

**The High Court of Uttarakhand Information Technology
(I.T.) Cadre Service Rules, 2019**

*(as amended by amendment rules, 2020 dated 19.03.2020 & Rules
2021, Dated 23.10.2021,)*

PART-1

GENERAL

1. Short title and Commencement:—(a) These Rules shall be called the “High Court of Uttarakhand Information Technology (I.T.) Cadre Service Rules, 2019”.

(b) They shall come into force with immediate effect.

2 Definitions—In these rules, unless the context otherwise requires—

(a) '**Appointing Authority**' means the Chief Justice of High Court of Uttarakhand or any other Sitting Judge of the High Court of Uttarakhand who has been delegated or authorized by the Chief Justice to act as Appointing Authority.

(b) '**Chief Justice**' means the Chief Justice of the High Court of Uttarakhand.

(c) '**Governor**' means the Governor of Uttarakhand.

(d) '**High Court**' means the High Court of Uttarakhand at Nainital.

(e) '**Member of the service**' means, a person appointed in the substantive capacity after due process, on a post in the service and in case the appointment is. —

(i) Prior to the enforcement of these rules, then under the orders/ rules as applicable at the time of appointment;

(ii) Subsequent to the enforcement of these rules, then under these rules.

(f) '**Registrar General** ' means the Registrar General of the High Court of Uttarakhand.

(g) '**State Government**' means the State Government of Uttarakhand.

(h) '**Substantive appointment**' means, a appointment that is. —

(i) Neither an ad-hoc nor temporary appointment; and

(ii) Made in accordance with the rules/ orders applicable at the time of appointment prior to the enforcement of these rules.

(iii) Appointed under these rules against the sanctioned posts.

(i) 'Year of recruitment' means a period of twelve months commencing from the first day of July of a calendar year.

PART-2
RECRUITMENT

¹3. Recruitment—The recruitment to the various posts in the service shall be as follows.—

No.	Designation	No. of Posts	Mode of recruitment and promotion criteria
1	System Assistant	15	Through direct recruitment
2	Assistant Programmer/ System Officer	22	(i) 25% posts will be filled-up by promotion, on the basis of seniority-cum-merit from amongst the System Assistants, who have completed 5 years of satisfactory service as System Assistant. (ii) 50% through direct recruitment. (iii) 25% through departmental examination
3	Programmer (Grade- II)	4	(i) 50% posts will be filled up by promotion, on the basis of seniority-cum- merit from amongst the Assistant Programmers/ System Officers, who have completed 5 years of satisfactory service as Assistant Programmer/ System Officer. (ii) 50% posts by direct recruitment.
4	Programmer (Grade-I)/ Senior System Officer	5	(i) 80% posts will be filled-up by promotion, on the basis of seniority-cum-merit from amongst the Programmer(s) (Grade-II), who have completed 5 years of satisfactory service as Programmer (Grade-II). (ii) 20% posts by direct recruitment
5	Assistant Registrar I.T.) / System Analyst	1	By promotion, on the basis of seniority-cum-suitability from amongst such Programmer(s) (Grade-I) / Senior System Officer, who have completed 3 years of satisfactory service as Programmer (Grade-I) / Senior System Officer
6	Deputy Registrar (I.T.)/ Senior System Analyst	1	By promotion, on the basis of seniority from amongst the Assistant Registrar (I.T.) / System Analyst, who have completed 3 years of satisfactory service as Assistant Registrar (I.T.) / System Analyst.
TOTAL		48	

Note:—

a. The existing post of System Analyst at High Court of Uttarakhand, which was created vide G.O. No. 234/Nyaya Anubhag/2001 dated 02-05-2001, shall be renamed

as Programmer (Grade-1)/Senior System Officer and shall be merged in the I.T. Cadre of High Court of Uttarakhand as one time arrangement along with the length of service and pay protection. It shall be deemed that appointment in the existing post of System Analyst was made under these Rules.

b. The existing technical manpower working under eCourts Project as Senior System Officer, System Officer and System Assistant who were appointed through a selection process, shall be absorbed against the sanctioned posts vide G.O. No. 8-Do(2)/ XXXVI(2)/2019-12-EK(2)06 dated 28-05-2019. This absorption shall be onetime measure and no recourse of this Rule shall be taken in the future.

c. The number of posts and grade in the Cadre shall be as per Schedule-1 to these rules.

