

(11) (13)

High Court of Jammu and Kashmir at Srinagar.

ORDER

No:- 579

Dated:- 24-10-2008

In exercise of the powers conferred on me under Rule 6 of the Jammu and Kashmir High Court Staff (Condition of Service Rules) 1968 and in supersession of all previous orders in this behalf I, Nisar Ahmad Kakru, Acting Chief Justice of High Court of Jammu and Kashmir, on the basis of report submitted by the committee of Hon'ble Judges, constituted for the purpose, prescribe the following qualification and mode of recruitment for appointment and promotion of various posts in the High Court of Jammu and Kashmir.

Name of the post	Mode of appointment	Minimum qualification required	Minimum experience, if any, required	Existing pay scale
Joint Registrar	By promotion from amongst Deputy Registrar (Adm) / Court Secretaries (Secretaries) / Bench Secretaries in equal shares, on the basis of merit cum seniority	Graduation from any recognised University	Two years	12000-16500
Court Secretary (to be re designated as Secretary)	By promotion from amongst Principal Private Secretaries/ Private Secretaries on the basis of merit cum seniority.	Graduation from any recognized University	Two years	10000-15200
Bench Secretary	By promotion from amongst Selection Grade Readers/Readers on the basis of merit cum seniority.	Law Graduate	Two years	10000-15200
Deputy Registrar (Adm)	By promotion from amongst Selection grade Assistant Registrars/ Assistant Registrars on the basis of merit cum seniority.	Graduation from any recognised University	Two years	10000-15200
Deputy Registrar (Computer)	By promotion from amongst Assistant Registrars (Computer) on the basis of merit cum seniority.	Graduation from any recognised University with Diploma in Computer Application or BCA recognised by the State Govt.	Two years	10000-15200
Assistant Registrar (Adm) Grade-I	By promotion from amongst Assistant Registrars Grade- II and from Protocol Officers/Accounts officers on the basis of merit cum seniority.	Graduation from any recognised University	Two years	8000-13500
Assistant Registrar (Adm) Grade-II	By promotion from amongst Section Officers / Court Officers/Chief Librarians on the basis of merit cum seniority.	Graduation from any recognized University	Two years	7500-1

Assistant Registrar (Computer)	By promotion from amongst Sections Officers (Computer) on the basis of merit cum seniority.	Graduation from any recognized University with Diploma in Computer Application or BCA recognised by the State Govt.	Two years	7500-12000
Private Secretary	By promotion from amongst P.A.-Cum-Senior Scale Stenographers on the basis merit cum seniority	Graduation from any recognized University.	Two years	7500-12000
Reader	(A) 75% by direct recruitment subject to passing of such examination/test as may be prescribed by the Chief Justice from time to time. (B) 25% by promotion amongst Section Officers (Adm.) on the basis of merit-cum-seniority and subject to passing of such examination/test as may be prescribed by the Chief Justice from time to time.	(A) Law Graduate (Professional) (B) Law Graduate	Two Years	7500-12000
Section Officer	By promotion from amongst Head Assistants on the basis of merit cum seniority	Graduation from any recognized University.	Two years	7450-11500
Section Officer (Computer)	By promotion from amongst Selection Grade Data Entry Operators on the basis of merit cum seniority	Graduation from any recognized University with Diploma in Computer Application or BCA recognised by the State Govt.	Two Years	6500-10500
P.A./Senior Scale Stenographer	A) 60% by direct recruitment on the basis of English Shorthand and type-writing test with minimum per minute speed of 80 words and 40 words respectively. B) 40% by promotion from amongst Junior Scale Stenographers of the establishment subject to clearance of English Shorthand and type-writing test with minimum per minute speed of 80 words and 40 words respectively.	Graduation from any recognized University and Diploma in Stenography recognised by the State Govt.	By Two Years experience in the cadre of Jr. Scale Stenographer.	7450-11500

13

4F

Court Officer	By promotion from amongst Head Assistants and Assistant Protocol officers on the basis of merit cum seniority.	Graduation from any recognized University	Two years	6500-10500
Supervisor	By promotion from amongst Telephone Operators of the Establishment on the basis of merit- cum –seniority.	10 + 2.	Four years	6500-10500
Selection Grade Data Entry Operators	By promotion from amongst the Data Entry Operators of the Establishment on the basis of merit cum seniority	Graduation from any recognized University with Diploma in Computer Application or BCA recognised by the State Govt.	Two Years	6500-10500
Junior Scale Stenographer	By direct recruitment on the basis of English Shorthand and type-writing test with minimum per minute speed of 70 words and 35 words respectively.	Graduation from any recognized University with Diploma in Stenography recognised by the State Govt.	Two Years	5000-8000
Head Assistant	By promotion from amongst Senior Assistants on the basis of seniority cum merit.	Graduate from a recognized University.	Two years	5000-8000
Librarian	By direct recruitment	Graduation from any recognized University with B.Lib.	--	5000-8000
Assistant Court Officer	By promotion from amongst Senior Assistants on the basis of merit - cum –seniority	Graduate from a recognized University.	Two Years	5000-8000
Data Entry Operator	By direct Recruitment	Graduation from any recognized University with Diploma in Computer Application or BCA recognised by the State Govt.	--	4500-7000

14

75

Senior Assistant	By promotion from Junior Assistants on the basis of merit-cum -seniority	Graduate from a recognized University.	Two Years	4000-6000
Steno Typist	By direct recruitment on the basis of English Shorthand and type-writing test with minimum per minute speed of 60 words and 30 words respectively.	Graduation from any recognized University.	--	4000-6000
Telephone Operator	By direct recruitment	10+2 with Diploma in relevant subject from a institute recognized by the State Govt.		4000-6000
Chauffeurs	By promotion from amongst the Staff Car Drivers	Middle pass with valid LMV/HMV Driving License.	Two Years	5500-9000
Staff Car Driver	By promotion from amongst the Drivers Grade - I	Middle pass with valid LMV/HMV Driving License.	Two Years	4500-7000
Junior Assistant	(A) 75% by direct recruitment (B) 25% by promotion from amongst class IV employees of the establishment on the basis of seniority-cum -merit	(A) Graduation from any recognized University. (B) Matriculation	--	3050-4910
Driver Grade-I	By promotion from amongst the Drivers Grade-II	Middle pass with Validly issued Driving License.	Two Years	4000-6000
Driver Grade-II	By direct recruitment	Middle pass with Validly issued Driving License.		3050-3950
Restorer	A) 50% by direct recruitment and B) 50% by promotion amongst the Orderlies.	Matriculation	Two years	2610-4400
Photocopier/Plumber/Driver-cum-Orderly/Safaiwala	By direct recruitment	Middle Pass	--	2550-3200

15

17

Orderly	By direct Recruitment	Middle pass	--	2550-3200
Electrician	By direct Recruitment	10 + 2 with Diploma in Electrician Trade from a recognized Institute.	--	3050-4910

- 1) If the candidate(s) is/are not available from the relevant feeding cadre, then the selection/appointment shall be made from amongst the candidate(s) from other equivalent cadre(s).
- 2) Since the requirement of graduation for entry into the High Court service was prescribed vide Notification dated 25-4-1987, at that time officials having qualification less than graduation entered the service. Such officials having during this period gained sufficient experience in the working of the administration, the Chief Justice may on his own or on the recommendations of committee, if so constituted, relax the qualification in cases of officers/officials who have made their entry into the service on or before the 25th of April, 1987. Further the minimum period of experience can also be relaxed in exceptional and appropriate cases. The officials can get only one relaxation at the time.

Hon'ble the Acting Chief Justice

h
24/x