sup>st</sup> March</b> of the next recruitment year, which ever is earlier.
	(k)	After the select list is prepared the Member Secretary shall in accordance with the guidelines issued by the Examination Committee each year shall allot candidates to district (s). The Examination Committee while framing the guidelines shall take into consideration the home district /adjacent district number of vacancies available including the exigencies of service.
<b>Reservation.</b>	8.	The reservations shall be regulated as per instructions issued by the State Government vide letter dated 20.8.1998 and as amended from time to time, appended as Schedule-III.
<b>Qualifications.</b>	9.	The qualifications for recruitment to any post or class of posts shall be such as are specified in the Schedule-II.
<b>Appointments.</b>	10.	All appointments shall be made by the District and Sessions Judge of the Division in accordance with these rules.
<b>Probation.</b>	11.(a)	Every person appointed/ promoted to a permanent post shall be on probation for a period of two years:-  Provided that the period of probation, may in the case of any person be extended on year to year basis for maximum of two year by the Appointing Authority for reasons to be recorded, in writing. However probation of

		promotes clerks will be regularized as per Schedule-II
	(b)	<p>A person on probation shall be liable to be discharged from service without assigning any reason :-</p> <p>Provided that if he holds lien on any permanent post in any other service he shall be liable to be reverted to that post.</p>
	( c)	A person on probation, who holds a lien on any permanent post shall if he so desires during the period of probation have the option to revert to his permanent post after giving due notice.
<b>Contract Appointment(s).</b>	12.	Contract employees shall be eligible for regularization as per policy framed by the State Government from time to time in this behalf, subject to availability of post and depending upon the work and conduct.
<b>Ad-hoc appointments.</b>	13.	Where it is necessary to fill up a vacancy in any cadre and undue or administrative inconvenience is expected in appointing a person in accordance with these rules, the appointing authority; any appoint / promote and suitable person on ad-hoc basis for a term not exceeding one year or until an appointment to the post is made in accordance with these rules, whichever is earlier.
<b>Confirmation.</b>	14.	A person appointed on probation may be confirmed by the appointing authority on satisfactory completion of his/ her initial or extended period of probation.
<b>Seniority.</b>	15.(1)	Persons appointed in a substantive or officiating capacity; in a cadre in the civil and Sessions Division on the date immediately proceeding the date on which these rules came into force shall retain the relative seniority already assigned to them.
	(2)	Subject to provision of sub-rules (1) and (3) of

		this rule, permanent members in each cadres shall rank senior.
	(3)	The seniority of the direct recruits shall be determined by the order of merit in which they are selected for appointment and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection.
	(4)	The relative seniority-cum-merit to the various posts shall be determined on the basis of their length of service in the feeder cadre.
	(5)	Where the promotions are made on the basis of selection on merit only, the seniority of such promotees shall be in the order of merit determined by the appointing authority. The inter-se seniority between direct recruits and promotees shall be determined on the principal of rota quota.
<b>Age.</b>	16.	No person shall be eligible for direct recruitment to the service if he is below 18 years of age as on the first day of January of the recruitment year and not more than 45 years of age on that date. However, in the case of candidate belonging to Scheduled caste, Schedule Tribe, backward classes or who is an ex-servicemen, upper age limit shall be the same as may, from time to time, be prescribed by the State Government for entry into service for such candidates.
<b>Condition of Service.</b>	17.	In respect of all such matters regarding the conditions of service of the members of the service for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and are applicable to officials/servants holding corresponding posts in the High Court of Himachal Pradesh shall regulate the conditions of service of the members of the service subject to such modifications variations or exceptions, if any, in the said rules and orders,

**Part-II**

		as the High Court may from time to time specify.
<b>Transfer.</b>	18.(a)	The appointing authority may transfer a member of the service within the civil and Sessions Division carrying corresponding scales and grades of pay in the public interest.
<b>P a r t - I I I</b>	(b)	<p>By inter-district transfer from other courts in the State, including the High Courts, on an application in writing by a willing candidate(s):</p> <p style="text-align: right;">Provided</p> <p>that such transfer can be ordered only by the Chief Justice in accordance with the guidelines to be specified by the Hon'ble Chief Justice from time to time.</p>

