

HIGH COURT OF UTTARAKHAND AT NAINITAL
ADVERTISEMENT

ADV. NO. – /Court Managers/2014

LAST DATE: 11/08/2014
Till : 05:00 P.M.

Applications are invited from all eligible candidates for the posts of Court Managers, Stenographers, clerks and peons in the High Court of Uttarakhand at Nainital and District Courts in the State of Uttarakhand, carrying a fixed honorarium with no Dearness and/or any other allowances and also without any other perquisite such as residential accommodation etc. The engagement shall be purely contractual for a fixed term till the end of 13th Finance Commission i.e till 31st March, 2015. However, the term may be terminated at any time, if the incumbent is found lacking.

The detail of name of posts, number of posts, honorarium and essential qualification is given in table -I.

- A. Essential Qualification:** The essential qualification is as given in the table -I.
- B. Disqualification for appointment-** A person shall not be eligible for appointment :-
- (a) if he is not a citizen of India;
 - (b) if he has been convicted of an offence involving moral turpitude or he is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it; or
 - (c) if he directly or indirectly influences the 'Selection Committee' by any means for his candidature.
 - (d) if he has more than one spouse or married to such a person who already has a living legally wedded wife/husband.
 - (e) if he has more than two children.
Explanation- For the purposes of this clause, where a couple has only one child, any number of children born out of a single subsequent delivery shall be deemed to be one child.
 - (f) if he is involved in any kind of criminal case whether convicted or charge-sheeted.
- C. Condition relating to suitability, fitness and character-** No person recommended for selection by the Selection Committee shall be appointed:-
- (I) unless the Appointing Authority is satisfied that he is of good character and is in all respects suitable for appointment to the service;
 - (II) unless he is certified by the medical authority specified by the High Court that he is medically fit to discharge the duties of the post for which he is selected.
- D. Tenure** - (i) All appointments to the posts shall be on contract basis for such period as may be specified, to be renewed on performance appraisal and subject to the

availability of the posts and finances as per relevant government order or till the date of completion of 13th Finance Commission. However, the term may be terminated at any time, if the incumbent is found lacking.

E. Nature of work:

- (1) The Court Manager shall assist the Registrar General in the High Court and the District Judge, in the District, in the Administrative functioning of the Courts to enhance the efficiency of the Court Management.
- (2) The administrative functions of the District Judge may be entrusted to the Court Manager and the latter shall assist the District Judge in exercising general control over the Courts and in the inspection of the Subordinate Courts.
- (3) The Court Manager may be entrusted with any of the following responsibilities:-

Policies and Standards –

(I) Based on applicable directives of superior courts, establish the performance standards applicable to the court (including on timeliness, efficiency; quality of court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management).

(II) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliance, maintain such an evaluation on a current basis through annual updates.

Planning -

(I) In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year court wise Court Development Plan (CDP).

(II) Monitor the implementation of the CDP and report to superior authorities on progress.

Information and Statistics –

(I) Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court;

(II) Ensure that reports on statistics are duly completed and provided as required;

Court Management.- Ensure that the processes and procedures of the court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice, (Note:- standard systems for court management should be developed at the High Court level).

Case Management.- Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State (Note: standards systems for case management should be developed at the High Court level).

Responsiveness Management: Access to Justice: Legal Aid and User Friendliness.- Ensure that the court meets standards established by the High Court on access to justice, legal aid and user friendliness.

Quality Management.- Ensure that the court meets quality of adjudication standards established by the High Court.

Human Resource Management.- Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.

Core Systems Management.- Ensure that the core systems of the court are established and function effectively (documentation management; utilities management; infrastructure and facilities management; financial systems management (audits; accounts; payments)

IT System Management.-

(I) Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.

(II) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all courts, as and when it is set up.

4. Without prejudice to the generality of the foregoing sub-rules-

(I) The Registrar General or District Judge may assign any duty listed in the guidelines pertaining to appointment, conditions of service and conduct of the Court Managers by general or special order, from time to time.

(II) The High Court and the Principal District Judge may further specify, modify, add to or delete from the duties of the Court Manager, from time to time.

Duties of Stenographers, Clerks and peons

The duty of Stenographers, Clerks and peons will be to assist the Court Managers in performing their duties.

F. Remuneration.- The Court Managers will be entitled for monthly emoluments of Rs. 75,000/- per month, Stenographers will be entitled for monthly emoluments of Rs. 10,000/-, Clerks will be entitled for monthly emoluments of Rs. 9,000/- and peons will be entitled for monthly emoluments of Rs. 7,000/-.

G. Selection Procedure:

For making selection of **Court Manager**, competence would be judged on the basis of the interview only, which will be held at Nainital. Date & time of the said interview will be uploaded in the official website of the Hon'ble High Court of Uttarakhand.

The selection of **Stenographer** will be based on typing test on computer and a shorthand test. One must possess a speed of 80 words per minute in English shorthand and typing speed of 35 words per minute in English on computer.

In Hindi, one must possess a speed of 80 words per minute in Hindi shorthand and typing speed of 25 words per minute on computer.

The selection of **Clerks** will be based on typing test on computer. One must possess typing speed of 35 words per minute on computer in English and 25 words per minute on computer in Hindi.

Date & time of the shorthand and typing tests will be uploaded in the official website of the Hon'ble High Court of Uttarakhand.

The selection of **Peon** will be made on the basis of interview only.

No T.A. will be payable to the candidates attending the interview/ shorthand test/ typing test.

