

# **HIGH COURT OF JAMMU AND KASHMIR**

**(Office of the Registrar General at Srinagar)**

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## **NOTIFICATION**

No: 582

Dated: 08-09-2018

The following norms have been framed by the High Court which shall govern the process of engagement, conditions for engagement, tenure and terms of contract of the Technical Manpower engaged in High Court and Subordinate Courts of the State, till the substantive posts of Technical Manpower are created,

### **1. Short title and Commencement:**

These norms shall be called as the “**Norms governing the Engagements, the Terms and Conditions etc., of the Technical Manpower**” and these shall be deemed to have come into force with effect from first day of April, 2016.

### **2. Definitions:**

- i) ‘**Chief Justice**’ means the Chief Justice of High Court of Jammu & Kashmir.
- ii) ‘**District Judge**’ means the Principal District Judge of a District and Sessions Division in Jammu & Kashmir and shall include the senior most Judicial Officer of the District & Sessions Division officiating as District Judge in absence of the Principal District Judge.
- iii) ‘**High Court**’ means the High Court of Jammu & Kashmir.
- iv) ‘**Computer Committee (e-Courts)**’ means the Committee Constituted by Hon’ble the Chief Justice of High Court of Jammu & Kashmir to oversee the various tasks of implementation of the Information and Communication Technology (ICT) Projects for the Courts falling under the jurisdiction of High Court of Jammu & Kashmir.



- v) **'Technical Manpower'** means Senior System Officers, System Officers and System Assistants engaged on contractual basis under the e-Courts Project to facilitate the implementation of ICT infrastructure in the State Judiciary.

3. **Competent Authority:**

Whenever required, the engagement of the members of the Technical Manpower shall be made by the Computer Committee (e-Courts) as per these norms subject approval of the Chief Justice.

4. **Job Requirement, Educational Qualification and Experience:**

A. **Senior System Officer (High Court)**

**Job Description:**

- a) To assist the High Court in ICT system administration and management.
- b) To manage ICT infrastructure such as computers, scanners, printers, LAN, Internet connectivity, communication equipments such as Switches, Routers, Modems, Wi-Fi, etc.
- c) Interaction with vendors for maintaining and supporting the equipments.
- d) Installation and maintenance of OS, office tools, customized application running, taking out hard or soft copies of reports etc.
- e) Assistance in training Judges and Court staff for effective utilization of I.T. resources.
- f) To resolve the problems and for addressing the complaints of District & Subordinate Courts for smooth operation of ICT infrastructure.
- g) Such other technical support duties as assigned by the Central Project Coordinator, Jammu & Kashmir High Court as well as by High Court from time to time.



**Qualification & Experience:**

- a) M.E/M. Tech or equivalent Degree in Computer science or related subject from a recognized University/Institution in First Division with 3 years working experience in the related field.

OR

- b) B.E/B.Tech/MCA or equivalent Degree in Computer science or related subject in first Division with 5 years working experience in the related field.

Should have developed Projects involving complete system development life cycle. Should be exposed and having sufficient experience of working on Unix/Linux platforms with skills in Relational Database Environment and Client Server Technologies. Should have handled Project teams consisting of Programmers. Should have exposure to System Administration and Networking (LAN/WAN).

**B. System Officer (High Court)**

**Job Description:**

- a) Assist the Central Project Coordinator & Senior System Officer in performance of their duties and/or discharge the same independently as and when required.
- b) Such other technical support duties assigned by the Central Project Coordinator, Jammu & Kashmir High Court or by the High Court from time to time.

**Qualification & Experience:**

- a) B.E/B.Tech/MCA in Computer Science/Engineering or Information Technology with first class or equivalent grade with two years working experience in related field.



OR

- b) Master Degree in Physics/Maths/Statistics/Operations Research with first class or equivalent grade with Post Graduate Diploma in Computer science/Applications or Master Degree in Computer science/Information Technology with first class or equivalent grade with two years working experience in related field.

OR

- c) B.Sc. (Computer Science or IT)/MBA/B.Sc. in Physics/Maths/ Statistics/Operations Research/ Computer science with Post Graduate Diploma in Computer science/Computer applications from a Government recognized university/institution with two years working experience. The bachelor's degree and Post Graduate Diploma should be with first class or equivalent grade with two years working experience in related field.

