

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

No.HHC/Rules/Distt.Judiciary/2022-

Dated: 8.8.2022

NOTIFICATION

In exercise of the powers conferred under Article 227 of Constitution of India read with Section 4 of the Himachal Pradesh Subordinate Court's Employees (Pay, Allowances and other condition of Service) Act, 2005 and Section 18 of the Himachal Pradesh Courts Act, 1976 and all other powers enabling thereto, the High Court of Himachal Pradesh with prior approval of the State Government, is pleased to make the following rules namely:-

Part-I**(General)**

Short title and Commencement.	1.	<p>(a) These Rules shall be called "The Himachal Pradesh District Judiciary Staff (Recruitment, Promotion, Control, Conduct, Discipline and Other Conditions of Service) Rules, 2022".</p> <p>(b) These Rules shall come into force from the date of publication in the official Gazette (e-Gazette) of Himachal Pradesh.</p>
Definitions.	2. (A)	<p>In these Rules, unless there is anything repugnant in the subject or context or otherwise:-</p> <p>(1) "Appellate Authority" with respect to staff of District Judiciary except Chief Administrative Officer, Private Secretary and Court Manager, means the Chief Justice or such other Judge(s) of the High Court as may be nominated by the Chief Justice; And</p> <p style="padding-left: 40px;">With respect to Chief Administrative Officer, Private Secretary and Court Manager for punishment imposed under Rule 22(d) of these Rules, means the Chief Justice or such other Judge(s) of the High Court as may be nominated by the Chief Justice.</p> <p>(2) "Appointing Authority" with respect to the staff of District Judiciary except Chief Administrative Officer, Private Secretary and Court Manager means the District Judge, and with respect to Chief Administrative Officer, Private Secretary and Court Manager means the High Court.</p> <p>(3) "Appointment" means appointment to a post.</p> <p style="padding-left: 20px;">a. By direct recruitment. b. By promotion. c. By placement in the same pay</p>

	band and grade pay. d. On contract basis. e. On daily wages basis. f. On part time basis.
(4)	"Chief Justice" means the Chief Justice of the High Court of Himachal Pradesh.
(5)	"Cadre" means the total strength of posts sanctioned as a separate unit as shown in Schedule-I attached to these Rules and as may be notified time to time.
(6)	"Competent Authority" means the authority as may be prescribed under these Rules or under the applicable Act/Rules enacted/framed by State/Central Government/ High Court, as the case may be.
(7)	"Disciplinary Authority" means the District Judge for entire staff of District Judiciary in his respective Division.
(8)	"District Judge" means the District Judge of a District as defined in Section 2(b) read with Section 5 of the Himachal Pradesh Courts Act, 1976.
(9)	"District Judiciary" means and includes District Judge and Judicial Service, under the control and supervision of the High Court, as expressed in Article 236 of Constitution of India.
(10)	"Direct Recruitment" means the recruitment on regular or contract or daily wages or part time basis through open competitive examination/test.

	(11)	<p>"Division" means the District or Civil District as defined in Section 2(a) of the Himachal Pradesh Courts Act, 1976 and known, in common parlance, as Civil and Sessions Division.</p>
	(12)	<p>"Economically Weaker Section" (EWS) shall be such as specified in Article 15(6) of Constitution of India.</p>
	(13)	<p>"Examination Committee" means a committee constituted by the High Court for conducting competitive/qualifying examination/test for recruitment.</p>
	(14)	<p>"Examination Fee" means the fee as prescribed by the High Court by a general or special order and as notified in the advertisement inviting applications, to be paid by the applicants in the shape of crossed Indian Postal Order/Demand Draft in favour of Registrar General or through any electronic mode of transfer of money as mentioned in the advertisement notice and requisition sent to Employment/sub-Employment Exchange(s).</p> <p>Note:-The High Court may grant exemption, in general or in a particular case from payment of examination/ test fee and also fix different amounts of fee for different posts and different categories.</p>
	(15)	<p>"Government" means the Government of Himachal Pradesh.</p>
	(16)	<p>"High Court" for the purpose of these Rules means Full Court of the High Court of Himachal Pradesh.</p>

	(17)	"Member Secretary" means Member Secretary of the Recruitment Cell to be nominated by the High Court.
	(18)	"Official Gazette" means Rajpatra of Himachal Pradesh and includes e-gazette of Himachal Pradesh.
	(19)	"Other Backward Classes" means castes/ communities declared as such by the Government from time to time.
	(20)	"Post" means any post described in Schedule-I and shall also include any additional post(s) created by the State Government from time to time.
	(21)	"Promotion" means promotion to a post or class of posts based on seniority subject to rejection of unfit unless specifically prescribed otherwise.
	(22)	"Recognized University/Board" means any University/Board which is recognized by the government.
	(23)	"Recruitment Cell" means the Recruitment Cell constituted by the High Court .
	(24)	"Registrar General" means the Registrar General of High Court of Himachal Pradesh.
	(25)	<p>"Rota Quota"</p> <p>Quota means percentage of total posts reserved for particular category in the cadre.</p> <p>Rota means roster maintained by Appointing Authority for identifying the points against which the quota will be available to different categories.</p>

	(26)	"Schedule" means any of the Schedules attached to these rules.
	(27)	"Scheduled Castes" means the castes, races or tribes or part(s) of or groups within castes, races or tribes specified in the Constitution (Scheduled 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.
	(28)	"Scheduled Tribes" means the tribes or tribal communities or part(s) of or groups within tribes or tribal communities specified in the Constitution (Scheduled Tribes) Order, 1950, as amended by Section 20(1) read with the third Schedule of the State of Himachal Pradesh Act, 1970 (Act 53 of 1970) and as it may further be amended from time to time.
	(29)	<p>'Selection' means promotion to 'Selection Post' on the basis of selectivity determined with reference to relevant bench mark prescribed for promotion.</p> <p>Provided that the suitability of the employees for promotion to the 'Selection Post', shall be assessed on the basis of their service record with particular reference to available ACRs for the preceding five years, and beyond it in case the ACR(s) of any such year(s) is not available.</p>

	(30)	"Service" means service in Class-I, Class-II, Class-III and Class IV posts of the District Judiciary.
	B.(1)	"He" wherever used in these Rules shall also include "She".
	(2)	"His" wherever used in these Rules shall also include "Her".
Application.	3.	These Rules shall apply to all employees of the District Judiciary in Himachal Pradesh.

Part-II

Establishment, Recruitment, Promotion, Eligibility and other Conditions of Service etc:-

Establishment.	<p>4. (1) The Establishment of the District Judiciary shall consist of the posts specified in Schedule-I of these Rules carrying such pay scales as mentioned in Schedule-I against the post(s) or such pay scales as may be notified from time to time.</p>
	<p>(2) In case any post, to be filled on permanent, temporary, contractual, daily wage or part time basis, is sanctioned by State Government on the establishment of District Judiciary carrying duties and responsibilities of like nature to the cadre post or otherwise, the Schedule-I to these Rules shall stand automatically modified accordingly. The High Court may also direct the amendment of such Schedule by general or special administrative order or instruction(s), if so required.</p> <p>Explanation 1:- Post of Superintendent Gr. II existing in District Judiciary i.e. the courts of Additional District Judge, Senior Civil Judge and Civil Judge under the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012, bifurcated into Superintendent Gr. II, Senior Shrestidar and Shrestidar for enforcing draft Rules i.e. the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules 2016, have, for withdrawal of these draft Rules and also for carrying equal pay scales and grade pay with identical nature of duties, been again designated as Superintendent Gr. II and have been shown in Schedule(s) as such.</p> <p>Explanation 2:- Post of Reader existing in District Judiciary i.e. the courts of</p>

Additional District Judge and Senior Civil Judge under the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012, bifurcated into Reader Grade I and Reader Grade II for enforcing draft Rules i.e. the Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules 2016 have, for withdrawal of these draft Rules and also carrying equal pay scales and grade pay with identical nature of duties, been designated as Reader Gr. I and consequently Reader Grade III has been re-designated as Reader Grade II and have been shown in Schedule(s) as such.

Explanation No.3:- For channelizing the entry level in the stream of employees in the category reflected in the Part B of Schedule 1, Stenographer Grade III, Stenotypist-cum-Judgment Writer and Judgment Writer have been re-designated as Stenographer Grade III.

Explanation No. 4:- Persons serving as Steno-Typist-cum Judgment Writer and also Judgment Writers who are regularized as Steno-Typist-cum- Judgment Writer shall be placed at the bottom of the existing seniority list of Stenographer Grade III and the posts of all these categories shall stand designated as Stenographer Grade III and resultant vacancies of these posts shall be filled as such, on regular or contract basis, as the case may be.

<p>Eligibility.</p>	<p>5. A Candidate for appointment to any post must be a citizen of India and he must also possess requisite educational and other qualifications as prescribed under these Rules.</p> <p>A candidate must have Knowledge of custom and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State of H.P. and for this purpose a candidate to Class-III posts must have passed matriculation or 10+2 or Graduation and a candidate to Class-IV post must have passed middle or matriculation or 10+2 from any school/institution situated within Himachal Pradesh. However, this condition shall not apply to Bonafide Himachalis.</p>
<p>Disqualification.</p>	<p>6. No person shall be eligible for appointment to a post in the establishment of District Judiciary:-</p> <p>(a) who is of unsound mind and stands so declared by a competent court.</p> <p>(b) Who is or has been convicted of an offence involving moral turpitude.</p> <p>(c) who has previously been dismissed from the service of central/State Government or from any other Government institution.</p> <p>(d) who is or has been debarred or disqualified by the Union or by the State Public Service Commission or any other organization from appearing for any examination or selection conducted by it.</p> <p>(e) who is an undischarged insolvent</p> <p>(f) who has entered into or contracted a marriage with a person having a spouse living;</p>

		<p>(g) who, having a spouse living, has entered into or contracted a marriage with any person.</p> <p>Provided that the Appointing Authority may, if satisfied that such marriage is permissible under personal laws applicable to such person and such marriage has been solemnized in consonance with personal laws applicable, exempt any person from the operation of this condition.</p>
Promotion and Direct Recruitment	7.	<p>All appointments to the posts shall be made by the Appointing Authority mentioned in schedule-II.</p> <p>The process of posts to be filled by way of direct recruitment shall be conducted and completed by the High Court, thereafter appointment shall be made by the concerned Appointing Authority and the process for appointment by way of promotion to all post(s) shall be made and completed by concerned Appointing Authority.</p>
Method of Direct Recruitment.	8.	<p>Direct recruitment to a post or class of posts shall be made as per following procedure:-</p>

	<p>(a) With respect to the posts for which District Judge is Appointing Authority, District Judge shall in the month of December of every year, calculate all vacancies, which are likely to occur during next calendar year i.e. from 1st January to 31st December of succeeding year and forward the same to the Registrar General so as to reach him on or before 31st December of that year. The same exercise shall be undertaken by the Registrar General for the posts to which the High Court is the Appointing Authority. Thereafter, Registrar General shall cause initiation of recruitment process by taking necessary steps on his part to complete recruitment process as scheduled hereinafter.</p> <p>(b) The "Member Secretary" thereafter by adding 10% vacancies which may occur due to unforeseen circumstances during the same calendar year, shall notify such vacancies with Division wise break up as referred to in Clause (a) above to all District/Sub-Employment Exchanges in the respective Divisions and also issue an advertisement notice for its publication in two Daily Newspapers, one in Hindi, and one in English, having wide circulation in the State of H.P. and also on the Websites/Notice Boards of the High Court as well as District Judiciray in H.P. on or before 31st January.</p>
--	---

(c) The Employment Exchanges/Sub Employment Exchanges shall sponsor the names of eligible candidates to the Member Secretary on or before 28th February.

The Employment Exchanges/Sub Employment Exchanges shall also inform the sponsored candidates to submit their applications in the prescribed form and mode along with examination fees mentioned in the advertisement to the Member Secretary on or before 28th February.

The candidate(s) who fail to apply in the prescribed form and mode along with examination fees to the Member Secretary shall not be eligible to appear in any examination or test notwithstanding the fact that his or their name(s) has/have been sponsored by the Employment Exchanges/Sub Employment Exchanges.

(d) The candidates desirous to apply directly for such post(s) pursuant to the advertisement notice shall submit their applications along with requisite fees in the prescribed form and mode mentioned in the advertisement on or before 28th February.

(e) The last date for receipt of nominations from the Employment Exchange(s) situated and applications from candidates so sponsored and/or applying directly residing in tribal areas of Himachal Pradesh shall be 15th March.

(f) The application form shall be in the format as given in Schedule-IV. However, the High Court, in its discretion, may also prescribe different format for submission of applications in off-line mode, for different posts, other than the on-line format given in Schedule-IV.

(g) Candidature of any candidate, who has failed to pay the examination fee and furnish the application in the format/mode within time as prescribed in the advertisement, shall be liable to be rejected.

(h) A candidate, who is already in the service of any government/semi government concern, shall submit advance copy of his application on the prescribed format and mode with requisite fee as mentioned in the advertisement, before last date fixed for receipt of application. His candidature shall be considered only on receipt of his application along with "No Objection Certificate" issued by his employer/competent authority, alongwith application submitted by him through proper channel, within 15 days of last date for receipt of application as applicable. The application(s) of such candidate(s), if not received through proper channel, shall be summarily rejected.

(i) The list of the eligible candidates shall be published or uploaded on the website of the High Court latest by 20th May. Fee paid by the candidates whose candidature has been rejected for any reason whatsoever shall not be refunded in any case.

(j) Screening test wherever prescribed shall be conducted on or before 15th July every year and written examination/test shall be conducted by the Recruitment Cell on or before 30th August every year at the place(s) selected by the Recruitment Cell.

	<p>(k) The Recruitment Cell shall cause to conduct the written examination/test as per procedure prescribed in Schedules-II and III attached to these Rules, as applicable, and shall take all necessary steps for conducting the screening test/written examination/test including setting the question papers etc., printing the question papers and answer sheets and evaluation thereof with the approval of the Chief Justice from time to time.</p>
	<p>(l) The qualifying marks in a written examination (other than the screening test), wherever prescribed, shall be 45 percent. However, keeping in view the nature of the written examination, the High Court may, in the advertisement, prescribe the higher or lower percentage for qualifying the written examination.</p>
	<p>(m) The Member Secretary shall issue proper written instructions for conducting the screening/written test, sealing and handling the question papers, answer sheets as well as the unused question papers, answer/OMR sheets and their safe custody etc.</p>
	<p>(n) The Member Secretary shall ensure that the entire process of examination and evaluation of the answer sheets etc. is completed on or before 30th September, every year.</p>
	<p>(o) The Chief Justice, by general or special order, may direct for payment of honorarium for setting the question papers for screening test/written examination and evaluation of the answer sheets.</p>

(p) The Chief Justice, may, in his discretion, also order printing of the question papers and O.M.R. sheets from any printing press secretly, and in order to maintain secrecy so far as printing of question papers is concerned, it would not be necessary to follow the procedure prescribed in the H.P.F.R., 2009 for inviting tenders etc.

(q) Candidates equivalent to five times of the total advertised vacancies to any particular post who have qualified the screening test, wherever prescribed, shall be called for the written examination and the typing test, wherever prescribed under the Rules. The typing test except for the post of Stenographer Gr. III (Steno-typist, Steno-Typist-cum-Judgment Writer and Judgment Writer) shall merely be qualifying test on the basis of speed as mentioned in the Schedule-III against the relevant post.

(r) The candidates equivalent to three times of the total advertised vacancies to any particular post, who have qualified the written examination and the typing test, wherever prescribed, shall be called for interview/evaluation, wherever required. Interview/evaluation shall be held on or before 31st October, every year by a Committee to be constituted by the Chief Justice. The marks for the interview/evaluation and criteria for awarding such marks shall be as given in Schedule-III.