PART-3 **QUALIFICATIONS**

²4. **Qualifications:** The qualifications for the direct recruitment/ departmental examination to the post of System Assistant, Assistant Programmer/System Officer, Programmer Grade-II and Programmer Grade-I/ Senior System officer shall be as follows:-

System Assistant	<ol style="list-style-type: none"> 1. Minimum 10th (High School) with ITI Diploma in Electronics/Computers or Graduation with one year Diploma in Computer Sc. / Information Technology or equivalent from Government recognized University/Institution with minimum 2 (years) experience of an enterprise (any Institution or any other establishment or corporation or under taking or any other department) in the sphere of computer maintenance, network services and software maintenance. 2. Proficient in troubleshooting Information Technology equipment's, network hardware handling, installation and good exposure of configuring network servers, android/iOS/windows based phone/tablet etc, switches and offering all kinds of maintenance, network and support services. 3. Desirable: CCNA/MCSE certification or other equivalent relevant certification.
Assistant Programmer/System Officer (In case the selection is by departmental examination)	<p>Knowledge of Unix/Linux, Open Source Software, PHP, JAVA, PostgreSQL / MySql and other RDBMS packages, Programming languages with the following minimum educational qualification:</p> <ol style="list-style-type: none"> 1. M.C.A. / M.Sc. / B.E. / B.Tech. (Computer Science or Information Technology)/ DOEACC 'B' level or equivalent qualification from a Government recognized University/Institution/Board with minimum 2 (two) years experience of an enterprise (any Institution or any other establishment or corporation or under taking or

	<p>any other department) in the sphere of computer maintenance, network services and software maintenance.</p> <p>or</p> <p>3 years Diploma in Computers or IT from any recognized Polytechnic College or equivalent technical qualification from the recognized Institution/ Board</p> <p>/University with minimum 4 (four) years experience of an enterprise (any Institution or any other establishment or corporation or under taking or any other department) in the sphere of computer maintenance, network services and software maintenance.</p> <p>OR</p> <p>Graduate/DOEACC 'A' level with minimum 5 (five) years experience as System Assistant under e-Court Mission Mode Project.</p> <p>2. (i) Proficient in Red Hat Linux/Ubuntu. (ii) Proficient in troubleshooting Information Technology equipment's, network hardware handling, installation and good exposure of configuring network servers, android/iOS/windows based phone/tablet etc, switches and offering all kinds of maintenance, network and support services.</p> <p>3. Desirable : CCNA / MCSE certification or other equivalent relevant certification.</p> <p>4. Essential: Name of the candidate</p> <p>must be registered in any Employment Exchange in the State of Uttarakhand and his/ her registration should be valid on the last date of submission of application form.</p> <p>Provided that any relaxation in the above condition shall be in accordance with the orders issued by the State Government in this regard.</p>
<p>Assistant Programmer / System Officer (In case the selection is by departmental examination)</p>	<p>25% posts of Assistant Programmer/ system officer shall be filled through departmental examination from willing regular employees of High Court/District Court having Knowledge of Unix/Linux, Open Source Software, PHP, JAVA, PostgreSQL / MySql and other RDBMS packages, Programming languages with</p> <p>the following minimum educational qualification having M.C.A./M.Sc./B.E./ B.Tech. (Computer Science</p>