Should have exposure and working experience in programming skills in Object Oriented Programming and web technologies. Preference will be given to persons having exposure to PHP/Perl, Apache Server, Linux based RDBMS skills. Should be able to develop systems using SDLC concepts.

**C. System Officer (District Courts)**

**Job Description:**

- a) To assist in system administration and Project management in the District and Sub-Divisional/Tehsil level Courts.
- b) To manage ICT infrastructure such as computers, scanners, printers, LAN, Internet connectivity, communication equipments such as Switches, Routers, Modems, Wi-Fi, etc.
- c) Interaction with vendors for maintaining and supporting the equipments.
- d) Installation and maintenance of OS, office tools, customized application, etc.

- e) Assistance in training Judges and Court staff.
- f) Such other technical support duties assigned by the District Judge or High Court from time to time.

**Qualification & Experience:**

- a) B.E/B.Tech in Computer Science/Engineering or Information Technology/MCA with first class or equivalent grade with two years working experience in related field.

OR

- b) Master Degree in Physics/Maths/Statistics/Operations Research with first class or equivalent grade with Post Graduate Diploma in Computer Science/Applications or Master Degree in Computer Science/Information Technology with first class or equivalent grade with two years working experience in related field.

OR

- c) B.Sc. (Computer Science or IT)/MBA/B.Sc. in Physics/Maths/ Statistics/Operations Research/ Computer science with Post Graduate Diploma in Computer Science/Computer Applications from a Government recognized university/institution with two years working experience. The bachelors degree and Post Graduate Diploma should be with first class or equivalent grade with two years working experience in related field.

Should have exposure in programming skills in Object Oriented Programming and web technologies. Preference will be given to persons having exposure to PHP/Perl, Apache Web Server, Linux based RDBMS skills. Should be able to develop systems using SDLC concepts.



**D. System Assistants (High Court & District Courts)**

**Job Description:**

- a) Maintenance of ICT hardware, LAN, UPS, DG set, air-conditioning, etc. in coordination with the service providers concerned.
- b) Such other technical support duties assigned by the High Court and Central Project co-ordinator at High Court level and District level by the District Judge and at the Sub Divisional/Tehsil level by the senior most Judicial Officer available in the Sub Division/Tehsil.

**Qualification & Experience:**

One Year Government-recognized Diploma in Computer Applications and must have at least one year of working experience.

**5. Age Limit:**

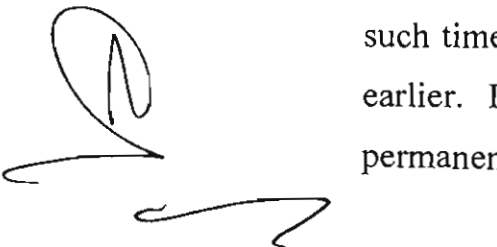
The age of a candidate, for engagement to any post as Technical Manpower, shall not be less than 18 years and above 37 years.

**6. Mode of Selection:**

The Selection of Candidates will be made through Walk-in-Interview or interview/skill test from the short listed applications received in response to the advertisement to be published on the website of the High Court and/or published in such other mode as the Computer Committee may deem proper.

**7. Tenure:**

- a) All engagements to the posts of Technical Manpower, shall be purely on '**Contract Basis**' for a period of two year only or till such time the posts are filled up on regular basis whichever is earlier. In the latter case, the High Court may consider permanent absorption of existing technical manpower on such



terms and conditions as the High Court deems fit keeping into consideration the guidelines of Hon'ble e-Committee Supreme Court of India as contained in Policy and Action Plan Document Phase-I of e-Courts Project. Regularisation will be dependent upon creation of posts.

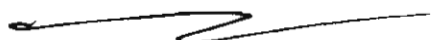
- b) The services of any member of the Technical Manpower is also terminable before expiry of the contractual period by either side after giving 30 days notice or salary in lieu thereof. The selection is purely contractual in nature and does not confer any rights for regularization or permanent absorption. However, conditions of giving 30 days notice or salary in lieu thereof can be waived off by the "Computer Committee (e-Courts)" at its discretion.
- c) The extension of period of contractual appointment in each case will be considered by the Computer Committee (e-Courts) on its merits.

**8. Expiry of Contract:**

The contract will automatically expire on completion of two years period unless it is renewed by the Computer Committee (e-Courts).