(s) Wherever it is provided and any candidate is having an experience of working on any particular post, his experience shall be taken into consideration, only if, the original experience certificate is shown at the time of interview/evaluation and such experience is mentioned in the application form submitted by him.

(t) Wherever the typing test is prescribed, it shall be taken on computers and no candidate shall be allowed to take the test on the typewriter unless specifically directed to do so by the Chief Justice.

(u) The final result shall be declared on or before 30th November, of the same year and the select list and waiting list shall be drawn accordingly. The Chief Justice, in his discretion, may direct to complete the entire process of making appointments under these Rules prior to the aforesaid date.

(v) The select/waiting list shall be valid till 31st December of the same year or up to filling up all notified vacancies, whichever is later.

(w) (i) With prior approval of the Chief Justice, the Member Secretary shall allocate the selected candidates to different Divisions keeping in view the preference given by candidate in the application form, by considering the availability of posts in order of merit.

(ii) On the basis of this allocation, the Appointing Authority shall issue offer of appointment to the candidate and he shall be deemed to be borne on the cadre strength of that very Division.

(iii) The appointment shall be made against the vacancies as per the merit mentioned in the select list.

(iv) If two or more candidates have scored equal marks, the candidate elder in age shall be given preference in the appointment.

(x) Where the direct recruitment is to be made or completed by the District Judge, he shall complete the process before the 31st October and send the select list along with record to the High Court through Registrar General for approval of the Chief Justice so as to complete the process on or before 30th November.

		<p>(y) Whenever any application is submitted, through online mode or otherwise, the applicant shall have to give an undertaking in the form of declaration in the application that the particulars furnished by him in the application are correct and he shall produce proof thereof at the time of his final selection and if any of the particulars furnished by him in the application form are found to be false, then his candidature and appointment, if made, shall be liable to be cancelled forthwith or at any time and he shall also be liable for criminal prosecution.</p>
<p>Process for filling up Promotional Post(s)</p>	<p>9.</p>	<p>A (a) The Registrar General shall, by 31st December of every year, identify the vacancies in the cadre of Chief Administrative Officer and Private Secretary which are likely to occur during next calendar year i.e. 1st January to 31st December of the succeeding year and schedule the calendar for initiating process for filling these vacancies keeping in view the time schedule provided herein under.</p> <p>(b) The Member Secretary shall initiate the process and notify the names of the employees falling in the zone of consideration on or before last date of initiation of process. The calendar for initiating process for filling post(s)</p>

shall be as under:-

Sr. No.	Date of accrual of vacancy between	Last date of initiation of process	Date of eligibility
1.	1 st January to 31 st March	21 st November of preceding year	21 st November of preceding year
2.	1 st April to 30 th June	21 st February	21 st February
3.	1 st July to 30 th September	21 st May	21 st May
4.	1 st October to 31 st December	21 st August	21 st August

(c) Departmental Promotion Committee (DPC) shall forward its recommendations to the Appointing Authority at least 10 days before the date of accrual of vacancy (ies) under consideration.

(d) In the event of accrual of vacancy(ies) for unforeseen circumstances during the quarter referred in Rule 9 A (b), the said vacancy(ies) shall be filled from the panel prepared for the said quarter and in case no such panel is there, the said vacancy shall be considered to be available in subsequent quarter and shall be included in the process to be undertaken for subsequent quarter. In case no such process has been scheduled to be initiated for subsequent quarter for non availability of vacancy(ies) in that quarter then process for the said vacancy(ies) shall be initiated within 15 days of accrual of vacancy(ies) and shall be completed within 45 days.

(e) Eligibility for consideration for promotion shall be determined on the last date of initiating of process as referred in Rule 9A(b). In case of vacancy(ies) arising for unforeseen circumstances also, eligibility shall be determined as on the date of initiation of the process wherein such vacancy is considered for filling.

B (a) The District Judge shall identify the vacancies in the cadre, other than Chief

Administrative Officer and Private Secretary, which are likely to occur during next calendar year ie. 1st January to 31st December of the succeeding year and schedule the calendar for initiating process for filling these vacancies keeping in view the time schedule provided herein under.

(b) The District Judge shall initiate the process and shall notify the names of employees falling in zone of consideration on or before last date of initiation of process. The calendar for initiating process for filling post(s) shall be as under:-

Sr. No.	Date of accrual of vacancy between	Last date of initiation of process	Date of eligibility
1.	1 st January to 31 st March	21 st November of preceding year	21 st November of preceding year
2.	1 st April to 30 th June	21 st February	21 st February
3.	1 st July to 30 th September	21 st May	21 st May
4.	1 st October to 31 st December	21 st August	21 st August

(c) Departmental Promotion Committee (DPC) shall forward its recommendations to Appointing Authority at least 10 days before the date of accrual of 1st vacancy under consideration. The Chief Administrative officer shall be the ex-officio Secretary of the Committee who shall facilitate the process in all manner including ensuring production of entire relevant record before DPC. In absence of Chief Administrative Officer for any reason including vacancy, senior most Superintendent Gr.II in the Division shall act as such.

(d) In the event of accrual of vacancy(ies) for unforeseen circumstances during the quarter referred in Rule 9 B(b), the said vacancy(ies) shall be filled from the panel prepared for the said quarter and in case no such panel is there,

the said vacancy shall be considered to be available in subsequent quarter and shall be included in the process to be undertaken for subsequent quarter. In case no such process has been scheduled to be initiated for subsequent quarter for non availability of vacancy(ies) in that quarter then process for the said vacancy(ies) shall be initiated within 15 days of accrual of vacancy(ies) and shall be completed within 45 days.

(e) Eligibility for consideration for promotion shall be determined on the last date of initiating of process as referred in Rule 9B(b). In case of vacancy(ies) arising for unforeseen circumstances also, eligibility shall be determined as on the date of initiation of the process wherein such vacancy is considered for filling.

C(a) The Chief Justice, in his discretion, may permit deviation in the Time Schedule provided in 9A(b) and 9B(b) in case of any difficulty having regard to the peculiar geographical and climatic conditions or other relevant considerations. Permission to additional drive for recruitment/promotion may also be permitted by the Chief Justice if circumstances warrant so. In the event of administrative exigency, for filling post(s), becoming available after date scheduled for initiating process and not taken into consideration therein, Member Secretary/District Judge, as the case may be, with prior approval of the Chief Justice, shall initiate process in addition to scheduled routine process hereinabove.

(b) For promotion to the selection post(s):-
 i) The Departmental Promotion Committee (DPC) shall determine the merit of those employees falling in zone of consideration for promotion with reference to the prescribed bench mark and accordingly grade the employees as 'fit' or 'unfit' only. The employees who are graded 'fit' by the DPC shall be included and arranged in select panel in order of their inter-se seniority in the feeder grade. The employees who are graded 'unfit' by the

DPC shall not be included in the select panel. There shall be no supersession among those who are graded 'fit' by the DPC.

(2) The Departmental Promotion Committee (DPC) shall for the purpose of determining the number of employees who should be eligible in the feeder grade(s) restrict the field of choice i.e. twice the number of vacancies plus four, which shall have general application with reference to the number of clear regular vacancies proposed to be filled.

(3) Where, the number of eligible employees in the feeder grade(s) is less than the required number of employees, all eligible employees shall be considered.

(4) The DPC may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to number of employees to be included in the panel, the DPC may prepare extended panel(s) for promotion. In respect of remaining employees, the DPC may put a note in the minutes that the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available.

(5) Where assessment of ACRs is required for appointment to any post, the procedure laid down in Handbook on Personnel Matters, Vol. 1 as amended from time to time by the State Government and adopted by the High Court shall be followed. DPC may evolve criteria for uniform assessment of ACRs to evaluate average of 5 years like an example explained hereinafter. Maximum marks for ACRs of each year may be fixed 5 and the total marks for ACRs of 5 years would be 25. Five marks for each year may be awarded by giving 2,3,4 and 5 marks respectively for "average", "good", "very good" and "outstanding" remarks. Say an employee has been assessed average, Good, very good, outstanding and good for respective year during past 5 years then

		<p>his total marks would be $2+3+4+5+3=17$. On dividing with 5, average assessment for 5 years would be 3.4 which is below 'very good' but higher than 'good'. Thus his overall assessment would be good. The criteria must be in consonance with instructions issued by the Govt. of HP in this regard from time to time.</p> <p>(c) For promotion to the post, other than selection post, eligibility for considering for promotion shall be based on seniority subject to rejection of unfit.</p>
<p>Reservation.</p>	<p>10.</p>	<p>The reservation shall be provided at the entry level only against the posts required to be filled by way of direct recruitment as per instructions issued by the State Government vide letters dated 11.6.2019 and 22.06.2020 Annexed as Schedule-V to these Rules and further instructions issued in this behalf from time to time by the State Government.</p> <p>Further provided that 4% reservation to the specially abled persons shall be provided to the following categories of posts at the entry level.</p> <p>A. <u>STENOGRAPHER AND CLERK</u></p> <p>Reservation shall be provided to the candidate:</p> <p>(a) Suffering from hearing impairment, provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction;</p> <p>(b) Suffering from locomotor disability; (Note: Person with normal upper limb can also be considered;</p> <p><u>Provided further that the candidate;</u></p> <p>(i) Should not have any mental retardation of any degree and major</p>

		<p>mental illness like (Schizophrenia or affective disorder and chronic psychosis).</p> <p>(ii) Should not have any Neurological disorder having impaired higher mental function, cognition and significant speech defect.</p> <p>(iii) Should have normal vision.</p> <p>B. Peon/orderly/ Chowkidar/ Peon-cum-Chowkidar/Safaikaramchari/Chowkidar-cum-Safaikaramchari and Mali</p> <p>(a) Suffering from blindness or low vision, provided that the disability is not more than 40%.</p> <p>(b) Suffering from hearing impairment provided that such impairment is not of 60 decibel or more, after hearing aid/surgical correction;</p> <p>(c) Suffering from mild mental retardation; Provided further that the candidate suffering from Orthopedic disability shall not be considered for these posts.</p> <p>C. Posts suitable for appointment of specially abled persons shall be identified by a Committee to be constituted by the Chief Justice.</p>
Qualifications.	11.	The qualifications for appointment to any post or class of posts shall be such as are specified in the Schedule-II.
Appointments.	12.	All appointments shall be made by the Appointing Authority in accordance with these Rules.

Probation.	13.	<p>(a) Every person appointed directly or promoted to a post shall be on probation for a period of two years subject to such further extension for a period not exceeding one year as may be ordered by competent authority in special circumstances and reasons to be recorded in writing.</p> <p>Provided that the aforesaid provision shall be applicable in case of promotion from one class to another e.g. Class II to Class-I and there shall be no probation in case of promotion from one grade to another within the same class of posts e.g. from Class-III to Class-III.</p>
		<p>(b) A person on probation, if not found suitable to hold the post to which he was appointed, shall be liable to be discharged from service.</p>
		<p>(c) In the case of official on probation, if the work and conduct found unsatisfactory, the official can be reverted back to the post which he had held prior to his appointment on promotion.</p>
		<p>(d) 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 to the Appointing Authority.</p>
		<p>(e) A person during probation shall not be eligible for further promotion.</p>
		<p>(f) During probation, the official shall not be entitled to draw the increment accrued, however, such increment(s) shall be drawn on completion of probation from the date of its accrual.</p>

<p>Contract Appointment(s)/ Daily Wage/ Part Time Engagement(s) .</p>	<p>14.</p>	<p>(a) Appointments on contract basis and engagement of part-time/daily wagers shall be as per the policy of the State Government as adopted by the High Court.</p> <p>(b) Contract appointees, daily wagers or part time workers shall be eligible for conversion/ regularization as per the policy of the State Government in this behalf as adopted by the High Court.</p>
<p>Permission for short term temporary arrangement</p>	<p>15</p>	<p>To cope with emergent requirement in exceptional circumstances and under exigency of public service, District Judge in order to avoid administrative inconvenience may make temporary arrangement by engaging/ posting/deputing a person for a limited period not more than 3 months at a time but with prior approval/permission of the High Court with rider that simultaneously process for appointment/promotion/posting of a person in accordance with rules shall also be initiated. Person so engaged as a temporary arrangement shall not have a right to continue in service as such after completion of his period of engagement or appointment/promotion of a person in accordance with these rules. Aforesaid temporary arrangement may also be permitted against short term vacancies caused by long leave, short term deputation, training etc., and on accrual of vacancy for unforeseen circumstances for which no panel is available and completion of process is not possible with in short time and continuation of vacancy shall have adverse impact on office working leading to extreme administrative inconvenience, having adverse impact on larger interest of public.</p>
<p>Confirmation.</p>	<p>16.</p>	<p>A person appointed on probation, may be confirmed by the Appointing Authority on satisfactory completion of his initial or extended period of probation.</p>

Seniority.	17.	<p>(1) Persons appointed in a cadre in the Division on the date immediately preceding the date of enforcement of these Rules, shall retain the relative seniority already assigned to them.</p>
	<p>(2) 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.</p>	
	<p>(3) Subject to provisions of sub-rules (1) and (2) of this Rule, permanent members in each cadre shall rank senior to other members in the same cadre.</p>	
	<p>(4) Subject to sub rules (1) and (2) above, the relative seniority for promotion to the various posts shall be determined on the basis of length of service in the feeder cadre.</p>	
	<p>(5) In promotions, made on the basis of selection, the seniority of such promotees shall be in the order of seniority in the feeder cadre.</p>	
	<p>(6) The inter-se seniority between direct recruits and promotees appointed in a calendar year shall be determined on the principle of rota quota. The relative seniority of direct recruits and promotees shall be determined according to the rotation of vacancies between direct recruits and promotees based on the quota of vacancies reserved for direct recruitment and promotion respectively. If adequate number of direct recruits and promotees does not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.</p>	

(7) At the time of fixing interse seniority of direct recruits and promotees on the basis of rotation of quota of vacancies, relevant calendar year, both in case of direct recruits as well as the promotees, for the purpose of rotation and fixation of seniority, shall be the actual year of appointment after declaration of results/selection and completion of pre-appointment formalities as prescribed.

Notwithstanding availability of a post in a particular calendar years, person(s), appointed/promoted against the same post in subsequent calendar year, shall not have any claim of seniority against appointee/promotee of previous calendar year on account of roster point as well as availability of the post(s) for quota of his category in earlier year(s) but he shall get the seniority of the calendar year in which he is appointed on substantive basis as relevant year will be the year in which a candidate of the particular batch of the selected direct recruit or a person of particular batch of the promotee join the post/service.

For the purpose of determining the rotation of quota of vacancies, the left out vacancies of earlier year(s) shall be placed at the bottom of the vacancies available in a subsequent year(s) and direct recruits/ promotees appointed against these additional carried forward vacancies shall be placed enbloc below the last promotee or direct recruit, as the case may be, in the seniority list based on rotation of vacancies for relevant subsequent year.

(8) Tentative seniority list of each cadre shall be prepared and notified on or before 28th February of each year inviting objections within one month thereafter and final seniority list shall be notified on or before 30th April of said year after deciding the objections, if any.

