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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 4 ]

भोपाल, शुक्रवार, दिनांक 22 जनवरी 2021—माघ 2, शक 1942

## भाग ४

### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद् के अधिनियम.            |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अन्तिम नियम

उच्च न्यायालय, मध्यप्रदेश, जबलपुर

No. A/44

Jabalpur, dated 8th January 2021

In exercise of the powers conferred by clause (2) of Article 229 of the Constitution of India, the Chief Justice of the High Court of Madhya Pradesh, Jabalpur, hereby, makes the following further amendment in the "High Court of Madhya Pradesh Services (Recruitment, General Conditions of Services, Conduct, Classification, Control and Appeal) Rules, 2017", namely:—

### AMENDMENT

In the Schedule-I, in column No. 6 of Sr. No. 66, point no. (v) and the entries relating thereto, shall be deleted.

RAJENDRA KUMAR VANI, Registrar General.

No. A/46

जबलपुर, दिनांक 8 जनवरी 2021

भारत के संविधान की धारा 229 खण्ड (2) के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए माननीय मुख्य न्यायाधीश, एतद्द्वारा, "मध्यप्रदेश उच्च न्यायालय के आकस्मिकता निधि से वेतन पाने वाले कर्मचारियों की भर्ती तथा सेवा शर्तें नियम 1976" में निम्नलिखित संशोधन करती है, अर्थात्:—

#### संशोधन

उक्त नियमों में, नियम 4 में, शब्द "पाँच वर्ष" के स्थान पर शब्द "तीन वर्ष" स्थापित किए जाएं.

राजेन्द्र कुमार वाणी, रजिस्ट्रार जनरल.

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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 40]

भोपाल, शुक्रवार, दिनांक 4 अक्टूबर 2019—आश्विन 12, शक 1941

### भाग ४

#### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद् के अधिनियम.            |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अन्तिम नियम

उच्च न्यायालय, मध्यप्रदेश, जबलपुर

No. D-6143

AMENDMENT

Jabalpur, the 20th September 2019

HIGH COURT OF MADHYA PRADESH SERVICES (RECRUITMENT,  
GENERAL CONDITIONS OF SERVICES, CONDUCT, CLASSIFICATION,  
CONTROL AND APPEAL) RULES, 2017

1. In clause (a) of Rule 2, after the words "means the", the words "Accounts Officer" shall be substituted by the words "Deputy Controller Accounts".
2. In clause (c) of Rule 2, after the words "means the", the words "Budget Officer" shall be substituted by the words "Controller Accounts".
3. In clause (z) of Rule 2, at the end, the words "or equivalent" shall be substituted by the words "and Chief Librarian".

4. In sub-rule (2) of Rule 16, in the first para;
  - (i) The words "Chief Justice or such Puisne" shall be substituted by the words "High Court".
  - (ii) Between the words "Committee of" and "Judges", the words "High Court" shall be added.
5. In sub-rule (2) of Rule 17;
  - (i) The words "Chief Justice" shall be substituted by the words "High Court Judge or the committee of High Court Judges".
  - (ii) The words "a committee of three senior most Judges" shall be substituted by the words "the Chief Justice".
6. In the schedule-I, at serial No.01;
  - (i) In column No.9, the words "by promotion from amongst Principal Registrars or .....Higher Judicial Service" shall be substituted by the following words;  
"On deputation of Judicial Officer of Super Time Scale from the cadre of the Higher Judicial Service".
  - (ii) In column No.10, the words "Principal Registrars or" shall be deleted.
  - (iii) Between the words "Judicial Officers" and "from the cadre" the words "of Super Time Scale" shall be added.
7. In the schedule I, at serial No. 15;
  - (i) In column No.09, between the words "Joint Registrars (M)" and "who have", the symbol & words "/Controller Accounts" shall be added.
  - (ii) In column No.10, after the words "Joint Registrar (M)", the symbol and words "/Controller Accounts" shall be added.
8. In the schedule-I, at serial No. 30, in column No.9 (ii);
  - (i) Between the words "filled by" and "Junior Judicial Assistant", the words and symbol "Judicial Assistant /" shall be added.
  - (ii) At the end, after the figure and words "5 years service", the words "as Junior Judicial Assistant" shall be added.
9. In the schedule-I; at serial No. 47;
  - (i) In column No.09, in the beginning, before the words "by promotion", the words "On deputation having requisite qualification. or" shall be added.
10. In the schedule-I, at serial No. 65, in Column No.6;
  - (i) Point No. (vi) shall be deleted.
  - (ii) Point No. "(vii)" shall be renumbered as point No. "(vi)".