**9. Character and Medical Fitness:**

The engagement of any member of the Technical Manpower shall be subject to the mental and physical fitness and character verification from the authorities concerned. If the candidate is found to have concealed any fact on this score then the contract of employment of such member of the Technical Manpower shall be terminated without any further notice. However, the candidates already engaged and deployed in High court and Courts subordinate to the High Court shall not be required to produce their medical fitness certificates and character verifications afresh.



10. **Adjustment (Postings and Shifting)**

- I. On his/her engagement, the posting of any member of Technical Manpower shall be made by the Computer Committee (e-courts).
- II. Each and every member of Technical Manpower shall be liable to be adjusted in any Court throughout the State of Jammu & Kashmir.
- III. Any Member of Technical Manpower may be shifted from one District Court to another or vice versa by the Computer Committee(e courts)

11. **Remuneration and other facilities:**

The technical Manpower shall be paid a fixed remuneration per month as follows with 10 % yearly enhancement of monthly wages to be applicable from 1<sup>st</sup> of April every year:

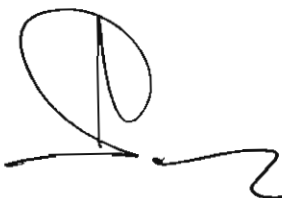
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| I. Sr. system Officer :   | Rs. 22,500/- |
| II. System Officer(s) :   | Rs. 13,875/- |
| III. System Assistant(s): | Rs. 08,500/- |

The contractual appointee will not be entitled to any allowance, financial benefits or concessions as admissible to Government employee. Whenever applicable, Income Tax will be deducted at source on monthly basis. The appointee shall not be entitled to any benefits like Provident Fund, Pension, Gratuity, Medical attendance Treatment, Seniority, Promotion, Leave encashment, L.T.C etc or any other benefits available to the government Servants appointed on regular basis.

For yearly enhancement as above, the chief Accounts Officer of the High court shall raise the Demand from the government in the Progressive budget each year.

12. **Absence/Abandonment:**

- I. In case any member of the Technical Manpower absents himself from duty continuously for 15 days or more without any intimation and prior permission, it shall be deemed that the Technical Manpower has left or relinquished/ abandoned the





service and the engagement of such member of the Technical Manpower shall stand discontinued after affording an opportunity of being heard.

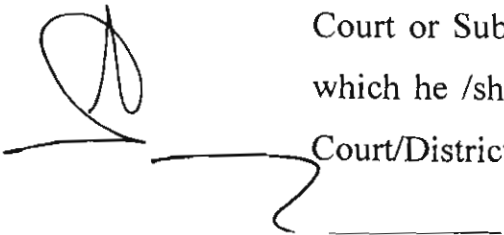
- II. In case his/her work and conduct is not found up to the required mark then also his/her engagement can be discontinued after affording an opportunity of being heard.
- III. Technical Manpower shall not be entitled for any salary for the period of absence from duty without any just cause.

**13. Reporting by Technical Manpower:**

- I. The technical Manpower deployed at the High Court under the project will report to the Central Project Coordinator (CPC) at the High Court and to the District Judge at the District court Level and to the senior most Judicial Officer available at sub Divisional or Tehsil level. They will follow the directions of their reporting Officers in implementing the project activities. Any operational and support related issues will be resolved by the respective reporting Officer.
- II. The technical Manpower at the District Courts will have to attend to the problem at the Tehsil/Sub-Divisional Courts under the direction of District Judge or under any special direction from the Central Project Coordinator e-Courts.

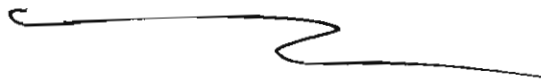
**14. Other Conditions of Service:**

- a) Engagement as Technical Manpower is a full time assignment and during the period of engagement, the Technical Manpower shall not be entitled to take up any other employment, engagement of whatever nature either on full time or on part time basis.
- b) The headquarters of the technical Manpower shall be the high Court or Sub Divisional /Tehsil level court, as the case may be, which he /she shall not leave during working hours of the High Court/District Court, without prior permission of the competent



authority i.e, the reporting authority as referred to in norm 13 ante.