**Control and Discipline**

	19.	All members of the service shall be governed by the Central Civil Service Rules (as adopted by the Government of H.P.) and the Himachal Pradesh Civil Service Rules including the instructions issued there under from time to time.
<b>Interpretation:</b>	20.	All questions relating to the interpretation of these rules shall be referred to the Chief Justice whose decision thereon shall be final.
<b>Removal of difficulties</b>	21.	If any difficulty arises in giving effect to any of the provisions of these rules, the Chief Justice may by order in writing direct what appears to him to be necessary for the purpose of removing the difficulty.
<b>Relaxation</b>	22.	Hon'ble the Chief Justice, on being satisfied that the operation of any rule is causing undue hardship in any particular case, may relax the

		<p>requirement of that rule to such an extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner :</p> <p>“Provided that no relaxation in respect of age, essential qualification etc. shall be made in case of direct recruitment and in case of promotion no employee shall be granted relaxation for age, essential qualification, length of service etc. except once in entire service career.”</p>
<b>Repeal &amp; Saving</b>	23.(a)	<p>The rules “<b>The Himachal Pradesh Subordinate Courts’ Staff (Recruitment) Promotion and Conditions of Service) Rules, 1997</b>” relating to the appointment and control of the officials of the courts Subordinate to the High Court are hereby repealed.</p>
	(b)	<p>The appointments made and action if any taken under the repealed rules prior to the coming into force of the present rules shall be deemed to have been made or action taken under these rules.</p> <p>Provided that any reference in any order to the provisions of the repealed rules shall, unless a different intention appears from the context, be construed as a reference to the corresponding provisions of these rules.</p> <p>Provide further that the repeal of the aforesaid rules shall not except as expressly provided in these rules:-</p> <p>Revive anything not in force or existing, at the time at which the repeal takes effect: or.</p>

**Part-IV**

	i.	Affect the previous operation of any order or decision given under the rules so repealed or anything duly done or suffered there under; or.
	ii.	Affect any right, privilege, obligation or liability acquired, accrued or incurred “under the rules earlier in existence”.
	iii.	Affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation or liability as aforesaid.

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**ORDER**

**Hon'ble High Court of  
Himachal Pradesh**

**Registrar General**

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**Schedule-I**  
**Sanctioned Strength of (See rule) of the Employees of the**  
**Subordinate Courts**

Sr.No.	Name of Post (s)	Classification	Pay Scale	Grade Pay	No. of Posts.
1.	Superintendent Gr.II	Class-II	Rs. 10300-34800/-	Rs. 4200/-	95
2.	Personal Assistant	Class-II	Rs. 10300-34800/-	Rs. 4200/-	12
3.	Reader	Class-III	Rs. 10300-34800/-	Rs. 3800/-	97
4.	Sr. Scale Stenographer	Class-III	Rs. 10300-34800/-	Rs.3800/-	29
5.	Judgment Writer (on contract basis)	Class-III	Rs. 10300-34800/-	Rs. 4200/-	78
6.	Record Keeper	Class-III	Rs. 10300-34800/-	Rs. 3800/-	53
7.	English Clerk	Class-III	Rs. 10300-34800/-	Rs. 3800/-	11
8.	Civil Nazir	Class-III	Rs. 10300-34800/-	Rs. 3800/-	23
9.	Translator	Class-III	Rs. 10300-34800/-	Rs. 3800/-	11
10.	Assistant	Class-III	Rs. 10300-34800/-	Rs. 3800/-	-
11.	Jr. Scale Stenographer	Class-III	Rs. 5910-20200/-	Rs. 2800/-	12
12.	Steno Typist	Class-III	Rs. 5910-20200/-	Rs. 2000/-	68
13.	Nazir	Class-III	Rs. 5910-20200/-	Rs. 1900/-	5
14.	Ahlmad	Class-III	Rs. 5910-20200/-	Rs. 1900/-	199
15.	Naib Nazir	Class-III	Rs. 5910-20200/-	Rs. 1900/-	96
16.	Copyist	Class-III	Rs. 5910-20200/-	Rs. 1900/-	104
17.	Court Nazir	Class-III	Rs. 5910-20200/-	Rs. 1900/-	3
18.	Execution Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	8
19.	Guardian Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	1
20.	Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	8
21.	Clerk-cum-typist	Class-III	Rs. 5910-20200/-	Rs. 1900/-	44
22.	Leave Reserve Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	11
23.	Paid Candidate	Class-III	Rs. 5910-20200/-	Rs. 1900/-	1
24.	Summary Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	10
25.	Ahlmed (Record Keeper)	Class-III	Rs. 5910-20200/-	Rs. 1900/-	-
26.	Assistant English Clerk	Class-III	Rs. 5910-20200/-	Rs. 1900/-	4
27.	Driver	Class-III	Rs. 5910-20200/-	Rs. 1900/-	25
28.	Bailiffs	Class-III	Rs. 5910-20200/-	Rs. 1900/-	96
29.	Process Server	Class-IV	Rs. 4900-10680/-	Rs. 1400/-	378
30.	Daftri	Class-IV	Rs. 4900-10680/-	Rs. 1400/-	12
31.	Orderly	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	90
32.	Peons	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	116
33.	Chowkidars	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	69
34.	Chowkidar-cum- Sweeper	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	6
35.	Safai Karamchari	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	49
36	Malis	Class-IV	Rs. 4900-10680/-	Rs. 1300/-	11