Age.	18.	<p>(i) No person unless otherwise prescribed in these Rules, shall be eligible for direct recruitment to the service if he is below 18 years of age and above 45 years of age as on 1st January of the year of issuance of advertisement notice or sending of requisitions to employment exchanges. However, in the case of candidate(s) belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes or who is an ex-serviceman, 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.</p> <p>(ii) For the post of Court Manager the age shall be in between 25 to 35 years.</p>
------	-----	---

<p>Conditions of Service.</p>	<p>of 19.</p>	<p>Conditions of service of the members of service shall be governed and regulated by the Rules, orders, and instructions framed and issued by the High Court from time to time. In respect of all such matters relating to 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 as are applicable to officers/officials holding corresponding posts in the High Court 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, as the High Court may from time to time specify.</p> <p>In absence of any corresponding post in High Court, the Rules and Orders for the time being in force as are applicable to the officers/officials holding corresponding posts in the Government 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, as the High Court may from time to time specify.</p> <p>Service of contract employee shall be regulated by the policy governing such appointment and by terms of contract.</p> <p>Service of part time workers shall be regulated by the Policy governing such appointment and terms of engagements.</p> <p>In all other cases not covered herein above, service of members of the service except contract appointee, Daily wager and part time worker, shall be governed by FRSR, Conduct and Leave Rules, Pension Policy of the State Government etc., as the case may be, as modified and as applicable from time to time.</p>
-------------------------------	---------------	--

Transfer.	<p>20. (a) The District Judge may transfer a member of the service except Court Manager within his Civil and Sessions Division carrying corresponding scales and grades of pay in the public interest and/or administrative exigency.</p> <p>(b) The Court Manager can be transferred to any civil and Sessions Division by the Chief Justice.</p> <p>(c) On a written request by a willing official(s), inter Division transfer(s) from the Courts in the State, including the High Court may be ordered by the Chief Justice, as per the guidelines laid down in this regard from time to time by the High Court, provided that by such transfer(s), the reservation roster(s) of the division(s) concerned is/are not altered.</p> <p>Such transferee shall be treated as an appointee against the post, reserved for the category in which he has been initially appointed, in the direct recruitment quota in the Division whereto he has been transferred and shall be placed junior most in the cadre to which he has been transferred, in case post in such category is not available but transfer has been made, transferee has to wait for availability of the post in his category for fixation of his seniority, till then transferee shall be considered excess appointee in his category but occupying the post against which he has been transferred for all other purposes.</p> <p>(d) Notwithstanding the provisions</p>
-----------	---

contained in Clauses (a) and (b) of this Rule, the Chief Justice, may, owing to exigencies of service or in public interest or in the interest of Administration, in his discretion or on the request of the District Judge concerned, transfer any member of service on the establishment of any District Judiciary to any other 'Division' in Himachal Pradesh, for such period as may be specified in the transfer order. However, during the period of such transfer, the transferred member, shall retain his lien in all respects on his post on the Establishment of his parent Division and his pay shall be drawn from his parent division and such transfer under this Clause, outside the Division shall not affect his seniority and other rights, including the right to be considered for promotion to the higher post in the parent Division, in any manner whatsoever. Likewise, such transferred member shall not be entitled to claim any seniority and promotion etc. over and above the members of respective cadres in the Division whereto he has temporarily been transferred. Resultant vacancy on account of his superannuation, removal, resignation etc. shall accrue in his parent division and such transfer under this clause shall not cause any adverse impact on the right of person(s) of the division whereto transfer is made, for considering them to further promotion in that division.

(e) In case the High Court creates/converts any district cadre to a state cadre, it shall, by general or special order(s), specify the modalities of transfer of the members of the State Cadre.

Part-III

Control and Discipline

Leave	21	The District Judge concerned will be competent to grant leave of any kind to the staff in the Division, and in case of Chief Administrative Officer, Private Secretary and Court Manager, if a leave substitute is to be appointed, then the application for leave shall be forwarded by the District Judge concerned to the Chief Justice for sanction.
Discipline	22.	<p>(a) For the purpose of conduct/discipline/suspension/ removal/ dismissal and any other punishment, all members of the service shall be governed by the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classifications, Control and Appeal) Rules, 1965 and other Rules and provisions of law, as amended from time to time, as far as practicable, and as adopted by the Government of H.P., and also the Himachal Pradesh Civil Service Rules including the instructions issued thereunder from time to time and adopted by the High Court for the staff of District Judiciary.</p> <p>(b) The Appointing Authority shall be competent to enforce discipline and pass any order including suspension, removal and dismissal of any employee from service.</p> <p>(c) The Disciplinary Authority shall be competent to enforce discipline and pass any order as provided in these Rules.</p> <p>(d) The District Judge/Disciplinary Authority concerned may initiate departmental proceedings against the Chief Administrative Officer, Private Secretary and Court Manager, And</p> <p>Upon them he may impose punishment of (a) censure, (b) recovery from his pay of the whole or part of any pecuniary</p>

		<p>loss caused by him to the Government by negligence or breach of order, (c) withholding of increments of Pay and (d) reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.</p> <p>(e) Whenever a District Judge after considering the material available before him in proceedings referred to in Sub-rule(d), is of the opinion that punishment, other than the punishment as provided under sub rule(d), is to be imposed, he after following prescribed procedure and recording his opinion shall submit the entire record to the High Court and it shall be placed before Judge incharge of the Administrative Business of the Division concerned or judge(s) nominated by the High Court for the purpose, as the case may be, whereupon on the basis of material placed before him/them, and/or after recalling and examining any witness who has already given evidence, and/or calling for and taking any further evidence he/they shall submit the recommendations of District Judge along with his/their speaking comments, to the Appointing Authority i.e. High Court and the final decision in this regard shall be taken by the Appointing Authority.</p>
Appeal	23.	<p>(a) An appeal against the order of the Appointing Authority/Disciplinary Authority shall lie to the Appellate Authority and the order passed by the appellate authority shall be final.</p> <p>(b) The period of limitation for filing an appeal against the order of the Appointing Authority/Disciplinary Authority shall be 30 days from the date on which the order appealed against is served upon the member of</p>

		<p>the service, provided that, the delay may be condoned by the Appellate Authority on sufficient cause having been shown by the aggrieved person.</p> <p>(c) An appeal against any order passed by the District Judge concerned under Rule 22(d) of these Rules shall lie before the Chief Justice and in his discretion this power may be exercised by committee of judge(s) constituted by him for this purpose.</p> <p>(d) A person filing an appeal under this Rule shall do so by a petition which shall be filed through proper channel i.e. through the respective District Judge with an advance copy to the Registrar General. The District Judge shall forward the appeal along with his detailed comments to the Registrar General, within 15 days from the date of the filing of such petition, who, immediately after receipt of Appeal shall cause to place it before appropriate competent authority.</p>
Revision and Review	24.	<p>Power to revise as provided in Rule 29 of CCS(CCA) Rules, 1965 shall vest with High Court and Appellate Authority in terms of the said Rule.</p> <p>Whereas, power to review shall vest with High Court in terms of Rule 29A of CCS (CCA) Rules, 1965.</p>
Conduct	25.	<p>Every Court official shall maintain absolute integrity and devotion to duty. No Court official shall act in a manner prejudicial to discipline, decorum and proper order in the office.</p>

Part-IV
MISCELLANEOUS

Interpretation	26.	If any dispute arises as to interpretation of these Rules, the decision of the High Court shall be final.
Power to remove difficulties and giving effect to these Rules	27.	If any difficulty arises in giving effect to any of the provisions of these rules, the Chief Justice/High Court, as the case may be, may by order, in writing, issue administrative instructions, in general or in a particular case, for the purpose of removing the difficulty and giving effect to these Rules.
Relaxation	28.	<p>The Chief Justice, on being satisfied that the operation of any Rule is causing undue hardship, in general or in any particular case, may relax the requirement of the relevant 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 shall be made in case of direct recruitment, and in case of promotion, no employee shall be granted relaxation in age, essential qualification, length of service etc. except once in entire service career.</p>
Repeal & Saving	29.	(a) The Rules "The Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2012" and the Chief Administrative Officers, Class-I (gazetted) of the Courts of District and Sessions Judges in Himachal Pradesh (Appointment, Conditions of Service, Conduct and Appeal) Rules, 2019 relating to the appointments and control of the staff of the District

		<p>Judiciary shall stand repealed from the date of commencement/ applicability of these Rules and thereafter, notwithstanding any other enactment/Rules, the services of staff of District Judiciary shall be governed by these Rules.</p>
		<p>(b) The appointments made and action, if any, taken under the repealed Rules as well as draft Rules " Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and Conditions of Service) Rules, 2016" applicable/made applicable 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>Provided further that the repeal of the aforesaid Rules except as expressly provided in these Rules shall not:-</p> <p>(i) revive anything not in force or existing, at the time at which the repeal takes effect; or</p> <p>(ii) affect the previous operation of any order or decision given under the Rules so repealed or anything duly done or suffered there-under; or</p> <p>(iii) affect any right, privilege, obligation or liability acquired, accrued or incurred "under the Rules earlier in existence" or</p>

		(iv) affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation or liability as aforesaid.
--	--	--

BY ORDER OF
HON'BLE HIGH COURT
OF HIMACHAL PRADESH

Registrar General

Schedule-I

(See Rule 4)

**Sanctioned Strength of the Employees of the District
Judiciary
Part-A**

Sl No	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay w.e.f. 1.1.2006	No. of Post(s)
1.	Chief Administrative Officer	Class-I Gazetted	--	Rs.10300-34800 + Grade Pay Rs.5400. w.e.f. 1.10.2012 Rs. 15600-39100+ Grade Pay Rs. 5400	11
2.	Superintendent Grade-II	Class-II (Non-Gazetted)	7220-10980	10300-34800 +4600 G.P. w.e.f. 1.10.2012 Grade pay Rs.4800	116
3.	Reader GR.I (Earlier known as Reader Gr.I and Gr.II)	Class-II Non-Gazetted	Rs. 7000-220-8100-275-10300-340-10980	Rs.10300-34800+ GP Rs.4400 (with initial pay of Rs. 17420) w.e.f. 1.10.2012 Grade pay Rs.4800	68
4.	Reader Gr.II (Earlier designated as Reader Gr.III)	Class-III Non Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800 (with initial pay of Rs. 14590) w.e.f. 1.10.2012 Grade pay Rs.4400	58

5.	Sr. Assistant and equivalent posts like English Clerk, Civil Nazir, Translator and Record Keeper.	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800 (with initial pay of Rs. 14590) w.e.f. 1.10.2012 Grade pay Rs.4400	103
6.	Protocol Officer	Class-III Non-Gazetted	Created on 04-09-2015.	Rs.5910-20200 + Grade Pay Rs.2400	4
7.	Clerk and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk and Execution Clerk. i. Regular Basis	Class-III Non-Gazetted	Rs.3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160 with initial start of Rs.3220/-	i) Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810-) ii)Rs.10300-34800+grade pay Rs. 3200 w.e.f. 1.10.2012.	643

	ii) Contract basis		---	This pay band and grade pay will be given after two years of regular service. Wages/ remuneration as fixed by the State Government from time to time.	
8.	Junior Office Assistant (IT) i) Regular Basis ii) Contract basis	Class-III		Rs.5910-20200/-+ 1950/- Grade pay Wages/ remuneration as fixed by the State Government from time to time.	6
9.	Bailiff	Class-III Non Gazetted	Rs. 3120-100-3220- 110-3660- 120-4260- 140-4400- 150-5000- 160-5160	Rs.5910-20200 + GP Rs. 1900 (with initial pay of Rs. 7810)	105
10	Daftri	Class-IV Non - Gazetted	Rs.2820-100-3220- 110-3660- 120-4260- 140-4400	Rs.4900-10680 + GP Rs. 1650 (with initial pay of Rs.	13

				6950)	
11	Process Server	Class-IV Non Gazetted			396
	i) Regular basis		Rs.2820- 100-3220- 110-3660- 120-4260- 140-4400	Rs.4900- 10680 + GP Rs. 1650 (with initial pay of Rs. 6950)	
	ii) Contract basis)		--	Wages/ remuneration as fixed by the State Government from time to time.	
12	Peon/orderly/ Chowkidar/ Peon-cum- Chowkidar/Safa ikaramchari/Cho wkidar-cum- Safaikaramchari	Class-IV Non Gazetted			373
	i) Regular basis		Rs.2520- 100-3220- 110-3660- 120-4140 with start of Rs.2620/-	Rs.4900- 10680 + GP Rs. 1300 (with initial pay of Rs. 6200)	
	ii) Contract Basis		--	Wages/ remuneration as fixed by the State Government from time to	

				time.	
	iii) Daily Wages Basis		--	-do-	
	iv) Part Time		--	-do-	
13	Mali	Class-IV Non Gazetted			9
	(i) Regular Basis		Rs.2520- 100-3220- 110-3660- 120-4140 with start of Rs.2620/-	Rs.4900- 10680 + GP Rs. 1300 (with initial pay of Rs. 6200)	
	(ii) Contract Basis		--	Wages/ remuneration as fixed by the State Government from time to time.	
	(iii) Daily Basis		--	-do-	

PART-B

Sl. No.	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay w.e.f. 1.1.2006	No. of Post(s)
1	Private Secretary	Class-I Gazetted	Created on 11.10.2017	(w.e.f. 11.10.2017) Rs.15600-39100/-+ Grade Pay Rs.5400/-.	12
2.	Executive Assistant to District Judge	Class-II Non-Gazetted	Rs. 6400-200-7000-220-8100-275-10300-340-10640	Rs10300-34800 + GP Rs. 4200 (with initial pay of Rs. 16290/-) w.e.f.1.10.2012 Grade pay Rs.4800	12
3.	Stenographer Gr.-I (Sr. Scale Stenographer).	Class-III Non-Gazetted	Rs. 5800-200-7000-220-8100-275-9200	Rs.10300-34800 + GP Rs. 3800/- (with initial pay of Rs. 14590/-) w.e.f.1.10.2012 Grade pay Rs.4400/-	30
4	Stenographer Grade-II (Junior Scale Stenographer).	Class-III Non-Gazetted	Rs. 4400-150-5000-160-5800-200-7000	(i) Rs.10300-34800 + Grade pay Rs.3600 w.e.f. 1.10.2012	32

Part-C					
Sl. No.	Nomenclature of the Post(s).	Classification of the Post	Pay Scale (on and w.e.f. 1.4.2003)	Revised Pay Scale + Grade Pay	No. of Post(s)
1.	Court Manager	Class-II	--	Rs. 10300-34800+5000 (Grade pay) w.e.f. 26.11.2020	11
2.	Driver	Class-III Non Gazetted			57
	(i) Regular Basis		Rs. 3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200	Rs.5910-20200 + GP Rs. 2000 (with initial pay of Rs. 8240) w.e.f. 1.10.2012 grade Pay Rs.2400. This grade pay will be given after 2 years of regular service.	
	(ii) contract basis		---	Wages/ remuneration as fixed by the State Government from time to time.	
	(iii) Daily wages basis		---	-do-	

Schedule-II
(See Rules 7, 8 and 9)

Part-A

Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Chief Administrative Officer	High Court	<p>(1) By way of promotion by selection from amongst first six eligible senior most Superintendents Grade-II and Readers Gr.I working in the concerned civil and sessions Division as prescribed in Part-1 of Schedule-III.</p> <p>(2) The Candidate must have a experience of two years in the feeder cadre.</p>
2	Superintendent Grade-II/Reader Gr.I	District Judge	By way of promotion on the basis of seniority-cum-merit from amongst the Senior Assistants and equivalent posts like English Clerk, Civil Nazirs, Record Keeper and Translator having 7 years of service in the feeder post.
3	Reader Gr.II	District Judge	By way of placement from amongst Senior Assistants and equivalent posts like English Clerk, Civil Nazir and Record Keeper.