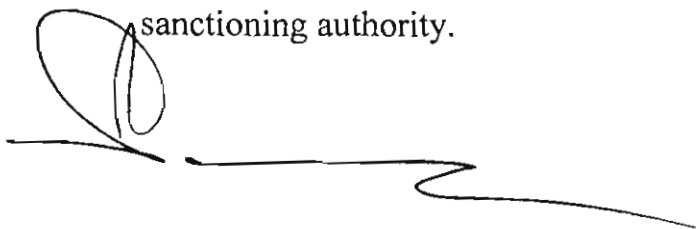
- c) If technical Manpower is required to leave headquarters as part of duty on official work, he/she may be paid daily allowance in addition to actual fare paid for the travel as given by the State Government to its employees from time to time and fixed as per Norm 11 of these Norms shall be taken as basic pay for working out the entitlement for T.A/D.A of the member of Technical Manpower.
- d) Technical Manpower shall ensure that the IT systems of the Court comply with the standards established by the High court and are fully functional.
- e) Each member of the Technical Manpower shall perform his/her duties with due diligence and discipline and shall also maintain confidentiality about all matters and information that he/she may come across during the discharge of his/her duties.
- f) The assignment as Technical Manpower shall not confer any right of any regular employment under the High Court/the District Courts etc.
- g) Technical Manpower shall abide by such other norms and conditions of service as may be prescribed by the High court.
- h) Each member of the Technical Manpower shall, upon acceptance of his/her engagement as such, shall have to undertake in writing to abide by these terms and conditions governing his/her engagement etc, and shall , in particular , undertake that he/she shall perform his/her duties with due diligence and discipline in maintaining confidentiality about all the matters and information that he/she may come across during the discharge of his/her duties.



- i) The holder of the post of technical Manpower cannot claim lien over any of the posts including the High Court/Sub ordinate Court Services.
- j) Every person engaged to the Post of Technical Manpower shall have to undergo training as per directions of the, "Computer Committee " from time to time.
- k) Any other condition which is not specifically provided for in these norms shall be within the absolute discretion of the Computer Committee subject to the approval of Chief Justice.

**15. Of Leave:**

- a) Technical Manpower shall not be eligible for any leave for first one (1) month and any absence shall be treated as loss of remuneration. After one (1) month, each member of Technical Manpower will be eligible for one day's Casual Leave for every month of completed service. Each member of the Technical Manpower shall also be eligible for ten days commuted leave on medical grounds in a calendar year, and un-availed commuted leave can be carried forward but no encashment thereof shall be admissible. The female members of technical manpower shall be entitled to two months maternity leave plus one month child care leave.
- b) In case of casual leave, the account will be maintained by the concerned Pr. District and Sessions Judge or by the CPC depending upon the posting of the technical manpower and they shall be the leave sanctioning authorities. In case of other leaves admissible under these norms, the leave account shall be maintained by the CPC and Chairperson of the Computer Committee shall be the leave sanctioning authority.



**16. Disqualification for engagement:**


No person shall be eligible for appointment as technical manpower:

- a) Unless he/she is a permanent resident of State of Jammu & Kashmir
- b) If he/she is dismissed from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or local authority.
- c) If he/she has been convicted of an offence involving moral turpitude or who is or has been permanently debarred or disqualified by the High court or the Union/State Public Service Commission or by any recruiting or Examination Conducting Authority from appearing in examinations or selections.
- d) If he/she directly or indirectly influences the Competent Authority by any means for his/her candidature.
- e) If he is a man, has more than one wife living, and, if a woman has married another man during the currency of her marriage, unless any such arrangement or marriage is legally permissible under the personal law applicable to candidate concerned.

**17. Residuary Matters:**

With regard to matters not specifically covered by or under these norms, the incumbents of the posts of Technical Manpower shall be governed by the norms or terms as shall be specified by the Computer Committee subject to approval of Chief Justice generally or in a particular case.

By Order


  
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(Ashok Kumar Koul)  
Registrar General

No. 16711-49/RS

Dated : 08-09-2016 08/09/16.

Copy of the above forwarded to the :-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K,
2. Secretary to Hon'ble Chief Justice/ Hon'ble Judges .  
.....for information of their Lordships.
- 3-4. Registrar Judicial, High Court of J&K, Jammu/Srinagar.
5. Pr. District Judges , \_\_\_\_\_ for information & necessary action.
6. Incharge NIC for uploading on the High Court website.
7. Order file.

  
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Registrar General 08/09/16.