S N	Name of Post (s)	Class of the Post	Scale of post (in Rs.)	Qualification for the post/grade from which the promotion is to be made.
1.	Superintendent Gr.II	Class-III Non Gazetted.	Rs. 10300- 34800+grade pay Rs. 4200  W.e.f. 1.10.2012 Grade Pay Rs.4800	By promotion on the basis of Seniority-cum-Merit from amongst the Senior Assistants, Civil Nazirs and Translators having minimum qualification of Matriculation with 7 years service in the feeder post.
2.	Personal Assistant to District Judge	-do-	Rs. 10300- 34800+grade pay Rs. 4200  W.e.f. 1.10.2012 Grade Pay Rs.4800	By promotion on the basis of Seniority-cum-Merit from amongst graduate Senior Scale Stenographers in the grade of Rs. 10300-34800+grade pay Rs. 3800 having 7 years of service in feeder category.
3.	Senior Scale Stenographer	-do-	Rs. 10300- 34800+ grade pay Rs.3800  W.e.f. 1.10.2012 Grade Pay Rs.4400	By promotion on the basis of Seniority-cum-Merit from amongst the graduate Junior Scale Stenographers serving in the Division, failing which, from amongst the Steno-Typists working in the Division on merit determined on the basis of proficiency test.
4.	Translator	-do-	Rs. 10300- 34800+ grade pay Rs.3800	By promotion on the basis of Seniority-cum-Merit from amongst the graduate Clerks with 50 % marks in Hindi in Matriculation examination, with a minimum of five years of service as such, failing which by direct recruitment on the basis of a competitive examination from amongst, graduate/ preferably post-graduate candidates in English, with Hindi as an elective subject in graduation from a recognized University as per Regulation Annexure A.
5.	Judgment Writer	Class-III non-Gazetted	<b>i)</b> Initially be regularized as Stenotypist-cum-Judgment Writers in the pay scale Rs. 5910-20200+200 (Grade Pay). <b>ii)</b> They will be eligible for the pay	By direct recruitment from amongst candidates possessing minimum qualification of graduation and proficiency test as per Annexure-A Part-III

			scales of Rs. 10300- 34800+32 00 (Grade Pay) after two years of regular service.	
6.	Senior Assistants (Which expression shall include all the employees) except Sr. Scale Stenographers and Translators.	Class-III Non- Gazetted	Rs. 10300- 34800+ grade pay Rs.3800.  W.e.f. 1.10.2012 Grade Pay Rs.4400	By promotion on the basis of Seniority-cum-Merit from amongst the Court employees of the Division in the scale of Rs. 5910-20200+grade pay Rs. 1900, except Steno-Typists and Bailiffs.
7.	Junior Scale Stenographers	-do-	i) Rs. 5910- 20200+ grade pay Rs.2800.  ii) Rs. 10300- 34800+ grade pay Rs.3600 w.e.f. 1.10.2012. This Pay band and Grade Pay will be given after two years of regular service	By promotion on the basis of seniority-cum-Merit from amongst the graduate Steno-Typists having 3 years service in the feeder category.
8.	Clerks (which expression shall include all the employees except Steno- Typist and Bailiffs.	-do-	i) Rs. 5910- 20200+ grade pay Rs.1900 with initial start of Rs.7810/-  ii) Rs. 10300-	a) 75% of the posts in cadre by direct recruitment, on the basis of a competitive examination (as per Part-I Annexure A) from amongst candidates, who are graduate from a recognized University. Candidate have to qualify a Typing Test in English on computer at the speed of 50 W.P.M. (b) 25 % of the available vacancies on the basis of Seniority-cum-Merit amongst the 10+2 Class-IV Court Officials on the basis of test as per Part-II of Annexure-A, and by considering ACRs of three years.