	<p>or Information Technology)/ DOEACC 'B' level/3 years Diploma in Computers or IT from any recognized Polytechnic College or equivalent technical qualification from a Government recognized University/Institution/Board</p> <p>Provided that the above recruitment through departmental examination shall be deemed as fresh recruitment and in the event suitable candidates are not available through the departmental examination then the vacancies shall be filled through direct recruitment</p>
<p>Programmer (Grade-II) (In case the selection is by direct recruitment)</p>	<p>Proficient knowledge of Unix/Linux, Open Source Software, PHP, JAVA, PostgreSQL/MySQL and other RDBMS packages, Programming languages with the following minimum educational qualification: B.E./ B.Tech.(Computer Science or Information Technology) or M.C.A./ M.Sc. (Computer Science or Information Technology)/ DOEACC 'B' level or equivalent qualification from a Government recognized University/Institution with minimum 3 (three) years experience in any Institution or any other establishment or corporation or under taking or any other department in the sphere of software development.</p> <p>OR</p> <p>B.Sc. (Computer Science or I.T.)/B.C.A./ DOEACC 'A' level from a recognized University/ Institute/Board with minimum 5 (five) years experience in any Institution or any other establishment or corporation or under taking or any other department in the sphere of software development.</p>
<p>Programmer (Grade - I)/ Senior System Officer</p>	<p>By promotion, on the basis of seniority- cum-merit from amongst the Programmer(s) (Grade-II), who have completed 5 years of satisfactory service as Programmer (Grade-II).</p>
<p>Programmer (Grade - I)/ Senior System Officer (In case the selection is by direct recruitment)</p>	<p>Proficient knowledge of Unix/Linux, Open Source Software, PHP, JAVA, PostgreSQL/MySQL and other RDBMS packages, Programming languages with the following minimum educational qualification: B.E./ B.Tech.(Computer Science or Information Technology) or M.C.A./ M.Sc. (Computer Science or Information Technology)/ DOEACC 'B' level or equivalent qualification from a Government recognized University/ Institution with minimum 5 (Five) years experience in any Institution or any other establishment</p>

	or corporation or under taking or any other department in the sphere of software development
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5. Disqualification for appointment—No person shall be eligible to the service - Unless he is citizen of India.

- (a) If he has been dismissed from service by the Central Government or State Governments or Union Territory or any High Court or Statutory or Local Authority or statutory corporations;
- (b) If he has been convicted of an offence involving moral turpitude or who is or has been permanently debarred or disqualified by the High Court or the Union/State Public Service Commission or by any recruitment process or Examination conducting Authority from appearing in examinations or selections;
- (c) If he directly or indirectly influences or attempts to influence the Recruiting Authority by any means for his candidature;
- (d) If he is a man, has more than one wife living, and, if a woman, has married another man during the currency of her marriage, unless any such arrangement or marriage is legally permissible under the personal law applicable to candidate concerned. The candidate will not be eligible if he/she having a living spouse, have entered into or contracted a marriage with any person.

³**6. Job Description** : The job description of the cadre shall be such as directed by Hon'ble the Chief Justice from time to time.

Provided that there will be two types of job profile in IT Cadre i.e. at High Court and at Subordinate Court. Which will be as below-

(i) High Court:- ICT Development and implementation in the High Court, Supervision of ICT at Subordinate Courts.

(ii) Subordinate Court:- ICT Development and implementation at Subordinate Courts.

⁴**7.Age**: In case of direct recruitment to the post of System Assistant, Assistant Programmer/system officer, Programmer (grade- II) and Programmer (grade- I)/ Senior System Officer, candidates must have attained the age of 21 years as on 1st of July of the year of recruitment and must not have attained the age of 42 years or such maximum age as may be determined by the Chief Justice to be fit, having regard to the orders issued by the State Government in this regard from time to time.

Provided that there may be relaxation in the upper age limit in accordance with the orders issued by the State Government in this regard.

PART- 4:

PROCEDURE FOR RECRUITMENT

8. Determination of Vacancies:

- a. The appointing authority would determine the number of vacancies to be filled during the course of the year of recruitment, and also the number of vacancies to be reserved for candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes and other categories to such extent and in such

³ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020

⁴ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020

- manner, as may be specified by the State Government by issuing orders in this behalf from time to time.
- b. The applications for direct recruitment shall be invited by advertising the vacancies in one National Newspaper, one regional Newspaper having wide circulation in the State and in the website of the High Court.
 - c. The fee for selection process shall be such as is determined by Hon'ble the Chief Justice having regard to the general policy.
 - d. Determination of vacancies to be filled would be within the exclusive domain of appointing authority.