By order of Hon'ble the Acting Chief Justice  
RAJENDRA KUMAR VANJ, Registrar General.

**HIGH COURT OF MADHYA PRADESH SERVICES (RECRUITMENT,  
GENERAL CONDITIONS OF SERVICES, CONDUCT, CLASSIFICATION,  
CONTROL AND APPEAL) RULES, 2017**

**(AMMENDED)**

In exercise of the powers conferred by clause (2) of Article 229 of the Constitution of India, the Chief Justice of the High Court of Madhya Pradesh, Jabalpur, makes the following Rules for regulating the recruitment, conditions of service, conduct, classification, control, and appeal with respect to the Officers and employees of the High Court of Madhya Pradesh.

**1. SHORT TITLE AND COMMENCEMENT:**

- i. These rules may be called “**High Court of Madhya Pradesh Services (Recruitment, General conditions of services, Conduct, Classification, Control and Appeal) Rules, 2017**”.
- ii. These Rules shall come into force from the date of their notification in the Madhya Pradesh Gazette.

**2. DEFINITIONS :**

In these Rules, unless there is anything repugnant in the subject or context-

- (a) '**Accounts Officer**' means the <sup>1</sup>[**Deputy Controller Accounts**] of the High Court.
- (b) '**Administrative Judge**' means the Administrative Judge or Judges nominated by the Chief Justice under Article 229 of the Constitution, at the Main Seat at Jabalpur and the Benches at Indore and Gwalior for disposal of such administrative matters as may be specified.
- (c) '**Appellate Authority**' means the authority as nominated under rule 17.
- (d) '**Appointing Authority**': Means
  - (i) the Chief Justice for all categories of posts in Class-I.

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1. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

- (ii) the Registrar General for all categories of posts in Class-II, Class-III and Class-IV, who shall exercise the powers of appointment subject to the control of the Chief Justice.
- (e) '**Budget Officer**' means the <sup>1</sup>[**Controller Accounts**] of the High Court.
- (f) '**Chief Justice**' means the Chief Justice of the High Court and '**Judge**' means Judge of the High Court.
- (g) '**Chief Librarian**' means the Chief Librarian of Library Services of the High Court.
- (h) '**Chief System Analyst**' means the Chief System Analyst of the Information and Technology branch of the High Court.
- (i) '**Citizen of India**' means a person who is or is deemed to be a citizen of India under Part II of the Constitution and the Citizenship Act, 1955.
- (j) '**Constitution**' means the Constitution of India.
- (k) '**Departmental Promotion Committee**' means the Committee constituted by the Chief Justice under Schedule-I, Column No. 11.
- (l) '**Deputation**' means either the temporary lending by an outside authority of the services of its officers or employees to the High Court or the temporary borrowing by an outside authority of the services of Officers or employees of the High Court.
- (m) '**Deputy Registrar**' means the Deputy Registrar of the High Court.
- (n) '**Disciplinary Authority**' in relation to the imposition of a penalty on an employee means the Authority competent under rule 16 to impose on him/her any of the penalties.
- (o) '**Employee**' or '**Employee of the Court**' means any Officer or employee appointed to or borne on the establishment of the High Court as specified in the Schedule-I as amended from time to time.
- (p) '**Establishment**' means the establishment of the Office of the High Court.