			34800+ grade pay Rs.3200 w.e.f. 1.10.2012. This Pay band and Grade Pay will be given after two years of regular service	The promotee candidates shall have to qualify Typing Test at the speed of 50 W.P.M. on computers with one year. Note: (1) Candidate (s) failing to qualify the aforesaid typing test within one year shall not be entitled to earn any increment. (2) Candidate (s) who fail to qualify the typing test within one of their appointment shall be entitled to increment only with prospective effect from the date they qualify the same. (3) The promotee candidates shall remain on probation until they qualify the Typing Test,
9.	Steno-Typists	-do-	i) Rs.5910- 20200 + Grade Pay Rs. 2000 with initial start of Rs.8240.  ii) Rs. 10300- 34800 + Grade Pay Rs.3200 w.e.f. 1.10.2012. This Pay band and Grade Pay will be given after two years of regular service	100% by selection on the basis of merit to be determined from amongst the Court Officials having passed graduation examination from a recognized University and proficiency test as per part -III of Annexure-A failing which, by direct recruitment on the basis of merit to be determined from amongst graduate candidates in proficiency test as per part-III of Annexure-A.
10.	Drivers	-do-	Rs. 5910- 20200+gra de by Rs. 2000 with initial start of Rs.8240.  W.e.f. 1.10.2012 Grade Pay Rs.2400. This Grade pay will be given after two years of regular	By direct recruitment from amongst the candidates being atleast matriculate and possessing a valid driving license for L.M.V. transport having driving experience of 5 years, on the basis of proficiency test to be conducted by a committee comprising of one Judicial Officer, Motor Vehicles Inspector and one representative of HRTC to be nominated by Regional Manager. Preference shall be given to those having good mechanical knowledge of Automobiles.

			service.	
1 1.	Bailiffs	Class-III	Rs.5910- 20200+grade by Rs. 1900.	By promotion on the basis of seniority from amongst the Process Servers serving in Division subject to refection of unfit.
1 2.	Process Servers	Class-IV	Rs.4900- 10680+gra de by Rs. 1400.	(a) 50% by promotion through selection from amongst the Class-IV Court Officials serving in the Division, having minimum three years service and who have passed 10+2 examination, as such, on the basis of seniority subject to the rejection of unfit. (b) 50% by direct recruitment from the candidates, having passed 10+2 examination, as per Part-IV of Annexure-A.
1 3.	Daftri	-do-	Rs.4900- 10680+Gr ade Pay Rs.1400	Promotion on the basis of seniority from amongst Class-IV employees subject to unfit.
1 4.	Peon/Orderly/ Chowkidar/ Safai Karamchari	-do-	Rs.4900- 10680 + Grade Pay Rs.1300 with initial start of Rs.6200.  W.e.f. 1.10.2012 Grade Pay Rs.1650. This Grade Pay will be given after two years of regular service.	By direct recruitment on the basis of viva-voce to be conducted by the concerned District and Sessions Judge. A candidate should have passed atleast matriculation examination.
1 5.	Mali	-do-	Rs.4900- 10680 + Grade Pay Rs.1300 with initial start of Rs.6200.  w.e.f. 1.10.2012 Grade Pay Rs.1650. This Grade Pay will be given after two years of regular service.	By direct recruitment on the basis of viva voce to be conducted by concerned District and Session Judge. A candidate should have passed at least matriculation examination with Diploma in gardening or floriculture from a recognized University/ institution.