9. Method of Selection:

- a. The selections shall be made under the orders of Hon'ble the Chief Justice by a Selection Committee, constituted by Hon'ble the Chief Justice or by the Uttarakhand Public Service Commission.
- b. The merit shall be determined on the basis of written examination, practical examination and interview or such other process which appointing authority deems appropriate. The interview board shall be such as constituted by Hon'ble the Chief Justice.
- c. The Selection Committee or the Uttarakhand Public Service Commission as the case may be, shall recommend and forward the merit list to the Chief Justice for appointment. If the appointment is made through Uttarakhand Public Service Commission, one Hon'ble Judge of the High Court of Uttarakhand, as nominated by Hon'ble the Chief Justice, shall preside over the interview board.
- d. In the selection, if two or more candidates secure equal marks then, the candidate securing higher marks in the written examination will be placed higher in the merit list. If, the written marks are also equal then the candidate senior in age will be placed higher.
- e. The selection list shall be valid only for one year from the date of declaration of the results or as directed by the Hon'ble Chief Justice.
- f. The Chief Justice may make such regulations/ guidelines or issue general or special order to advance the purpose of and to give effect to these rules, in suppression to the existing rules.
- g.

PART-5

APPOINTMENT, PROBATION, CONFIRMATION AND SENIORITY

10. Appointment and Probation:

- a. The appointments shall be made according to the merit list prepared at the time of selection.
- b. A candidate shall be placed on probation for a period of two years.
- c. The appointing authority may, for reasons to be recorded in writing may extend the period of probation.

11. Confirmation: A probationer may be confirmed at the end of period of probation or extended period of probation by an order of appointing authority, if -

- (a) His work and conduct is satisfactory; and,
- (b) His integrity is certified; and
- (c) The appointing authority is satisfied that he is otherwise fit for confirmation.

⁵[12. **Seniority** :—(a) The Seniority shall be determined from the date of substantive appointment.

(b) The seniority shall be determined according to the merit list prepared in the selection process.

(c) These rules will not affect seniority of members of service as it existed prior to the date of enforcement of these rules.

(d) The inter-se seniority of existing Senior System Officer, System Officers and System Assistants, who are being absorbed under these Rules, shall be same as before notification of these rules, as per date of selection and marks obtained in the suitability test conducted by the Court. If the date of selection and marks obtained in the suitability test is same, then the candidate senior in age shall be placed above.

(e) The existing members of service in their respective posts shall be deemed as senior to the members recruited in respective posts after notification of these Rules.

13. Promotion:

Whenever it is required to make promotion on any post of I.T. Cadre, the Registrar General shall prepare a list of candidates eligible for promotion under these Rules. The list shall be drawn according to the inter se seniority of the candidates on the post from which the promotion is made. Promotion to all posts shall be made on the basis of seniority-cum-merit unless promotion of a member has been withheld as a penalty under the relevant Conduct Rules or unless he has been found unfit on the basis of analysis of his ACRs for the last three years.

⁶[13A. Ad-hoc Promotions

1. Where for promotion under these Rules, eligible candidates are available, and for exigencies of work, the post can not be left vacant till the regular promotions are made, such post may be filled by Ad-hoc promotion amongst the eligible candidates.

2. The Ad-hoc promotion under sub-rule (1) shall in no case be treated as regular promotion on the post concerned.

3. Notwithstanding that pay and allowances of the post held on the Ad-hoc promotion are made admissible, but the service rendered on such post, shall not be counted for the purposes of seniority, future promotions or other like service benefits.

4. Unless procedure for the Ad-hoc promotions under this rule is made by the Chief Justice, the promotions shall be in accordance with the seniority of eligible candidates in their respective feeding cadre, and by the authority, which is competent to make the regular promotions.]

14. Pay, Allowances and Facilities:

(a) The pay-scales to the posts of the I.T. Cadre shall be as per **Schedule-2** to these

⁵ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020

⁶ Inserted by Notification No. 348/UHC/Admin.A/2021, Dated 23.10.2021

rules or such as may be determined by the Chief Justice from time to time upon the approval of the Governor of the State.