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1. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

- (q) **'Examination'** means examination conducted by the "Examination Section" of the High Court for recruitment/selection of employees of the High Court and Courts sub-ordinate thereto and members of the Judicial Service;
- (r) **'Examination Committee'** means Committee constituted by the Chief Justice to monitor and oversee the selection process for the recruitment of various staff of High Court and Courts sub-ordinate thereto and members of the Judicial Service;
- (s) **'Government'** means the Government of Madhya Pradesh.
- (t) **'Government Servant'** means any officer or servant appointed by or under the authority of the Central or State Government, as the case may be.
- (u) **'Governor'** means the Governor of Madhya Pradesh.
- (v) **'High Court'** means the High Court of Madhya Pradesh.
- (w) **'Joint Registrar'** means the Joint Registrar of the High Court.
- (x) **'Judicial Academy'** means "Madhya Pradesh State Judicial Academy at Jabalpur and its regional units".
- (y) **'Judicial Service'** means Higher Judicial and State Judicial Service of Madhya Pradesh.
- (z) **'Library Professional'** shall include a personnel working in Library as Technical Assistant, Assistant Librarian, Librarian <sup>1</sup>[and Chief Librarian].
- (aa) **'Members of the Family'** in relation to an employee means his spouse, children or step children dependent upon the employee.
- (ab) **'Other Backward Classes'** means the classes so notified by the Government of India or by the State Government from time to time.
- (ac) **'Person with benchmark disability, person with disability and person with disability having high support need'** shall respectively have the same meaning as given under the Rights of Persons with Disabilities Act, 2016.

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1. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

(ad) **'Post'** means a post on the establishment in Class I, Class II, Class III or Class IV of Schedule I.

(ae) **'Principal Registrar Examination'** means the Principal Registrar of the Examination Section of the High Court.

(af) **'Principal Registrar Judicial'** means the Principal Registrar of the Judicial branch of the High Court.

(ag) **'Principal Registrar Vigilance'** means the Principal Registrar of the Vigilance Cell of the High Court.

(ah) **'Registrar'** means the Registrar of the High Court.

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

(aj) **'Schedule'** means the Schedule appended to these Rules.

(ak) **'Sr. Principal Analyst'** means the Sr. Principal Analyst (Information & Technology), Sr. Principal Analyst (System Administration) and Sr. Principal Analyst (Network & Communication Technology) of the High Court".

(al) **'Service'** means Services of the High Court;

(am) **'Vigilance Section'** means the Vigilance Section of the High Court.

(an) **'Year of Recruitment'** means year commencing 1<sup>st</sup> of January and ending 31<sup>st</sup> December.

### 3. **SCOPE OF APPLICATION :**

These Rules shall apply to every person who holds a post or is a member of services except:

- i. any member of the Judicial Service and/or officer belonging to any other service on deputation to the High Court,
- ii. persons in casual employment,
- iii. persons in respect of whose appointment and conditions of service special provisions have been made, or may hereafter be made by contract.

In case any doubt regarding applicability of these rules, the decision of Chief Justice shall be final.



**4. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :**

The number of posts, their classification and the scale of pay attached thereto shall be as specified in column nos. 2 to 5 of Schedule annexed-I to these Rules.

Provided that, the classification of an existing service on post under the orders that may have been issued before coming into force of these rules shall be deemed to be its classification under these rules unless otherwise notified by special or general orders issued in this behalf by the High Court.

**5. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATIONS, Etc. :**

The method of recruitment, age limit, qualification and other matters relating to a post shall be as specified in Columns 6 to 11 of Schedule-I.

**6. ELIGIBILITY:**

1. No persons shall be eligible for appointment unless he is a citizen of India.
2. No candidate who has more than one spouse living shall be eligible for appointment.
3. No candidate shall be eligible for appointment to the service, if the candidate has more than two children on or after 26-01-2001 as provided in Rule 6 (6) of the Madhya Pradesh Civil Services (General Conditions of Services) Rules, 1961.

**Explanation:**

(a) A person having more than two children shall not be deemed to be disqualified for appointment, where already having one child, more than one children are born from the subsequent delivery.

(b) For the purpose of this Sub Rule, a child born within 280 days from 26-01-2001, shall not constitute disqualification.

Note: *Kindly refer to the Judgment dtd. 07-11-2003 of Mr. Ojhilal Gond vs. the State of M.P. and Others in W.P. no. 5069 of 2002 at High Court of M.P., Jabalpur.*

4. No candidate shall be eligible for appointment unless he has been certified to be medically fit for appointment to the post by the District Medical Board;

Provided that, a candidate may be appointed provisionally subject to presentation of aforesaid certificate within a period of 30 days from the date of joining, failing which the appointment shall be liable to be terminated.