4.	Translator	District Judge.	<p>(a) By promotion on the basis of seniority from amongst the Clerks which term means and includes Jr.Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk,Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir,Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk, Execution Clerk and equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT)and Protocol Officers of the Division, with minimum 50% marks in both Hindi and English in matriculation and five years of service as such, failing which;</p> <p>(b) By direct recruitment from amongst the graduate Clerks which term means and includes Jr. Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk,Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir,Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk, Execution Clerk and equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT)and Protocol Officers, with minimum 50% marks both in Hindi and English in Matriculation and five years of service as such working in other Divisions in H.P. subject to merit to be determined on the basis of written test referred in Part-4 of Schedule-III, failing which,</p> <p>(c) By direct recruitment from amongst graduate candidates with minimum 50% marks both in Hindi and English in Matriculation subject to merit to be determined on the basis of written test referred in Part-4 of Schedule-III .</p>
5.	Senior Assistant and	District Judge.	By promotion on the basis of seniority from

	equivalent post like English Clerk, Civil Nazir and Record Keeper.		amongst the Clerks which term means and includes Jr. Assistants and equivalent posts like Ahlmad (Record Keeper), Assistant English Clerk, Ahlmad/Cr. Ahlmad, Court Nazir, Copyist, Naib Nazir, Clerk-cum-typist, Nazir, Summary Clerk, Paid Candidate, Guardian Clerk and Execution Clerk equal status posts in the same pay band and grade pay, graduate Junior Office Assistants (IT) and Protocol Officers of the Division, with a minimum service of five years in the feeder cadre.
6.	Protocol Officer	District Judge.	By direct recruitment from amongst graduate candidates, having diploma of one and a half year in Food Beverages or Hospitality or its equivalent from any recognized institute on the basis of test as per Part-6 of Schedule-III.
7.	Clerk and equivalent posts like Ahlmads/ Assistant English Clerk/Court Nazir/Copyist/ Naib Nazir/Clerk-cum-Typist/ Nazir/Summary Clerk but does not include Steno- Typist, Bailiff and Driver etc.	District Judge.	(a) 75% of the posts in the cadre, by direct recruitment on the basis of a competitive examination and typing test as per Part-7(A) of Schedule-III from amongst candidates, who are graduate from a recognized University and having basic knowledge in computers like operating the computers, windows and Linux Operating Systems and typing out and taking print outs etc. b) 10% of the cadre posts by way of selection from amongst the Bailiffs working in the Division having +2 as educational qualification with three years service as Bailiff or combined service as Bailiff

			<p>and Process Server/Daftri to the extent of five years subject to eligibility on the basis of ACRs of last five years, qualifying written examination and typing test as per procedure prescribed in Part-7 (B) of Schedule-III.</p> <p>c) 15% of the cadre posts from amongst the Process Servers/Daftries and other Class-IV employees i.e. Peon, Orderly, Chowkidars, Chowkidar-cum-Safai Karamchari, Safai Karamchari, Peon-cum-Chowkidar and Mali working in the Division in the ratio of 1:2 (Process Server/Daftri:1 and other Class-IV Staff:2) having at least 5 years service and +2 as qualification subject to eligibility on the basis of ACRs of last five years, qualifying written examination and typing test as per procedure prescribed in Part-7 (B) of Schedule-III.</p> <p>Note 1:- Typing speed in respect of candidates under modes (b) and (c) can be relaxed by the District Judge in exceptional circumstances.</p> <p>Note2:- The selection of candidates under modes (b) and (c) shall be made against post available for regular appointments only.</p> <p>Note3:- The roster point for</p>
--	--	--	--

			<p>filling posts by direct recruitment and promotion through modes a, b and c shall be maintained through 100 point roster wherein points 1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93 and 97 shall be filled by promotion and rest shall be filled by direct recruitment.</p> <p>Note 4:- In allocation of posts among three categories of promotees roster points 1, 13, 21, 33, 41, 53, 61, 73, 81 and 93 shall go to Bailiff, points 5, 17, 25, 37, 45, 57, 65, 77, 85 and 97 shall go to other Class-IV and points 9, 29, 49, 69 and 89 shall go to Process Server/Daftri.</p>
8.	Junior Office Assistants (IT)	District Judge.	<p>By direct recruitment, on the basis of competitive examination and typing test as per Part 8 of Schedule-III from amongst candidates, who are B.Tech. or B.E. in Electronics and Communication, Information Technology, Computer Science/BCA/BSC.(IT)/PGDCA or equivalent, or +2 or equivalent qualification + BCA (Bachelor of Computer Application)/ DCA (Diploma in Computer Application)/ I.T.I diploma in Computers or equivalent diploma in Information Technology or Computers, with two years experience as System Assistant or Computer/Desktop Engineer or on higher post in the field of computers, and having basic knowledge in computers like operating the computers,</p>

			windows and Linux Operating Systems and typing out and taking print outs etc.
9.	Bailiffs	District Judge.	By promotion from amongst the Process Servers/Daftries serving in the Division on the basis of seniority subject to rejection of unfit.
10.	Process Server	District Judge.	(a) 50% by promotion from amongst the matriculate other Class-IV except Daftri Court Officials serving in the Division having minimum 5 years service in the feeder cadre subject to the rejection of unfit and passing of written test in Hindi which will be of matriculation level. OR By way of placement from amongst Daftri working in the Division. (b) 50% by direct recruitment from the candidates, having passed 10+2 examination, as per Part-10 of Schedule-III . Note:- The officials under mode (a) above shall be promoted against the posts available for regular appointments only.
11	Daftries	District Judge.	By placement/promotion as the case may be from amongst Process Servers/other Class-IV employees working in the Division, on the basis of seniority.
12.	Peon/Orderly/ Chowkidar/ Safai Karamchari/ Chowkidar-cum- Safai Karamchari etc. (on regular/ contract/ daily wage basis/Part time basis	District Judge.	By direct recruitment from amongst the candidates, having passed 10+2 examination, as prescribed in Part-11 of Schedule-III .
13.	Mali	District Judge.	By direct recruitment from amongst the candidates who have passed at least matriculation examination with Diploma in gardening or floriculture from a recognized University/institution as prescribed in part 11 of Schedule-III.

Part-B

Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Private Secretary	High Court	By way of promotion by selection of the Executive Assistant working in concerned Civil and Sessions Division having two years of length of service in the feeder cadre, failing which, 4 years continuous regular combined service as Executive Assistant and Stenographer Gr.I, but with minimum 1 year service as Executive Assistant, as prescribed in Part-2 of Schedule-III.
2.	Executive Assistant to District Judge	District and Sessions Judge.	By promotion from amongst the Stenographers Gr.I (Senior Scale Stenographers) of the Division having 2 years service in feeder post.
3.	Stenographer Gr.I (Senior Scale Stenographer)	District and Sessions Judge.	<p>(a) By promotion from amongst the Stenographers Gr.II (Junior Scale Stenographers) working in the Division, failing which;</p> <p>(b) From amongst the Stenographers Gr.-III (Steno-Typists/Steno-Typists-cum-Judgment Writers working in the Division, appointed on regular basis, having at least three years of service as Stenographer Gr.III (Steno-typists/ Steno Typist-cum-Judgment Writers), on the basis of merit to be determined by proficiency test in Stenography and Typing, in English, on computers with 100 wpm</p>

			<p>in Stenography to be transcribed in the time which shall be five times of the time taken for dictation and 50 wpm, in typing, from a given English extract. The duration of dictation as well as typing shall be ten minutes each, further failing which;</p> <p>(c) From amongst the Stenographers Gr.II (Jr. Scale Stenographers) working in other Divisions in H.P.subject to the merit to be determined on the basis of proficiency test as referred in clause (b).</p> <p>Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test under modes (b) and (c) shall be allowed.</p> <p>Provided further that taking into consideration any administrative exigency, the Chief Justice, in his discretion, can grant exemption in the aforesaid speed limit either in typing or in transcription or in both and also in the mistakes as referred to above.</p>
4.	Stenographer Grade-II (Jr.Scale Stenographer).	District and Sessions Judge.	By promotion from amongst the stenographers Grade-III(including Steno Typist/Steno-Typist-cum Judgment Writer) appointed on regular basis of the Division having two years of service in the feeder post.
5.	Stenographer Gr-III (Steno-typist/Steno typist-cum-	District and Sessions Judge.	(a) By regularization of the services of Stenographer Gr.III(Steno-Typists, Steno Typist-cum-Judgment Writer and Judgment

	Judgment Writer/Judgment Writer.		Writer) of the Division appointed on contract/daily wage basis. (b) In absence of candidates under clause(a), by direct recruitment from amongst graduate candidates, on the basis of merit to be determined in proficiency test as per Part-5 of Schedule-III.
Schedule-II			
Part-C			
Sl. No.	Nomenclature of the Post(s)	Appointing Authority	Qualification, feeder cadre and mode of appointment/promotion
1.	Court Manager	High Court	<p>By way of direct recruitment on the basis of written test followed by viva voce of successful candidates in the written test as prescribed in the Part-3 of Schedule-III.</p> <p>Note:- The Court Managers serving as on the date when these Rules come into force shall be initially absorbed against the posts of direct recruitment, who stand so appointed under 13th Financial Commission of Government of India, subject to their fulfilling the eligibility criteria except age limit and exercising the option to be absorbed.</p> <p><u>Essential Qualifications:-</u></p> <p>(i) Graduation in any stream with Masters in Business Administration from a University or Institution, in India recognized by the University Grants Commission.</p> <p>(ii) 3(three) years experience in Process</p>

			<p>Management or I.T. Systems Management or Human Resources Management or Financial Management.</p> <p><u>Desirable Qualification</u></p> <p>Good knowledge of legal Affairs and Computer Applications.</p>
2.	Driver	District and Sessions Judge.	<p>By direct recruitment from amongst the candidates being at least matriculate and possessing a valid driving license for L.M.V at least for three (3) years and experience as a driver for driving L.M.V. for at least three years, on the basis of screening test followed by a proficiency test of driving to be conducted by a committee constituted by the Chief Justice, as per Part-9 of Schedule-III.</p> <p>Preference shall be given to those candidates who have good mechanical knowledge of automobiles.</p>

Schedule-III

PART-1

Method of Selection to the post of Chief Administrative Officer:-

{See Rules 7,9 and Schedule-II(Part-A,Sr. No. 1)}

1. The appointment to the post of Chief Administrative Officer will be made on the basis of service record. Assessment of ACRs shall be made in accordance with the procedure prescribed for promotion to selection post as referred in Rule 9 of these Rules.
2. A candidate has to secure 'good' in average in evaluation of ACRs as a bench-mark.
3. The candidate qualifying the bench-mark shall be included in the zone of consideration as prescribed in Rule 9.
4. The High Court shall constitute a Committee for evaluating his/their service record and prepare a panel as provided in Rule 9.

PART-2

Method of Selection to the post of Private Secretary{See Rules 7,9 and Schedule-II (Part-B, Sr.No.1)}

1. The appointment to the post of Private Secretary will be made on the basis of service record. Assessment of ACRs shall be made in accordance with the procedure prescribed for promotion to selection post as referred in Rule 9 of these Rules.
2. A candidate has to secure 'good' in average in evaluation of ACRs as a bench-mark.
3. The candidate qualifying the bench-mark shall be included in the zone of consideration as prescribed in Rule 9.
4. The High Court shall constitute a Committee for evaluating his/their service record and prepare a panel as provided in Rule 9.

PART-3**Scheme for examination for the post of Court Manager**
{See Rules 7, 8 and Schedule-II(Part-C, Sr. No. 1)}

Selection process shall be conducted in two phases, namely,

- 1) Written Examination &
- 2) Viva-voce

PHASE-I

Maximum Marks=120

Time : 2 hours.

The written examination shall consist of an Objective type (multiple choices) examination consisting of 2 (two) parts as follows:-

Part	Subject Components	Maximum Marks
I	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Applications	80 marks
II	General Knowledge (International, India & H.P.), General English, General Hindi, Basic Legal knowledge, General Aptitude	40 marks
	TOTAL (Part-I+Part-II)	120 marks

The candidates securing minimum fifty percent (50%) marks in the written examination shall be called for viva voce in the ratio of 1:3.

PHASE - II

Sr. No.	Subject Components	Maximum Marks
1.	Viva Voce	30 marks
	(i) Educational Qualifications (a) Essential qualification=10 marks (b) Desirable qualification= 5 marks	15 marks
	(ii) Personality Test	10 marks
	(iii) Experience	5 marks

Total (Phase I + Phase II)=150 Marks

The overall merit shall be drawn on the basis of marks secured in written test and viva voce.

Note 1:-Criterion for awarding marks for Educational Qualifications

a)	Essential qualification	
	i) Master in Business Administration (MBA) (Marks on the basis of the percentage in MBA. For example, candidate having 50% marks in MBA shall be given 2.5 marks proportionately.)	05 marks
	ii) Graduation (Marks on the basis of the percentage in graduation. For example, candidate having 50% marks in graduation shall be given 2.5 marks proportionately.)	05 marks
b)	Desired qualification(Additional Marks)	
	i) Post Graduation Diploma in Computer Applications	01 Mark
	ii) Graduation in Computer Applications	02 marks
	iii) LL.B	02 marks

Note 2:- In case educational qualification falls in both heads i.e. essential as well as desired qualification such as BCA, LLB etc. then marks for desired qualification shall be in addition to marks awarded for essential qualification

Note 3:- Criterion for awarding marks for Experience

i)	Three years	01 mark
ii)	Four years	02 marks
iii)	Five years	03 marks
iv)	Six years	04 marks
v)	Seven years and above	05 marks

Note 4:- No marks shall be awarded for less than 3 years experience. For experience above 3 years, 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.

PART-4

**Scheme for recruitment to the post of Translator through mode
(b) and (c)
{See Rules 7,8 and Schedule-II(Part-A, Sr. No.4(b) and (c))}**

(1) Written Test

Maximum marks : 90 marks

Time Allowed : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 500 words	20 marks
(ii)	Essay, in Hindi 500 words	20 marks
(iii)	Translation from English to Hindi (one paragraph containing at least ten sentences)	20 marks
(iv)	Translation from Hindi to English (one paragraph containing at least ten sentences)	20 marks
(v)	General Knowledge with reference to HP including customs and dialects	10 marks

Note-1:- Final merit list shall be drawn on the basis of marks obtained in written test.

Part-5

Proficiency test for the post of Stenographer Grade-III (Steno Typist, Steno Typist-cum-Judgment Writer and Judgment Writer)

{See Rules 7, 8 and Schedule-II (Part-B, Sr.No.5)}

Candidates shall have to qualify the stenography test with the speed of 80 W.P.M. in English Stenography and 60 W.P.M. in Hindi Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and also a typing test in English with the typing speed of 40 W.P.M. and a typing test in Hindi with typing speed of 30 W.P.M. on computer, wherefor a separate test shall be held.

Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than 10% mistakes in transcribing the dictated matter and in typed matter, in typing test, shall be declared as unqualified.

Provided further that taking into consideration any administrative exigency, the Chief Justice, in his discretion, may, at any time, grant exemption in the aforesaid speed limit either in typing or in transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be ten (10) minutes each.

Part-6

Scheme for recruitment to the Post of Protocol Officer
{See Rules 7, 8 and Schedule-II (Part-A, Sr. No.6)}

The competitive examination for filling up the post(s) of Protocol Officer (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

(1) Screening Test

Maximum Marks : 100
 Time : 2 hours

It shall be in English language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The screening test shall be touching the following subjects:-

	Subject	Marks(100)
a)	General Knowledge:- (i) International = 15 (ii) National = 25 (iii) Himachal Pradesh =30	70
b)	Basic knowledge of Computers	10
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Tourism Studies, Liasoning, Hospitality, Indian and H.P Judiciary etc. to be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

(2) Written Test

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Description of the Questions.	Marks
(i)	Essay, in English, preferably relating to the subject- 300 words	20 marks
(ii)	Essay, in Hindi, preferably relating to the subject- 300 words	20 marks
(iii)	Translation from Hindi to English (one paragraph containing at least ten sentences)	10 marks
(iv)	Translation from English to Hindi (one paragraph containing at least ten sentences)	10 marks
(v)	Short questions relating to the subject	20 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in written test.