H. Other Conditions of Engagement:

The Court Manager, Stenographer, Clerk and Peon shall be governed by such rules of attendance, leave and other service related matters as prescribed in the guidelines for the conditions of service and conduct of Court Managers, Stenographers Clerks and Peons framed by the High Court or as might be prescribed from time to time by Hon'ble the Chief Justice, High Court of Uttarakhand at Nainital.

I. How to apply

- (1) The application form can be downloaded from the web site of the High Court of Uttarakhand www.highcourtofuttarakhand.gov.in and may be sent along with a fee of Rs. 500/- for Court Manager, Rs.200/- for Stenographer and Clerk and Rs. 100/- for Peon, through postal order or bank draft in favour of Registrar General, High Court of Uttarakhand at Nainital. While filling the application form the applicant must be careful because in case the applicant is found ineligible, the fee will not be refunded.
- (2) The application form along with one duly attested copy of High School mark sheet, High School Certificate in proof of age/date of birth, Intermediate Mark Sheets, Intermediate Pass Certificate, Graduation/Post Graduation Mark Sheet and Certificates and testimonials regarding extra curricular activities & Computer Knowledge along with two self addressed envelope (size 5"x 10") each bearing postal stamps worth Rs. 22/- should

be sent to the Registrar General, High Court of Uttarakhand at Nainital either by Speed Post or through Registered Post with A.D.

Sd
(D.P.Gairola)
Registrar General

10. Work experience

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11. Are you married? If so, do you have more than one spouse living or married a person having a spouse living?

12. Number and Date of Bank Draft/Postal Order and value:

Number..... Amount: Rs.....

Date:.....

Name of Bank:

Dated:

(Signature of applicant)

NOTE:

1. Candidates should affix a latest coloured photograph in passport size with his/her signature thereon at the place provided in the application.
2. The envelope containing application should be marked “name of the post being applied for”
3. Envelope shall contain only one application form. An envelope containing more than one application form shall stand rejected.
4. Candidate must attach with the application form, self attested copies of the certificates in support of their age and educational qualifications, extra curricular activities and also in support of having computer knowledge.
5. Application may be sent either by Speed Post, Registered Post with AD or through Courier.
6. Application will be rejected if photo is not pasted or Bank Draft/Postal Order is not attached or if certified copies of certificates are not attached with it, or if it is not signed by the applicant or if it is not received by the last date/time.
7. Applications received after last date shall not be entertained and the Court will not be responsible for any postal delay. The defective applications, which are not complete in any respect will be rejected out-right.
8. Information regarding format of application any other information are available on the website of the High Court of Uttarakhand at www.highcourtofuttarakhand.gov.in

HIGH COURT OF UTTARAKHAND AT NAINITAL

Advertisement

Applications are invited from suitable candidates for appointment on the post of (i) Court Manager on the fixed honorarium of Rs. 75,000/-, (ii) Stenographer on the fixed honorarium of Rs. 10,000/-, (iii) Clerk on the fixed honorarium of Rs. 9,000/- and (iv) Peon on the fixed honorarium of Rs. 7,000/- in the establishment of High Court of Uttarakhand at Nainital and in the 13 District Courts in the State of Uttarakhand on contract basis. Last date for submitting applications is 11.08.2014 Detailed information regarding educational qualification/ eligibility etc. and application form can be downloaded from the official website of High Court of Uttarakhand at www.highcourtofuttarakhand.gov.in

Sd/-
(D.P.Gairola)
Registrar General

Table-1

Sl.	Name of Post	Honorarium	No. of Posts	Essential qualification	Age
01	Court Manager	75,000/- per month fixed.	14 (One at High Court and one at each of the 13 District Courts.)	(i) A degree of MBA in general management from a recognized body/ Board/ Institution. (ii) 5 years experience/ training in systems and process management, IT systems management, HR management or financial systems management, (iii) Excellent communication skills, (iv) Excellent computer application skills. Preference will be given to the candidates who hold degree in law.	The candidate must have attained the minimum age of 25 years and must not have attained the age of more than 35 years as on date of publication of advertisement.
02	Stenographer	10,000/- per month fixed.	14 (One at High Court and one at each of the 13 District Courts.)	(i) Graduate (10+2+3) from any discipline from recognized body/ Board/ Institution . (ii) English shorthand speed of 80 words per minute on computer and typing speed of 35 words per minute in English on computer. (iii) Hindi shorthand speed of 80 words per minute on computer and typing speed of 25 words per minute on computer.	The candidate must have attained the minimum age of 21 years and must not have attained the age of more than 40 years as on date of publication of advertisement
03	Clerk	9,000/- per month fixed.	14 (One at High Court and one at each of the 13 District Courts.)	(i) Graduate (10+2+3) from any discipline from recognized body/ Board/ Institution. (ii) One must possess typing speed of 35 words per minute on computer in English and 25 words per minute on computer in Hindi.	The candidate must have attained the minimum age of 21 years and must not have attained the age of more than 40 years as on date of publication of advertisement.
04	Peon	7,000/- per month fixed.	14 (One at High Court and one at each of the 13 District Courts.)	(i) Junior High School (8 th pass) from recognized body/ Board/ Institution.	The candidate must have attained the minimum age of 21 years and must not have attained the age of more than 40 years as on date of publication of advertisement

The upper age limit in the case of the candidates belonging to SC/ST and communities recognized as backward by the Government for the purpose of recruitment shall be determined as per relevant Government order.