**Schedule-II**  
**(See rule)**

**Annexure-A**  
**(See Rule 7(b))**

Part-I

**Written Test and viva voce for the filling up the Posts of Clerks**

The competitive examination for filling up the post(s) of Clerks shall be conducted in the manner prescribed herein below:

<b>(A)</b>	<p><b>Written test</b> shall consist of two parts:- (MCQ) type carrying four choices to be answered on OMR answer sheet by blackening the appropriate circle. Each question shall carry equal weight age of one mark. There shall be no negative marking the Written test shall be of <b>70 marks</b> on the following subject :</p> <ul style="list-style-type: none"><li>1) General English</li><li>2) General Hindi</li><li>3) General Science (including IT)</li><li>4) General Knowledge/Awareness of Himachal Pradesh.</li><li>5) Current Affairs of State, National and International importance.</li></ul>
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**Part-II**

<b>(B)</b>	<p>Five times the number of candidates in merit in the <b>MCQ Type Test</b> will be called for further examination which will consist of 20 marks written test of English &amp; Hindi of approximately 250 words each, which shall be printed on the question paper and candidate shall copy it in his own handwriting on a separate sheet provided. The total time allowed will be one hour. Handwriting will be one of the considerations.</p> <p style="text-align: center;"><b>20 Marks</b></p>								
	<p>Viva- Voce shall be of 10 marks as follows:-</p> <table style="width: 100%;"><tr><td style="width: 70%;">(i) Personality</td><td style="width: 30%; text-align: right;">3</td></tr><tr><td>(ii) Qualification/Experience</td><td style="text-align: right;">3</td></tr><tr><td>(iii) Knowledge relating to local Dialects and other aspects Concerning State of HP and its Judicial System.</td><td style="text-align: right;">4</td></tr><tr><td><b>Total A+B</b></td><td style="text-align: right;"><b>100 marks</b></td></tr></table>	(i) Personality	3	(ii) Qualification/Experience	3	(iii) Knowledge relating to local Dialects and other aspects Concerning State of HP and its Judicial System.	4	<b>Total A+B</b>	<b>100 marks</b>
(i) Personality	3								
(ii) Qualification/Experience	3								
(iii) Knowledge relating to local Dialects and other aspects Concerning State of HP and its Judicial System.	4								
<b>Total A+B</b>	<b>100 marks</b>								

**Part –II**  
**Written Test and Viva Voce for the filling up the posts of**  
**Clerks by Promotion**

1.	The screening test for Class-IV employees will be conducted only to access the suitability to read and write both English and Hindi Languages.
2.	The question paper shall comprise of 2 sections i.e. Section A Hindi and Section B English.
3.	Both the sections shall consist of passages of 250 words. Candidates shall be required to copy in his own handwriting the printed passages on separate sheets to be provided during the examination. Total time for such test shall be one hour. 60% of the total marks shall be qualifying marks. For every mistake one mark shall be deducted. The good handwriting shall be one of the criteria.

**Part-III**  
**(See Schedule-I, item No. 9)**

**Proficiency test for the post of Steno-Typists.**

**I) From the Court Officials i.e. mode A**

**Court officials** having speed of 80 W.P.M. in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the period allotted for dictation and typing speed in English at 60 W.P.M. on computers for which a separate test shall be held.

**Provided that relaxation upto 10% of the mistakes in shorthand test may be granted.**

**II) By direct recruitment i.e. mode B**

Candidates having speed of 80 W.P.M. in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the period allotted for dictation and typing speed in English at 60 W.P.M. on computers for which a separate test shall be held.

Provided that relaxation upto 10% of the mistakes in shorthand test may be granted.

## Part-IV

(See Schedule-II, item No. 11)

Written Test for the post of process server (s)

Direct Recruitment for the post of process server (s)

The written test shall consist of 70 Multiple Choice Questions paper (of one mark each) in General English, General Hindi and General Awareness of the State of HP and Judicial System and 20 marks written test of Hindi of approximately 100 words material of which shall be provided in the question paper and the candidate shall be required to copy it in his own handwriting on a separate sheet provided. The total time shall be one hour for the written test.

Vive-voce will be of 10 marks as follows:-

1. Personality -3 Marks
2. Qualification & Experience -4 Marks
3. Knowledge relating to local Dialect and other aspects Aspects including Judicial System concerning State of HP -3 Marks

Provided that Class-IV Court officials serving in the Division who have passed at least 10+2 examination shall be permitted to compete under this mode.