Part-7

Scheme for filling up the Posts of Clerks.

{See Rules 7, 8, 9 and Schedule-II(Part-A, Sr. No.7)}

A. Direct Recruitment:-

1. Screening Test

Maximum Marks : 100

Time : 2 hours

It shall be in English Language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subjects:-

	Subject	Marks (100)
a)	General Knowledge:- (i) International = 15 (ii) National = 25 (iii) Himachal Pradesh = 30	70
b)	Basic knowledge of Computers	10
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Indian and H.P Judiciary, current affairs etc. shall be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High

Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

2. Written Test

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Subject	Total Marks=80
(i)	Essay, in English - 500 words	25 marks
(ii)	Essay, in Hindi -500 words	25 marks
(iii)	Translation from English to Hindi (one paragraph containing at least ten sentences)	15 marks
(iv)	Translation from Hindi to English (one paragraph containing at least ten sentences)	15 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

3. Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3: Final merit list shall be drawn on the basis of marks obtained in written test.

B. By promotion:-

Written Test, Typing Test and Assessment of ACRs for filling the posts of Clerks (Departmental Quota from Bailiffs, Process Servers and other Class-IV officials), see Sr. No.7 (b) and (c).

1. Subject to eligibility to be considered for promotion as provided under these Rules, the candidate shall have to qualify written as well as typing test.

2 Written Test

Maximum Marks: 60

Time : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 250 words	15 marks
(ii)	Essay, in Hindi 250 words	15 marks
(iii)	General Knowledge relating to Science and Technology, who is who, Geography, Judicial system of country and H.P. and current affairs etc. pertaining to H.P. and India.	15 marks
(iv)	Translation from English to Hindi (Paragraph containing about 8 sentences) and;	08 marks
(v)	Hindi to English (Paragraph containing about 7 Sentences).	07 marks
	Total	60 marks

Note:-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

3. Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

- Note-1:**-The time for typing test shall be ten (10) minutes.
- Note-2:**-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.
- Note-3:**-Final merit list shall be drawn on the basis of marks obtained in written test.

Part-8
Scheme for filling up of the Post of Junior Office Assistant
(I.T.)
(See Rules 7, 8 and Schedule-II(Part-A, Sr. No. 8)

The competitive examination for filling up the post(s) of Junior Office Assistants(IT) (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

(1) Screening Test

Maximum Marks : 100

Time : 2 hours

It shall be in English language consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The screening test shall be touching the following subjects:-

Sr. No.	Subject	Marks (100)
a)	General Knowledge:- (i) International =15 (ii) National =15 (iii) Himachal Pradesh =20	50
b)	Basic knowledge of Computers	30
c)	Reasoning	20

Note-1:-The questions relating to the Geography, Culture, Sports, General Science, History, Who is Who, Indian and H.P Judiciary, current affairs etc. shall be included in the paper of General Knowledge.

Note-2:-The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be

called for the written examination and the typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.

Note-3:-If the number of applications of the desirous candidates in response to the advertisement issued by the High Court is reasonably low, then the High Court may dispense with the screening test.

(2) **Written Test**

Maximum Marks : 80 Marks

Time : 2 hours

Sr. No.	Subject	Marks
(i)	Essay, in English 300 words	15
(ii)	Essay, in Hindi 300 words	15
(iii)	Translation from English to Hindi (one paragraph containing at least five sentences)	10
(iv)	Translation from Hindi to English (one paragraph containing at least five sentences)	10
(v)	Computers	30
	Total	80 marks

Note-The qualifying marks of the written examination shall be 45% out of the aggregate marks.

(3) Typing Test:

The candidates shall have to qualify, typing test with a speed of 30 W.P.M. in English and 25 W.P.M. in Hindi, on Computers.

Provided that only 10% of the mistakes in typing test shall be permitted.

Note-1:-The time for typing test shall be ten (10) minutes.

Note-2:-The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in written test.

PART-9Scheme for recruitment for the post of Driver

{See Rules 7, 8 and Schedule-II (Part-C, Sr. No.2)}

1. Screening Test

Maximum Marks : 100

Time : 2 hours

A Screening Test (both in English and Hindi) consisting of MCQs carrying four choices for each question, out of which the correct answer shall have to be given by the candidates on OMR sheets by blackening the appropriate circle or any other mode as suggested in the question paper-OMR sheet. Each question shall carry equal weightage of one mark. The Screening Test shall be touching the following topics:-

- i) Testing the mechanical knowledge of automobiles.
- ii) Duties and responsibilities as a Driver of the Government vehicles.
- iii) Duty of driver of motor vehicle to give information to immediate superior/incharge/controlling officer/police, in the event of an accident or an injury to a person.
- iv) Role, duties and responsibilities as good samaritans.
- v) Use of flag on vehicle, how and when to use, its maintenance and preservation etc.
- vi) Maintenance of the vehicle records viz. Log book, Registration certificate, Insurances, accessories, etc.
- vii) General upkeep and maintenance of the vehicle.
- viii) Awareness level of traffic Signs, signalling, driving regulations, safety measures, etc.
- ix) Awareness of emergency numbers, latest technology used in vehicles, pollution compatibility, insurance, etc.
- x) Testing basic knowledge of first aid.

- xii) Etiquettes, manners towards dignitaries their family members and colleagues.
- xiii) General awareness about State of HP, Social, economic, geographical and political aspects etc.

The candidates qualifying the Screening Test shall be called for Proficiency Test, in the ratio of 1:5 which means 5 candidates against one vacancy.

2. Proficiency Test

Marks : 40

Proficiency Test of total 40 marks to be held to judge the practical ability of the driver to drive the vehicle and the committee, consisting of Member Secretary/Judicial Officer(s) and Technical Officers/officials constituted by the Chief Justice, shall allot marks in the proficiency test out of forty (40) as per the performance of the candidate in the driving test. The candidate securing less than twenty four (24) marks shall be declared as disqualified.

Note-3:- Final merit list shall be drawn on the basis of marks obtained in Proficiency test.

Part-10

Scheme for recruitment to the post of Process Server
{See Rules 7,8 and Schedule-II(Part-A, Sr. No.10(b))}

The competitive examination for filling up the post(s) of Process Server(s) (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

1. Screening Test

Maximum Marks : 50

Time : 1 hour

A Screening Test (both in English and Hindi) consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subject:-

General Knowledge	50
Objective Type Multiple Choice Questions of 1 mark each, consisting of mathematics, General Science, English, Hindi, Reasoning of +2 Standard and General Knowledge.	Marks

Note:1:-The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test shall be called for the written examination, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.

2. Written test

Maximum Marks : 40

Time : 1 hour

Sr.	Subject	Marks
(1)	Essay Writing, in Hindi, on one topic out of three (250 words)	25

(2)	Application/Letter, in English, in about 100 words	15
	Total	40

Note:-Weightage shall be given to the candidates having good and legible handwriting.

3. Evaluation

Evaluation shall be of 10 Marks		
(1)	Educational Qualification	5 marks
(2)	Experience (as Class IV or on Clerical post etc.)	5 marks

Note (1) :- Criterion for awarding marks for Educational Qualification

(i)	10+2 or equivalent	2 marks
(ii)	10+2 or equivalent (First Division)	3 marks
(iii)	Any Bachelor Degree or above	5 marks

Note (2) :- Criterion for awarding marks for experience.

Sl. No.	Experience	Marks
(i)	One year	1 mark
(ii)	Two years	2 marks
(iii)	Three years	3 marks
(iv)	Four years	4 marks
(v)	Five years	5 marks

Note (3) :- 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.

Note (4) :- Final merit list shall be drawn on the basis of marks obtained in written test and evaluation.

Note (5) :- The practical experience of working in Government/ semi Government relating to the post or equivalent post shall be taken into consideration only if the experience certificate is shown in original, at the time of evaluation and also mentioned in the application submitted by the candidate.

Part-11

1. Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:-

{percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in 10+2 or Matric will be given 42.5 marks}

2. Evaluation

=15 Marks

Evaluation to be made in the following manner:-

- i) Belonging to notified Backward Are or Panchayat, as the case may be. 01 Mark
- ii) Land less family/ family having land less than 1 hectare to be certified by the concerned Revenue authority. =02 mark
- iii) Non-employment Certificate to the effect that none of the family members is in Government/Semi - Government service. =2.5 marks
- iv) Differently abled persons with more that 40% impairment/disability/infirmity. =01 mark
- v) NSS (at least one year) /certificate holders in NCC/the Bharat Scout and Guide/Medal winner in National level sports competitions. =01 mark
- vi) BPL family having annual income (From all sources) below Rs. 40000/- or as prescribed by the Govt. from time to time. = 2.5 Marks
- vii) Widow/divorced/destitute/single woman. =1.5 Mark
- viii) Single daughter/Orphan =01 Mark
- ix) Experience up to a maximum of 5 years in Govt./Semi - Govt. Organization relating to the post applied for (0.5 marks only for each completed year) =2.5 marks

Note:-Final merit list shall be drawn on the basis of marks obtained in educational qualification and evaluation.

Schedule-IV
HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171001.

**ONLINE APPLICATION FORM FOR APPOINTMENT IN THE COURTS OF
DISTRICT JUDICIARY.**

Roll No.

(shall be auto-generated by the System)

Application No.

(shall be auto-generated by the System)

Note: Fields marked with asterisk (*) sign are mandatorily to be filled in.

Post Applied for : *		-- select --	
1.	Name of the Applicant: *	in CAPITAL LETTERS only	Affix recent passport size photograph duly attested by any Gazetted authority' or as directed in the advertisement
2.	Father's/Husband's /Mother's Name : *	- select the option 'father' or 'husband' or 'mother - (Please do not use any prefix such as 'Shri', 'Smt.' or 'Dr.' etc.)	
3.	Date of Birth : *	in DD/MM/YYYY format only	
4.	Gender : *	-- select --	
5.	Category: *	-- select --	
6.	Educational Qualification : *	-- select --	
7.	Correspondence Address : *	(Do not re-enter your name in the address field)	
	Line 1 :	-- To be typed out --	
	Line 2 :		
	District*		
	State* :	-- select --	

	PIN Code* :	-- To be typed out --	
8.	Mobile Number *	-- To be typed out --	
9.	Particulars of Driving License (Only in case of Driver) *	DL. No	-- To be typed out --
		Transport / Non-Transport ?	-- select --
		Issued from	-- To be typed out --
10.	Experience, if any. (in months)	-- To be typed out --	
11.	Details of Fees paid*	Bank Reference Number	<i>(shall be auto-linked by the System through payment gateway)</i>
		Fee Amount (in Rs)	
		Date of Deposit	
12	Preference of Civil and Sessions Divisions for posting	1.	
		2.	
		3.	
		4.	
DECLARATION :			
<p>I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I undertake that in the event of any information furnished in this application form is found false or incorrect at any stage, my candidature shall be liable to be rejected and if offered appointment or appointed, then such offer or employment shall be liable to be cancelled forthwith or at any time and I shall also be liable for criminal prosecution.</p> <p>I also solemnly declare that I do not suffer from any of the disqualifications shown in the detailed advertisement posted on the website for the post and I am eligible in all respects according to eligibility criteria mentioned in the said advertisement.</p>			
Place :			
Date :			

Signature of the candidate

HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001.ADMIT CARD

Post Applied for : *	(auto-generated by the System)
----------------------	--------------------------------

ROLL NO.	(auto-generated by the System)	Affix recent passport size photograph duly attested by any Gazetted authority or as directed in the advertisement
Name of the Candidate :		
Father's/Husband Name :		
Correspondence Address :		

VENUE OF EXAMINATION	(To be allotted by the Office)
----------------------	--------------------------------

Sl. No.	Date & Time of Exam/Test	Test/Examination	Q. Booklet Series	Candidate's Signature	Invigilator's Signature
1	2	3	4	5	6
1	(To be filled in during the examination)				

Date :	
--------	--

Signature of the Candidate

Schedule-V

(RESERVATION POLICY)

As per letter Nos. PER(AP)-C-B(12)-1/2019, dated 11.06.2019 and
PER(AP)-C-F(4)-1/2020, dated 22.6.2020 of DOP Govt. of HP

No.PER(AP)-C-B(12)-1/2019
Government of Himachal Pradesh
Department of Personnel (AP-III)

Dated: Shimla-171002, the 11th June, 2019

From

The Chief Secretary to the
Government of Himachal Pradesh.

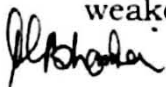
To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Head of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. All the Chairmen/Managing Directors/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.

Subject: Reservation for Economically Weaker Sections (EWSs) in Class-I, II, III & IV posts in direct recruitment in the services of the State Government.

Madam/Sir,

I am directed to say that pursuant to coming into force "The Constitution (One Hundred and Third Amendment) Act, 2019" with effect from 14th January, 2019 and subsequently issuing of guidelines in this regard by the Ministry of Social Justice and Empowerment, Government of India and Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India, the matter regarding implementation of Constitution (One Hundred and Third Amendment) Act, 2019 was under active consideration of the State Government for quite some time past. After careful consideration, it has been decided with the prior approval of competent authority to implement the provisions of clause 16(6) of the Constitution of India, according to which State Government has been authorized to make any provision for the reservation of appointments or posts in favour of any economically weaker sections of citizens other than the classes mentioned in clause



16(4) of the Constitution of India. Thus as a result of this decision of the State Government, it is hereby notified that 10% reservation would be provided for economically weaker sections in Class-I, II, III & IV posts in the services of the State Government and would be effective in respect of all Direct Recruitment vacancies to be notified on or after issuance of these instructions.

2. QUANTUM OF RESERVATION

The persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in the services of the State Government and Public Sector Undertakings etc.

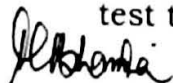
3. CRITERIA OF INCOME & ASSETS:

3.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 4.00 lakh (Rupees four lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. More than 1 hectare of Agricultural Land in rural areas and 500 M² land in urban areas;
- ii. Residential flat/house of more than 2500 square feet in rural/urban areas.
- iii. Family of income tax payee;
- iv. Family of Regular/Contract employees of the Central Government, State Government, Board, Corporations and autonomous bodies and Public Sector Undertakings etc.

3.2. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.



3.3 The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

4. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

4.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in "**Annexure-A**" shall only be accepted as proof of candidate's claim as belonging to EWS: -

- i) Deputy Commissioner/Additional Deputy Commissioner/ Additional District Magistrate;
- ii) Sub-Divisional Officer (Civil) of the area where the candidate and/or his family normally resides; and
- iii) Revenue Officer not below the rank of Tehsildar.

4.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State Government.

4.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

4.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."



The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

4.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

5. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

5.1 The State Government vide Department of Personnel's letter No.PER(AP)-C-B(12)-1/98, dated 20.08.1998 has issued instructions regarding implementation of Post-based reservation roster. The general principles for making and operating post based roster would be as per the principles laid down in the abovementioned instructions.

5.2 Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in **Annexure-B, Second Appendix to Annexure-B, Annexure-C, Second Appendix to Annexure-C** as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs/Ex-Serviceman, WFF, PwBD, Distinguished Sportspersons the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster sq as to meet prescribed 10% reservation.