- (b) The members of the service would be entitled to allowances and other facilities as are admissible to the members of other services (General Cadre) in the High Court in the same pay-scale/grade or as directed by the Hon'ble Chief Justice.

PART-6 **OTHER PROVISIONS**

15. Reservation: The reservation shall be provided as per the directions of the Chief Justice having regard to the policy of the State and law of reservation as applicable on the date of advertisement.

16. Posting, Transfer and Control:—(a). It shall be the exclusive prerogative of Hon'ble the Chief Justice to post and transfer System Assistant and Assistant Programmer/System Officer of I.T. Cadre in High Court as well as Courts subordinate to the High Court of Uttarakhand.

Provided that out of 22 posts of Assistant Programmer/System Officer, 9 will be posted at High Court and remaining 13 will be posted at Subordinate Courts as per their job description or as per directions of Hon'ble the Chief Justice.

Provided that out of 15 posts of System Assistant, 2 will be posted at High Court and remaining 13 will be posted at Subordinate Courts or as per directions of Hon'ble the Chief Justice.

(b). Each member of the service shall be under the direct control of the Registrar General. However, the District Judge concerned shall also exercise the control over the employee of the I.T. Cadre posted in the District Court within the terms or directions to be issued by the High Court/appointing authority time to time.

(c). All the technical manpower recruited under these Rules shall be the employees of the High Court of Uttarakhand.

17. Disciplinary and Reporting Authority: The Appointing Authority shall be the disciplinary authority under these rules and the members of I.T. Cadre shall also be governed by the Conduct Rules as are applicable to the other employees of High Court.

The Registrar General shall be the Reporting Authority for the members of the service in High Court and the District and Sessions Judge of the concerned district shall be the Reporting Authority for the members of the service posted in the District Courts

18. Other conditions of service: Other conditions of service, for which no specific provisions have been made in these rules, shall be regulated in accordance with the rules applicable to the employees of the High Court of Uttarakhand or such orders as may be issued by the Chief Justice from time to time.

19. Interpretation: If any question as to interpretation of these rules arises, the decision of the Chief Justice on such interpretation shall be final.

20. Residuary Powers: Where the Chief Justice is of the opinion that it is necessary

⁷ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020

⁸ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020. Earlier

or expedient so to do, he may, by order and for reason(s), to be recorded, in writing, relax any of the provisions of these rules including schedule thereto with respect to any category of persons or posts governed under the rules.

21. Notwithstanding anything contained in these rules, the Chief Justice of High Court of Uttarakhand shall have the power to make orders, as he may consider fit, in respect of recruitment, promotion, confirmation or any other matter thereto.

Schedule- 1

(See Rule-3)

Number of Posts: 48

SN	Designation	Group/Grade	Number of posts
1	Deputy Registrar(I.T.)/Senior System Analyst	Gr-A	1
2	Assistant Registrar(I.T.)/System Analyst	Gr-A	1
3	Programmer (Grade-I)/ Senior System Officer	Gr-B	5
4	Programmer (Grade-II)	Gr-B	4
5	Assistant Programmer/ System Officer	Gr-C	22
⁹ [6	System Assistant	Gr-C	15

Schedule-2

(See Rule 14)

SN	Designation	Pay scales as per 6th Pay commission	Grade Pay as per 6th Pay commission
1	Deputy Registrar(I.T.)/Senior System Analyst	15600-39100 (PB-3)	7600/-
2	Assistant Registrar(I.T.)/System Analyst	15600-39100 (PB-3)	6600/-
3	Programmer (Grade-I)	15600-39100 (PB-3)	5400/-
4	Programmer (Grade-II)	9300-34800 (PB-2)	4800/-
5	Assistant Programmer	9300-34800 (PB-2)	4200/-
¹⁰ [6	System Assistant	5200-20,200	2400/-

⁹ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020

¹⁰ No. 73 /UHC/Admin.A/2020 Dated: March 19, 2020