5.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. In other words,

Albion

when an Economically Weaker Section (EWS) candidate is not available for selection, the post will be treated automatically as de-reserved and will be filled up from a non-EWS candidate of unreserved category. While advertising the vacancies reserved for Economically Weaker Sections (EWS), the recruiting authorities/agencies should specifically incorporate such conditions in the advertisement notice/vacancy circular.

6. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

7. LIAISON OFFICER:

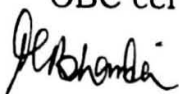
All Government Departments/PSUs etc. shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

8. Attention is also invited to the instructions issued by the State Government vide Department of Personnel's letter No.PER(AP-II) B(2)-5/78, dated 27.12.1985 vide which the 15% reservation for members belonging to I.R.D.P. families (now Antodaya/B.P.L.) has been provided in direct recruitment to all Class-III and IV posts/services. Attention is also invited to the instructions issued by the State Government vide Department of Personnel's letter No.PER(AP)-C-B(12)-1/98, dated 20.08.1998 regarding maintenance of Post-based reservation rosters in which 15 roster points (in a cadre of 100 posts), have been earmarked to this category as well. It has now been decided by the State Government with the prior approval of competent authority that 8% reservation out of abovementioned 15% reservation provided to unreserved Antodaya/B.P.L.

Perkhadi

be discontinued forthwith with the implementation of 10% vertical reservation for EWSs and 7% reservation available to SC/ST/OBC B.P.L. families may be still continued. However, apart from the families with income ceiling of Rs.4.00 Lakh per annum subject to exclusion criteria, the B.P.L. families (subject to production of valid certificate issued by competent authority and countersigned by the Block Development Officer and supplemented by the non-SC/ST/OBC certificate issued by the competent authority) be also treated as eligible for this 10% EWSs reservation in Class-I to Class-IV direct recruitment posts. Therefore, the First Appendix to Annexure-"B" and Annexure-"C" of the instructions dated 20.08.1998 covering "Horizontal Reservation" may be deemed to have been amended to the extent as **Annexure-D**.

9. The candidates belonging to unreserved B.P.L. category are not required to submit Income and Asset Certificate. They shall be treated as eligible for EWS reservation on the basis of valid B.P.L. certificate issued by competent authority and countersigned by the Block Development Officer and supplemented by the non-SC/ST/OBC certificate issued by the competent authority in the prescribed format as given in "**Annexure-F**". The officers empowered to issue non-SC/ST/OBC certificate to unreserved B.P.L candidates shall be same as mentioned in para-4 of these instructions. The recruiting authorities/agencies, while advertising the posts reserved for Economically Weaker Sections (EWSs), should incorporate the conditions in the advertisement notice/vacancy circular that if any B.P.L candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L certificate countersigned by the Block Development Officer and also a non-SC/ST/OBC certificate issued by the competent authority.



10. FORTNIGHTLY/ ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Departments shall send single consolidated fortnightly report beginning from 15.07.2019 as per format at **Annexure-E**.


11. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after issuance of these instructions.

12. All the Administrative Departments are requested to bring the above instructions to the notice of all appointing authorities, under their control.

Enclosure: As above.

Yours faithfully,

Enclosure: As above.



(R.D. Dhiman)

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

Tel.No. 0177-2621911

Endst.No.PER(AP)-C-B(12)-1/2019

Dated: Shimla the 11th June, 2019

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Staff Selection Commission, Hamirpur.
6. The Under Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 w.r.t. item no.45 of CMM dated 01.06.2019.
7. All the Section Officers in H.P. Secretariat, Shimla-171002.



(O.P. Bhandari)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Tel.No.0177-2626097

Government of Himachal Pradesh
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No..... Dated:.....
VALID FOR THE YEAR.....

1. This is to certify that Shri/Smt./Kumari _____
son/daughter/wife _____ permanent resident of
Village/town _____ Post Office _____ District _____
in the State of Himachal Pradesh, Pin Code _____ whose
photograph is attested below belongs to Economically Weaker Sections,
since the gross annual income* of his/her 'family** is below Rs. 4 Lakh
(Rupees Four Lakh only) for the financial year _____. His/her family
does not own or possess any of the following assets***:-

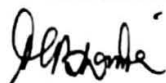
- i. More than 1 hectare of Agricultural Land in rural areas and 500 M² land in urban areas;
- ii. Residential flat/house of more than 2500 square feet in rural/urban areas.
- iii. Family of income tax payee;
- iv. Family of Regular/Contract employees of the Central Government, State Government, Board, Corporations and autonomous bodies and Public Sector Undertakings etc.;

2. Shri/Smt./Kumari _____ belongs to the _____
_____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes.

Signature with seal of Office _____
Name _____
Designation _____

Recent
Passport size
attested
photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.
**Note 2: The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



Annexure-F

Government of Himachal Pradesh
(Name & Address of the authority issuing the certificate)

NON-SC/ST/OBC CERTIFICATE TO BE PRODUCED BY THE
CANDIDATE BELONGING TO B.P.L. CATEGORY.

Certificate No.....

Dated:.....

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of
Village/town _____ Post Office _____ District _____
in the State of Himachal Pradesh, Pin Code _____ whose
photograph is attested below belongs to the _____ caste
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other
Backward Classes in the State.

Signature with seal of Office _____

Name _____

Designation _____

Recent
Passport size
attested
photograph of
the applicant

J. B. Dhole

ANNEXURE-B

FOR DIRECT RECRUITMENT

Model Roster of Reservation with reference to posts for Direct Recruitment on All India Basis by open competition, in respect of Class-I and II posts/services.

- VERTICAL RESERVATION:-**
- I) SCHEDULED CASTES=15%
 - II) SCHEDULED TRIBES=7.5%
 - III) OTHER BACKWARD CLASSES=12%
 - IV) ECONOMICALLY BACKWARD CLASSES (EWSs)=10%

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC @15%	ST @7.5%	OBC @12%	EWSs @10%	
1	0.15	0.075	0.12	0.10	UR
2	0.30	0.150	0.24	0.20	UR
3	0.45	0.225	0.36	0.30	UR
4	0.60	0.300	0.48	0.40	UR
5	0.75	0.375	0.60	0.50	UR
6	0.90	0.450	0.72	0.60	UR
7	1.05	0.525	0.84	0.70	SC-1
8	1.20	0.600	0.96	0.80	UR
9	1.35	0.675	1.08	0.90	OBC-1
10	1.50	0.750	1.20	1.00	EWS-1
11	1.65	0.825	1.32	1.10	UR
12	1.80	0.900	1.44	1.20	UR
13	1.95	0.975	1.56	1.30	UR
14	2.10	1.050	1.68	1.40	ST-1
15	2.25	1.125	1.80	1.50	SC-2
16	2.40	1.200	1.92	1.60	UR
17	2.55	1.275	2.04	1.70	OBC-2
18	2.70	1.350	2.16	1.80	UR
19	2.85	1.425	2.28	1.90	EWS-2
20	3.00	1.500	2.40	2.00	SC-3
21	3.15	1.575	2.52	2.10	UR
22	3.30	1.650	2.64	2.20	UR
23	3.45	1.725	2.76	2.30	UR
24	3.60	1.800	2.88	2.40	UR
25	3.75	1.875	3.00	2.50	OBC-3
26	3.90	1.950	3.12	2.60	ST-2
27	4.05	2.025	3.24	2.70	SC-4
28	4.20	2.100	3.36	2.80	UR
29	4.35	2.175	3.48	2.90	UR
30	4.50	2.250	3.60	3.00	EWS-3
31	4.65	2.325	3.72	3.10	UR
32	4.80	2.400	3.84	3.20	UR
33	4.95	2.475	3.96	3.30	OBC-4
34	5.10	2.550	4.08	3.40	SC-5
35	5.25	2.625	4.20	3.50	UR
36	5.40	2.700	4.32	3.60	UR
37	5.55	2.775	4.44	3.70	UR
38	5.70	2.850	4.56	3.80	EWS-4
39	5.85	2.925	4.68	3.90	ST-3
40	6.00	3.000	4.80	4.00	SC-6
41	6.15	3.075	4.92	4.10	UR
42	6.30	3.150	5.04	4.20	OBC-5

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC a 15%	ST a 7.5%	OBC a 12%	EWSs a 10%	
43	6.45	3.225	5.16	4.30	UR
44	6.60	3.300	5.28	4.40	UR
45	6.75	3.375	5.40	4.50	UR
46	6.90	3.450	5.52	4.60	UR
47	7.05	3.525	5.64	4.70	SC-7
48	7.20	3.600	5.76	4.80	UR
49	7.35	3.675	5.88	4.90	EWS-5
50	7.50	3.750	6.00	5.00	OBC-6
51	7.65	3.825	6.12	5.10	UR
52	7.80	3.900	6.24	5.20	UR
53	7.95	3.975	6.36	5.30	ST-4
54	8.10	4.050	6.48	5.40	SC-8
55	8.25	4.125	6.60	5.50	UR
56	8.40	4.200	6.72	5.60	UR
57	8.55	4.275	6.84	5.70	UR
58	8.70	4.350	6.96	5.80	UR
59	8.85	4.425	7.08	5.90	OBC-7
60	9.00	4.500	7.20	6.00	SC-9
61	9.15	4.575	7.32	6.10	UR
62	9.30	4.650	7.44	6.20	EWS-6
63	9.45	4.725	7.56	6.30	UR
64	9.60	4.800	7.68	6.40	UR
65	9.75	4.875	7.80	6.50	OBC-8
66	9.90	4.950	7.92	6.60	ST-5
67	10.05	5.025	8.04	6.70	SC-10
68	10.20	5.100	8.16	6.80	UR
69	10.35	5.175	8.28	6.90	UR
70	10.50	5.250	8.40	7.00	EWS-7
71	10.65	5.325	8.52	7.10	UR
72	10.80	5.400	8.64	7.20	UR
73	10.95	5.475	8.76	7.30	UR
74	11.10	5.550	8.88	7.40	SC-11
75	11.25	5.625	9.00	7.50	OBC-9
76	11.40	5.700	9.12	7.60	UR
77	11.55	5.775	9.24	7.70	UR
78	11.70	5.850	9.36	7.80	UR
79	11.85	5.925	9.48	7.90	ST-6
80	12.00	6.000	9.60	8.00	SC-12
81	12.15	6.075	9.72	8.10	EWS-8
82	12.30	6.150	9.84	8.20	UR
83	12.45	6.225	9.96	8.30	UR
84	12.60	6.300	10.08	8.40	OBC-10
85	12.75	6.375	10.20	8.50	UR
86	12.90	6.450	10.32	8.60	UR
87	13.05	6.525	10.44	8.70	SC-13
88	13.20	6.600	10.56	8.80	UR
89	13.35	6.675	10.68	8.90	UR
90	13.50	6.750	10.80	9.00	EWS-9
91	13.65	6.825	10.92	9.10	UR
92	13.80	6.900	11.04	9.20	OBC-11
93	13.95	6.975	11.16	9.30	ST-7

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC @15%	ST @7.5%	OBC @12%	EWSs @10%	
94	14.10	7.050	11.28	9.40	SC-14
95	14.25	7.125	11.40	9.50	UR
96	14.40	7.200	11.52	9.60	UR
97	14.55	7.275	11.64	9.70	UR
98	14.70	7.350	11.76	9.80	EWS-10**
99	14.85	7.425	11.88	9.90	OBC-12*
100	15.00	7.500	12.00	10.00	SC-15*
101	15.15	7.575	12.12	10.10	UR
102	15.30	7.650	12.24	10.20	UR
103	15.45	7.725	12.36	10.30	UR
104	15.60	7.800	12.48	10.40	UR
105	15.75	7.875	12.60	10.50	UR
106	15.90	7.950	12.72	10.60	ST-8
107	16.05	8.025	12.84	10.70	SC-16
108	16.20	8.100	12.96	10.80	UR
109	16.35	8.175	13.08	10.90	OBC-13
110	16.50	8.250	13.20	11.00	EWS-11
111	16.65	8.325	13.32	11.10	UR
112	16.80	8.400	13.44	11.20	UR
113	16.95	8.475	13.56	11.30	UR
114	17.10	8.550	13.68	11.40	SC-17
115	17.25	8.625	13.80	11.50	UR
116	17.40	8.700	13.92	11.60	UR
117	17.55	8.775	14.04	11.70	OBC-14
118	17.70	8.850	14.16	11.80	EWS-12
119	17.85	8.925	14.28	11.90	ST-9
120	18.00	9.000	14.40	12.00	SC-18
121	18.15	9.075	14.52	12.10	UR
122	18.30	9.150	14.64	12.20	UR
123	18.45	9.225	14.76	12.30	UR
124	18.60	9.300	14.88	12.40	UR
125	18.75	9.375	15.00	12.50	OBC-15
126	18.90	9.450	15.12	12.60	UR
127	19.05	9.525	15.24	12.70	SC-19
128	19.20	9.600	15.36	12.80	UR
129	19.35	9.675	15.48	12.90	UR
130	19.50	9.750	15.60	13.00	EWS-13
131	19.65	9.825	15.72	13.10	UR
132	19.80	9.900	15.84	13.20	OBC-16
133	19.95	9.975	15.96	13.30	ST-10
134	20.10	10.050	16.08	13.40	SC-20
135	20.25	10.125	16.20	13.50	UR
136	20.40	10.200	16.32	13.60	UR
137	20.55	10.275	16.44	13.70	UR
138	20.70	10.350	16.56	13.80	UR
139	20.85	10.425	16.68	13.90	EWS-14
140	21.00	10.500	16.80	14.00	SC-21
141	21.15	10.575	16.92	14.10	UR
142	21.30	10.650	17.04	14.20	OBC-17
143	21.45	10.725	17.16	14.30	UR
144	21.60	10.800	17.28	14.40	UR

J. B. Sharma

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC a 15%	ST a 7.5%	OBC a 12%	EWSs a 10%	
145	21.75	10.875	17.40	14.50	UR
146	21.90	10.950	17.52	14.60	ST-11
147	22.05	11.025	17.64	14.70	SC-22
148	22.20	11.100	17.76	14.80	UR
149	22.35	11.175	17.88	14.90	EWS-15
150	22.50	11.250	18.00	15.00	OBC-18
151	22.65	11.325	18.12	15.10	UR
152	22.80	11.400	18.24	15.20	UR
153	22.95	11.475	18.36	15.30	UR
154	23.10	11.550	18.48	15.40	SC-23
155	23.25	11.625	18.60	15.50	UR
156	23.40	11.700	18.72	15.60	UR
157	23.55	11.775	18.84	15.70	UR
158	23.70	11.850	18.96	15.80	OBC-19
159	23.85	11.925	19.08	15.90	ST-12
160	24.00	12.000	19.20	16.00	SC-24
161	24.15	12.075	19.32	16.10	UR
162	24.30	12.150	19.44	16.20	EWS-16
163	24.45	12.225	19.56	16.30	UR
164	24.60	12.300	19.68	16.40	UR
165	24.75	12.375	19.80	16.50	UR
166	24.90	12.450	19.92	16.60	OBC-20
167	25.05	12.525	20.04	16.70	SC-25
168	25.20	12.600	20.16	16.80	UR
169	25.35	12.675	20.28	16.90	UR
170	25.50	12.750	20.40	17.00	EWS-17
171	25.65	12.825	20.52	17.10	UR
172	25.80	12.900	20.64	17.20	UR
173	25.95	12.975	20.76	17.30	ST-13
174	26.10	13.050	20.88	17.40	SC-26
175	26.25	13.125	21.00	17.50	OBC-21
176	26.40	13.200	21.12	17.60	UR
177	26.55	13.275	21.24	17.70	UR
178	26.70	13.350	21.36	17.80	UR
179	26.85	13.425	21.48	17.90	UR
180	27.00	13.500	21.60	18.00	SC-27
181	27.15	13.575	21.72	18.10	EWS-18
182	27.30	13.650	21.84	18.20	UR
183	27.45	13.725	21.96	18.30	UR
184	27.60	13.800	22.08	18.40	OBC-22
185	27.75	13.875	22.20	18.50	UR
186	27.90	13.950	22.32	18.60	ST-14
187	28.05	14.025	22.44	18.70	SC-28
188	28.20	14.100	22.56	18.80	UR
189	28.35	14.175	22.68	18.90	UR
190	28.50	14.250	22.80	19.00	EWS-19
191	28.65	14.325	22.92	19.10	UR
192	28.80	14.400	23.04	19.20	OBC-23
193	28.95	14.475	23.16	19.30	UR
194	29.10	14.550	23.28	19.40	SC-29
195	29.25	14.625	23.40	19.50	UR

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 12%	EWSs @ 10%	
196	29.40	14.700	23.52	19.60	EWS-20**
197	29.55	14.775	23.64	19.70	UR
198	29.70	14.850	23.76	19.80	OBC-24*
199	29.85	14.925	23.88	19.90	ST-15*
200	30.00	15.000	24.00	20.00	SC-30*

**/* To allot requisite number of posts without violating rule of 50%. Squeezing resorted with a view to maintain the prescribed percentage of reservation.

J. S. Sharma

SECOND APPENDIX TO ANNEXURE-"B"
DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION
Model Roster for cadre strength upto 13 posts

Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	UR	UR	UR	SC	UR	OBC	EWS	UR	UR	UR	ST
2	UR	UR	UR	UR	UR	SC	UR	OBC	EWS	UR	UR	UR	ST	
3	UR	UR	UR	UR	SC	UR	OBC	EWS	UR	UR	UR	ST		
4	UR	UR	UR	SC	UR	OBC	EWS	UR	UR	UR	ST			
5	UR	UR	SC	UR	OBC	EWS	UR	UR	UR	ST				
6	UR	SC	UR	OBC	EWS	UR	UR	UR	ST					
7	SC	UR	OBC	EWS	UR	UR	UR	ST						
8	UR	OBC	EWS	UR	UR	UR	ST							
9	OBC	EWS	UR	UR	UR	ST								
10	EWS	UR	UR	UR	ST									
11	UR	UR	UR	ST										
12	UR	UR	ST											
13	UR	ST												

- NOTE:
1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"
 2. All the posts of the cadre are to be earmarked for the categories shown under column initial appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
 3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.
 4. The reservation provided to other reserved category under "Horizontal Reservation" (Article 16(1) of the Constitution) viz; Ex-servicemen, Children/Grand Children of Freedom Fighters, Persons with Benchmark Disabilities and Distinguished Sportspersons may also be given reservation keeping in view their percentage reservation, if fall upto the cadre strength of 13 posts.

J. K. Sharma

FOR DIRECT RECRUITMENT

Model Roster of Reservation with reference to posts for Direct Recruitment in respect of Class-III and IV posts/services where recruitment is made on a local or regional basis.

VERTICAL RESERVATION:- I) SCHEDULED CASTES=22%
 II) SCHEDULED TRIBES=5%
 III) OTHER BACKWARD CLASSES=18%
 IV) ECONOMICALLY BACKWARD CLASSES (EWSs)=10%

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC @22%	ST @5%	OBC @18%	EWSs @ 10%	
1	0.22	0.05	0.18	0.10	UR
2	0.44	0.10	0.36	0.20	UR
3	0.66	0.15	0.54	0.30	UR
4	0.88	0.20	0.72	0.40	UR
5	1.10	0.25	0.90	0.50	SC-1
6	1.32	0.30	1.08	0.60	OBC-1
7	1.54	0.35	1.26	0.70	UR
8	1.76	0.40	1.44	0.80	UR
9	1.98	0.45	1.62	0.90	EWS-1
10	2.20	0.50	1.80	1.00	SC-2
11	2.42	0.55	1.98	1.10	UR
12	2.64	0.60	2.16	1.20	OBC-2
13	2.86	0.65	2.34	1.30	UR
14	3.08	0.70	2.52	1.40	SC-3
15	3.30	0.75	2.70	1.50	UR
16	3.52	0.80	2.88	1.60	UR
17	3.74	0.85	3.06	1.70	OBC-3
18	3.96	0.90	3.24	1.80	EWS-2
19	4.18	0.95	3.42	1.90	SC-4
20	4.40	1.00	3.60	2.00	ST-1
21	4.62	1.05	3.78	2.10	UR
22	4.84	1.10	3.96	2.20	OBC-4
23	5.06	1.15	4.14	2.30	SC-5
24	5.28	1.20	4.32	2.40	UR
25	5.50	1.25	4.50	2.50	UR
26	5.72	1.30	4.68	2.60	UR
27	5.94	1.35	4.86	2.70	OBC-5
28	6.16	1.40	5.04	2.80	SC-6
29	6.38	1.45	5.22	2.90	UR
30	6.60	1.50	5.40	3.00	EWS-3
31	6.82	1.55	5.58	3.10	UR
32	7.04	1.60	5.76	3.20	SC-7
33	7.26	1.65	5.94	3.30	UR
34	7.48	1.70	6.12	3.40	OBC-6
35	7.70	1.75	6.30	3.50	UR
36	7.92	1.80	6.48	3.60	UR
37	8.14	1.85	6.66	3.70	SC-8
38	8.36	1.90	6.84	3.80	EWS-4
39	8.58	1.95	7.02	3.90	OBC-7
40	8.80	2.00	7.20	4.00	ST-2
41	9.02	2.05	7.38	4.10	SC-9

J. N. D. S. S.

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC a 22%	ST a 5%	OBC a 18%	EWSa a 10%	
42	9.24	2.10	7.56	4.20	UR
43	9.46	2.15	7.74	4.30	UR
44	9.68	2.20	7.92	4.40	UR
45	9.90	2.25	8.10	4.50	OBC-8
46	10.12	2.30	8.28	4.60	SC-10
47	10.34	2.35	8.46	4.70	UR
48	10.56	2.40	8.64	4.80	UR
49	10.78	2.45	8.82	4.90	OBC-9
50	11.00	2.50	9.00	5.00	SC-11
51	11.22	2.55	9.18	5.10	UR
52	11.44	2.60	9.36	5.20	UR
53	11.66	2.65	9.54	5.30	EWS-5
54	11.88	2.70	9.72	5.40	UR
55	12.10	2.75	9.90	5.50	SC-12
56	12.32	2.80	10.08	5.60	OBC-10
57*	12.54	2.85	10.26	5.70	UR
58	12.76	2.90	10.44	5.80	UR
59	12.98	2.95	10.62	5.90	EWS-6
60	13.20	3.00	10.80	6.00	SC-13
61	13.42	3.05	10.98	6.10	ST-3
62	13.64	3.10	11.16	6.20	OBC-11
63	13.86	3.15	11.34	6.30	UR
64*	14.08	3.20	11.52	6.40	SC-14
65	14.30	3.25	11.70	6.50	UR
66	14.52	3.30	11.88	6.60	UR
67	14.74	3.35	12.06	6.70	OBC-12
68	14.96	3.40	12.24	6.80	UR
69	15.18	3.45	12.42	6.90	SC-15
70	15.40	3.50	12.60	7.00	EWS-7
71	15.62	3.55	12.78	7.10	UR
72	15.84	3.60	12.96	7.20	OBC-13
73	16.06	3.65	13.14	7.30	SC-16
74	16.28	3.70	13.32	7.40	UR
75	16.50	3.75	13.50	7.50	UR
76	16.72	3.80	13.68	7.60	UR
77 _n	16.94	3.85	13.86	7.70	OBC-14
78	17.16	3.90	14.04	7.80	SC-17
79	17.38	3.95	14.22	7.90	EWS-8
80	17.60	4.00	14.40	8.00	ST-4
81	17.82	4.05	14.58	8.10	UR
82	18.04	4.10	14.76	8.20	SC-18
83	18.26	4.15	14.94	8.30	UR
84 _a	18.48	4.20	15.12	8.40	OBC-15
85	18.70	4.25	15.30	8.50	UR
86	18.92	4.30	15.48	8.60	UR
87	19.14	4.35	15.66	8.70	SC-19
88	19.36	4.40	15.84	8.80	UR
89	19.58	4.45	16.02	8.90	OBC-16
90	19.80	4.50	16.20	9.00	EWS-9
91*	20.02	4.55	16.38	9.10	SC-20
92	20.24	4.60	16.56	9.20	UR

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC a 22%	ST a 5%	OBC a 18%	EWSs a 10%	
93	20.46	4.65	16.74	9.30	UR
94	20.68	4.70	16.92	9.40	UR
95	20.90	4.75	17.10	9.50	OBC-17
96	21.12	4.80	17.28	9.60	SC-21
97	21.34	4.85	17.46	9.70	EWS-10**
98	21.56	4.90	17.64	9.80	ST-5*
99	21.78	4.95	17.82	9.90	OBC-18*
100	22.00	5.00	18.00	10.00	SC-22*
101	22.22	5.05	18.18	10.10	UR
102	22.44	5.10	18.36	10.20	UR
103	22.66	5.15	18.54	10.30	UR
104	22.88	5.20	18.72	10.40	UR
105	23.10	5.25	18.90	10.50	SC-23
106	23.32	5.30	19.08	10.60	OBC-19
107	23.54	5.35	19.26	10.70	UR
108	23.76	5.40	19.44	10.80	UR
109	23.98	5.45	19.62	10.90	EWS-11
110	24.20	5.50	19.80	11.00	SC-24
111	24.42	5.55	19.98	11.10	UR
112	24.64	5.60	20.16	11.20	OBC-20
113	24.86	5.65	20.34	11.30	UR
114	25.08	5.70	20.52	11.40	SC-25
115	25.30	5.75	20.70	11.50	UR
116	25.52	5.80	20.88	11.60	UR
117	25.74	5.85	21.06	11.70	OBC-21
118	25.96	5.90	21.24	11.80	EWS-12
119	26.18	5.95	21.42	11.90	SC-26
120	26.40	6.00	21.60	12.00	ST-6
121	26.62	6.05	21.78	12.10	UR
122	26.84	6.10	21.96	12.20	OBC-22
123	27.06	6.15	22.14	12.30	SC-27
124	27.28	6.20	22.32	12.40	UR
125	27.50	6.25	22.50	12.50	UR
126	27.72	6.30	22.68	12.60	UR
127	27.94	6.35	22.86	12.70	OBC-23
128	28.16	6.40	23.04	12.80	SC-28
129	28.38	6.45	23.22	12.90	UR
130	28.60	6.50	23.40	13.00	EWS-13
131	28.82	6.55	23.58	13.10	UR
132	29.04	6.60	23.76	13.20	SC-29
133	29.26	6.65	23.94	13.30	UR
134	29.48	6.70	24.12	13.40	OBC-24
135	29.70	6.75	24.30	13.50	UR
136	29.92	6.80	24.48	13.60	UR
137	30.14	6.85	24.66	13.70	SC-30
138	30.36	6.90	24.84	13.80	EWS-14
139	30.58	6.95	25.02	13.90	OBC-25
140	30.80	7.00	25.20	14.00	ST-7
141	31.02	7.05	25.38	14.10	SC-31
142	31.24	7.10	25.56	14.20	UR
143	31.46	7.15	25.74	14.30	UR

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC a 22%	ST a 5%	OBC a 18%	EWSs a 10%	
144	31.68	7.20	25.92	14.40	UR
145	31.90	7.25	26.10	14.50	OBC-26
146	32.12	7.30	26.28	14.60	SC-32
147	32.34	7.35	26.46	14.70	UR
148	32.56	7.40	26.64	14.80	UR
149	32.78	7.45	26.82	14.90	OBC-27
150	33.00	7.50	27.00	15.00	SC-33
151	33.22	7.55	27.18	15.10	UR
152	33.44	7.60	27.36	15.20	UR
153	33.66	7.65	27.54	15.30	EWS-15
154	33.88	7.70	27.72	15.40	UR
155	34.10	7.75	27.90	15.50	SC-34
156	34.32	7.80	28.08	15.60	OBC-28
157	34.54	7.85	28.26	15.70	UR
158	34.76	7.90	28.44	15.80	UR
159	34.98	7.95	28.62	15.90	EWS-16
160	35.20	8.00	28.80	16.00	SC-35
161	35.42	8.05	28.98	16.10	ST-8
162	35.64	8.10	29.16	16.20	OBC-29
163	35.86	8.15	29.34	16.30	UR
164	36.08	8.20	29.52	16.40	SC-36
165	36.30	8.25	29.70	16.50	UR
166	36.52	8.30	29.88	16.60	UR
167	36.74	8.35	30.06	16.70	OBC-30
168	36.96	8.40	30.24	16.80	UR
169	37.18	8.45	30.42	16.90	SC-37
170	37.40	8.50	30.60	17.00	EWS-17
171	37.62	8.55	30.78	17.10	UR
172	37.84	8.60	30.96	17.20	OBC-31
173	38.06	8.65	31.14	17.30	SC-38
174	38.28	8.70	31.32	17.40	UR
175	38.50	8.75	31.50	17.50	UR
176	38.72	8.80	31.68	17.60	UR
177	38.94	8.85	31.86	17.70	OBC-32
178	39.16	8.90	32.04	17.80	SC-39
179	39.38	8.95	32.22	17.90	EWS-18
180	39.60	9.00	32.40	18.00	ST-9
181	39.82	9.05	32.58	18.10	UR
182	40.04	9.10	32.76	18.20	SC-40
183	40.26	9.15	32.94	18.30	UR
184	40.48	9.20	33.12	18.40	OBC-33
185	40.70	9.25	33.30	18.50	UR
186	40.92	9.30	33.48	18.60	UR
187	41.14	9.35	33.66	18.70	SC-41
188	41.36	9.40	33.84	18.80	UR
189	41.58	9.45	34.02	18.90	OBC-34
190	41.80	9.50	34.20	19.00	EWS-19
191	42.02	9.55	34.38	19.10	SC-42
192	42.24	9.60	34.56	19.20	UR
193	42.46	9.65	34.74	19.30	UR
194	42.68	9.70	34.92	19.40	UR

Handwritten signature

Sl.No. of post	Share of Entitlement				Category for which the post should be earmarked
	SC @ 22%	ST @ 5%	OBC @ 18%	EWSs @ 10%	
195	42.90	9.75	35.10	19.50	OBC-35
196	43.12	9.80	35.28	19.60	SC-43
197	43.34	9.85	35.46	19.70	EWS-20**
198	43.56	9.90	35.64	19.80	OBC-36*
199	43.78	9.95	35.82	19.90	ST-10*
200	44.00	10.00	36.00	20.00	SC-44*

**/* To allot requisite number of posts without violating rule of 50%. Squeezing resorted with a view to maintain the prescribed percentage of reservation.

[Handwritten signature]

.

.

SECOND APPENDIX TO ANNEXURE-'C'

Model Roster for Direct recruitment for cadre strength upto 13 posts in respect of Class-III and IV posts/services where recruitment is made on a local or regional basis.

Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	UR	SC	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC
2	UR	UR	UR	SC	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC	
3	UR	UR	SC	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC		
4	UR	SC	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC			
5	SC	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC				
6	OBC	UR	UR	EWS	SC	UR	OBC	UR	SC					
7	UR	UR	EWS	SC	UR	OBC	UR	SC						
8	UR	EWS	SC	UR	OBC	UR	SC							
9	EWS	SC	UR	OBC	UR	SC								
10	SC	UR	OBC	UR	SC									
11	UR	OBC	UR	SC										
12	OBC	UR	SC											
13	UR	SC												

- NOTE:
1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"
 2. All the posts of the cadre are to be earmarked for the categories shown under column initial appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
 3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.
 4. The reservation provided to other reserved category under "Horizontal Reservation" (Article 16(1) of the Constitution) viz; Ex-servicemen, Children/Grand Children of Freedom Fighters, Persons with Benchmark Disabilities and Distinguished Sportspersons may also be given reservation keeping in view their percentage reservation, if fall upto the cadre strength of 13 posts.

[Handwritten Signature]

ANNEXURE-D

FIRST APPENDIX TO ANNEXURE-"B"

HORIZONTAL RESERVATION	i) Ex-servicemen	=	15%
	ii) Children/Grand Children of Freedom Fighters	=	2%
	iii) Persons with Benchmark Disabilities	=	4%
	iv) Distinguished Sportspersons	=	3%

POINTS EARMARKED:-

Ex-servicemen (15%)	8, 16, 21, 28, 35, 41, 48, 54, 61, 68, 79, 84, 88, 94, 97, 108, 116, 121, 128, 135, 141, 148, 154, 161, 168, 179, 184, 188, 194 and 197.
Children/Grand Children of Freedom Fighters (2%)	51, 100, 151 and 198.
Persons with Benchmark Disabilities (4%)	1, 26, 52, 76, 101, 126, 152 and 176.
Distinguished Sportspersons (3%)	31, 63, 95, 131, 163 and 195.

FIRST APPENDIX TO ANNEXURE-"C"

HORIZONTAL RESERVATION	i) Ex-servicemen	=	15%
	ii) Children/Grand Children of Freedom Fighters	=	2%
	iii) Persons with Benchmark Disabilities	=	4%
	iv) Antodaya/B.P.L.	=	7%
	v) Distinguished Sportspersons	=	3%

POINTS EARMARKED:-

Ex-servicemen (15%)	7, 14, 21, 27, 33, 40, 47, 54, 60, 67, 74, 81, 86, 94, 100, 107, 114, 121, 127, 133, 140, 147, 154, 160, 167, 174, 181, 186, 194 and 200.
Children/Grand Children of Freedom Fighters. (2%)	51, 91, 151 and 198.
Persons with Benchmark Disabilities (4%)	1, 26, 52, 76, 101, 126, 152 and 176.
Antodaya/B.P.L. (7%)	28, 34, 62, 64, 80, 95, 96, 128, 134, 162, 164, 180, 195 and 196.
Distinguished Sportspersons (3%)	31, 66, 93, 131, 166 and 193.

[Handwritten Signature]

Annexure-E

Report for the fortnight ending	Unfilled vacancies as on					Vacancies filled up during the fortnight ending					Total vacancies filled up since				
	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR

Note 1: Single consolidated fortnightly report may be sent in respect of the Department and its attached and sub-ordinate offices.

Note 2: The first report should begin from 15.07.2019.

Jelkhola

No.PER(AP)-C-F(4)-1/2020
Government of Himachal Pradesh
Department of Personnel (AP-III).

From Dated: Shimla-171002, the 22nd June, 2020
The Chief Secretary to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Head of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh
5. All the Chairmen/Managing Directors/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.

Subject: Reservation for the Persons with benchmark Disabilities.

Madam/Sir,

The Government of Himachal Pradesh vide Department of Personnel Office Memorandum No.PER(AP)-C-B(12)-3/2017, dated the 22nd June, 2017 had issued instructions for the management of reservation in direct recruitment for the persons with disabilities as defined in clause (r) of Section 2 read with the Schedule appended to the Rights of Persons with Disabilities Act, 2016. Matter for re-consideration of these instructions was engaging attention of the State Government from some time past. The State Government has decided to prescribe henceforth the management of reservation in direct recruitment for the persons with disabilities in the services of the State Government in the following manner, namely:-

2. QUANTUM OF RESERVATION:-

- 2.1 In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group/class of posts i.e. Group/Class-I,II,III and IV posts/ services shall be reserved for persons with benchmark disabilities.
- 2.2 Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one per cent, under



clauses (d) and (e), unless otherwise excluded under the provisions of Para 3 herein under:-

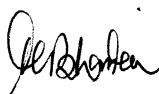
- a) blindness and low vision;
- b) deaf and hard of hearing;
- c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) autism, intellectual disability, specific learning disability and mental illness;
- e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

3. EXEMPTION FROM RESERVATION:-

Any establishment, in consultation with the State Commissioner (Disabilities), may, having regard to the type of work carried out in any Government establishment, by notification and subject to such conditions, if any, as may be specified in such notifications exempt any Government establishment from providing reservation to persons with benchmark disabilities. However, the State Government has exempted the posts of Drivers (Light and Heavy Vehicles) in all departments/Himachal Road Transport Corporation, Police Constables and Firemen in Civil Defence & Home Guards for the purpose of reservation to the Persons with Disabilities vide letter No.Karmik (NI-II)B(12)-11/76, dated 20.02.1982.

4. IDENTIFICATION OF JOBS/POSTS AND ANNUAL REPORT:-

- 4.1 Every Government establishment shall (i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with para-2 above; (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and (iii) undertake periodic review of the identified posts at an interval not exceeding three years.
- 4.2 Every appointing authority/establishment shall send annual report regarding representation of Persons with Disabilities, showing position as on first of January every year to the Social Justice and



Empowerment Department who will compile the data being the Nodal Department.

- 4.3 The structure of the expert committee for the identification of posts which are to be reserved for persons with benchmark disabilities has been notified by the Directorate of Empowerment of SCs, OBCs, Minorities and the Specially Abled, Himachal Pradesh vide letter No.4-1/2016-(43)-SOM-WEL-(Identification)-19895-20015, dated 31.10.2018.

5. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:-

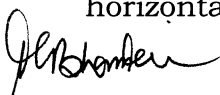
If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 4% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible.

6. APPOINTMENT AGAINST UNRESERVED VACANCIES:-

In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus, a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disabilities of the relevant category. The provision of identification of posts does not in any way debar or preclude a person with benchmark disabilities from applying and competing for any unreserved post subject to his/her eligibility and clearing the written test/interview successfully, without any relaxation.

7. ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT:-

There is no own merit concept for the candidates competing under horizontal reservation. The candidates belonging to reserved categories



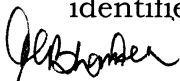
falling under horizontal reservation i.e. Persons with benchmark Disabilities, Ex-servicemen/Wards of Ex-servicemen, Wards of Freedom Fighters, Distinguished Sportspersons and Antodaya/B.P.L. who acquire merit/marks at par with the purely general candidates shall not be selected/appointed against general/unreserved posts and will be adjusted against the post reserved for respective category falling under horizontal reservation.

8. DEGREE OF DISABILITY FOR RESERVATION:-

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of the relevant disability. A person who wants to avail benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such persons for any post, will be subject to such verification/re-verification as may be decided by the competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

9. COMPUTATION OF RESERVATION:-

Reservation for persons with benchmark disabilities shall be computed on the basis of total number of vacancies occurring in all Class-I, II, III and IV posts, as the case may be, in the establishment, although the recruitment of the persons with benchmark disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with benchmark disabilities in case of direct recruitment to all groups in an establishment shall be computed by taking into account the total number of vacancies arising in Class-I, II, III and IV posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. Since, reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified post as well as unidentified posts), it is possible that number of



persons appointed by reservation in an identified post may exceed four percent.

10. NON-DISCRIMINATION OF PERSONS WITH DISABILITIES IN GOVERNMENT EMPLOYMENT:-

10.1 No Government establishment shall discriminate against any person with disability in any matter relating to employment.

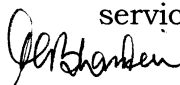
Provided that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, exempt any establishment from the provisions of this section.

10.2 No promotion shall be denied to a person merely on the ground of disability.

10.3 No Government establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service. Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

11. RELAXATION IN AGE LIMIT:-

The upper age limit for appointment to Class-I,II,III&IV posts/services as prescribed in the respective Recruitment & Promotion Rules may be allowed to be relaxed by 5 years in respect of persons with benchmark disabilities. This relaxation in upper age limit is also available to the persons with benchmark disabilities in the H.P. Administrative Services, H.P. Police Services and H.P. Judicial Services, to which the upper age limit is regulated under separate service Rules.



12. EFFECTING RESERVATION-MAINTENANCE OF ROSTERS:-

- 12.1 Every Government establishment shall maintain Class-wise a separate 100 point vacancy based reservation roster in the format given in "Annexure" for determining/effecting reservation for the persons with benchmark disabilities-one each for Class-I posts, Class-II posts, Class-III posts and Class-IV posts filled by direct recruitment.
- 12.2 Each register shall have cycle of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:-
- 1st Block -point No.1 to point No.25
 - 2nd Block -point No.26 to point No.50
 - 3rd Block -point No.51 to point No.75
 - 4th Block -point No.76 to point No.100
- 12.3 Points 1,26,51 and 76 of the roster shall be earmarked for persons with benchmark disabilities-one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sl.No.1,26,51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.
- 12.4 All the vacancies arising irrespective of vacancies reserved for person with benchmark disabilities shall be entered in the relevant roster. If the vacancy falling at point no.1 is not identified for the person with benchmark disability or the Head of the establishment considers it desirable not fill it up by persons with benchmark disabilities or it is not possible to fill up that post by the persons with benchmark disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.



- 12.5 Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the persons with benchmark disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.
- 12.6 There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block.
- 12.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- 12.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.
- 12.9 The Annexure-"D" of the instructions issued vide this department's letter No.PER(AP)-C-B(12)-1/2019, dated the 11th June, 2019 may be deemed to have been amended to this extent.

13. HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:-

- 13.1 Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with benchmark disabilities etc. is called horizontal reservation. The horizontal reservation cuts across vertical reservation (what is called interlocking reservation) and persons

J. B. Bhatia

selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/unreserved candidates, depending upon the category to which they belong in the roster meant for General/SCs/ STs/OBCs. To illustrate, if in a given year there are two vacancies reserved and advertised for the persons with disabilities and out of two persons with disabilities appointed, one belongs to Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved/earmarked for SCs in the roster.

- 13.2 Since the persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or unreserved.

14. CERTIFICATE BY REQUISITIONING AUTHORITY:-

- 14.1 In order to ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or authority as the case may be for filling up of posts shall furnish the following certificate to the recruiting agency:-


“It is certified that the requirements of the ‘THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016’ which has become effective from 19th April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no..... of cycle no..... of 100 point



reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities.”

15. EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:-

- 15.1 Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the four categories of disabilities, at one percent each to each category.
- 15.2 Only when there is no person with benchmark disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.
- 15.3 If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Scheduled Castes, Other Backward Classes, Minorities and Empowerment of Specially Abled, among the above mentioned four categories.
- 15.4 If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- 15.5 In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation.
- 15.6 In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may



fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years where after the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

15.7 The Government establishment shall interchange vacancies only if due process of recruitment viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

15.8 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

16. NOTICE OF VACANCIES:-

16.1 In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, while making recruitments to Class-III&IV posts/services, the concerned department would send the requisition to the "Special



Cell” constituted for the placement of persons with benchmark disabilities in the Directorate of Labour, Empowerment & Training, Himachal Pradesh for the posts which are reserved for the Persons with benchmark Disabilities. While sending requisition to this “Cell” it may specifically be made clear that from which category of the persons with benchmark disabilities the post(s) in-question is required to be filled.

- 16.2 While making recruitments to Class-I&II posts/services, the requisition will be sent by the concerned department to the H.P. Public Service Commission/any other recruiting agency, as the case may be, as per roster points earmarked to the persons with benchmark disabilities, by making it specifically clear that to which category of persons with benchmark disabilities, the post(s) in-question is required to be filled in by direct recruitment.

17. LIAISON OFFICER FOR PERSONS WITH DISABILITIES:-

Liaison Officers appointed to look after reservation matters for SCs/STs/OBCs and other reserved categories shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

18. PROTECTION TO THE PERSONS WITH DISABILITIES BELONGING TO STATE OF HIMACHAL PRADESH:-

- 18.1 In order to give proper weightage to the persons with disabilities of Himachal Pradesh, while filling up the posts reserved for persons with disabilities in respect of Class-I,II,III and IV, by direct recruitment, the persons with disabilities of Himachal Pradesh should only be considered eligible for applying for such reserved posts under the services of State Government.


- 18.2 The visually impaired persons are provided the facilities of an extra time of 20 minutes, exemption from examination fee and exclusion of Geometry and Mathematics from curriculum and prescribing of



some alternative questions in lieu of Geometry and Mathematics for visually impaired candidates.

19. All the Departments/Public Sector Undertakings/Corporation/Boards/Universities etc. are requested to bring the above instructions to the notice of all appointing authorities under their control.

Yours faithfully,


(R.D. Dhiman)

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.
Telephone No. 0177-2621911

Endst.No.Per(AP)-C-F(4)-1/2020 Dated: Shimla the 22nd June, 2020

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Staff Selection Commission, Hamirpur.
6. All the Section Officers in H.P. Secretariat, Shimla-171002.


(O.F. Bhandari)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Telephone No.0177-2626097

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES

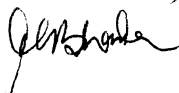
Year of Recruitment	Cycle No.	Point No.	Name of Post	Identified suitable for persons with benchmark disabilities covered under the following respective categories.				Unreserved or Reserved**	Name of the person appointed and date of appointment	Whether the person appointed is in a,b,c and (d&e) or None***	Remarks, if any
				a	b	c	(d&e)				

Respective Categories

- (a) blindness and low vision
- (b) deaf and hard of hearing
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- (d) autism, intellectual disability, specific learning disability and mental illness
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

** If identified reserved, write a/b/c/(d & e) as the case may be, otherwise write UR

***Write a/b/c/(d & e) or None, as the case may be.



Endst. No.HHC/Rules/Disstt.Judiciary/2022-

Dated: 8.8.2022

1. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of H.P., Shimla.
2. Secretaries to the Hon'ble Judges of High Court of Himachal Pradesh.
3. The Secretary (Home) to the Govt. of H.P., Shimla-171002
4. The L.R.-cum-Principal Secretary (Law) to the Government of Himachal Pradesh, Shimla 171002
5. The Legal Advisor to Hon'ble Lokayukta, H.P., Shimla.
6. All the District & Sessions Judges in H. P. with a request to bring the notification into the notice of all Judicial Officer under his/her control.
7. The Presiding Officers, Labour Court-cum-Industrial Tribunal, Shimla/Dharamshala, H.P.
8. The Member Secretary/Administrative Officer, H.P. State Legal Services Authority, Shimla.
9. The Director, H. P. Judicial Academy, Gandhal, Shimla -171011.
10. The Accountant General (Audit), H.P., Shimla - 171 003.
11. The Accountant General (A&E), H.P., Shimla - 171001.
12. The Secretaries/Private Secretaries/P.As. to the Registrar General/Registrar (Vigilance)/Registrar (Rules)/Registrar (Judicial)/Registrar (Administration)/District & Sessions Judge (L&TR)/Registrar (Account)/Registrar(Estt.) and C.P.C., H.P. High Court, Shimla.
13. The Assistant Registrar (O&A), H.P. High Court, Shimla for necessary action.
14. The Section Officer (Computers), H.P. High Court, Shimla for necessary action.
15. The NIC Officers posted in the High Court with a request to update the High Court website.
16. The President, Himachal Pradesh Judicial Employees Welfare Association, presently posted as CAO, Office of Id. District and Sessions Judge, Hamirpur.
17. Guard file.

Registrar (Rules)