- (5) Any attempt on the part of a candidate to obtain support for his candidature will render him disqualified for selection.

(6) No person shall be eligible for appointment if he -

- a. is or has been a member of a body of persons which has been declared to be unlawful by the state or central government, as the case may be; and continues to be so on the date of the publication of advertisement for the post;

**Or**

- b. has been indicted by a competent authority for participating in or associating with any activity or programme:
- i. aimed at subversion of the Constitution of India;
  - ii. aimed at organized breach or defiance of law involving violence;
  - iii. prejudicial to the sovereignty and integrity of India or the security of the State; or
  - iv. promotes feelings of ill will, enmity or hatred between different sections of the people on grounds of religion, race, language, caste or community;

**Or**

- c. has been dismissed from service of the Central or a State Government, a local or statutory body or any Court;

**Or**

- d. has been debarred or disqualified by the Union or any State Public Service Commission or a local or statutory body or a Court from appearing in any examination or selection process conducted by it;

Or

e. has been convicted of an offence involving moral turpitude.

(7) No person shall be eligible for promotion for five calendar years from the date on which his promotion becomes due, if he/she has more than two children on or after commencement of these Rules.

Provided that,— (1) A person having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he has on the date of commencement of this rule does not increase.

(2) A person having more than two children shall not be deemed to be disqualified for promotion, where already having one child, more than one children are born from the subsequent delivery.

**EXPLANATION:** For the purpose of this sub-rule, a child born within 280 days from the date of commencement of these Rules shall not constitute disqualification.

#### **7. CONDITIONS OF SERVICE:**

Subject to the provisions contained in these rules, in respect of all such matters regarding conditions of the services of the officers and employees of the High Court where no provisions have been made in these rules, the rules framed and orders issued from time to time in respect of the members belonging to State Govt. service holding corresponding posts with such specification, may be made applicable, subject to such modifications, variations or exceptions, if any, as the Chief Justice may, from time to time specify.

#### **8. PROBATION:**

(1) A person appointed to the High Court service by direct recruitment shall ordinarily be placed on probation for a period of two years.

(2) The appointing authority may, for sufficient reasons, extend the period of probation by a further period not exceeding one year.

- (3) A probationer shall undergo such training and pass such departmental examination during the period of his probation as may be prescribed.
- (4) The services of a probationer may be terminated during the period of probation if in the opinion of the appointing authority he is not likely to shape into a suitable employee.
- (5) The services of a probationer who has not passed the departmental examination or who is found unsuitable for the service or post may be terminated at the end of the period of his probation.
- (6) On the successful completion of probation and passing of the prescribed department examination, if any, the probationer shall, if there is a permanent post available, be confirmed in the service or post to which he has been appointed, either a certificate shall be issued in his favour by the appointing authority to the effect that the probationer would have been confirmed but for the non-availability of the permanent post and that as soon as a permanent post becomes available he will be confirmed.
- (7) A probationer, who has neither been confirmed, nor a certificate issued in his favor under sub-rule (6), nor discharged from service under sub-rule (4), shall be deemed to have been appointed as a temporary Government servant with effect from the date of expiry of probation and his conditions of service shall be governed by the Madhya Pradesh Government Servants (Temporary and Quasi-Permanent Service) Rules, 1960.

9. **ADJUDGING SUITABILITY OF OFFICIATING GOVERNMENT SERVANTS:-**

- (1) A person already in permanent Government service appointed to the services of the High Court by direct recruitment or transfer shall ordinarily be appointed in an officiating capacity for a period of two years to ascertain his suitability for the service:

Provided that, the High Court may declare that any previous officiation in the services of the High Court may be counted towards the period of adjudging to such extent as may be specified in the particular case:

Provided further that, if the Government servant is appointed to a post to which direct recruitment is also made in accordance with the Recruitment Rules governing appointments to such post then the period of officiation shall be equal to the period of probation prescribed for a person appointed by direct recruitment to the said post under the rules.

- (2) The appointing authority may, for sufficient reasons, extend the period of officiation by further period not exceeding one year:

Provided that, if the Government servant is appointed to a post to which direct recruitment is also made in accordance with the Recruitment Rules governing appointments to such posts and the Rules provide for extension of the period of probation then the period by which the period of officiation may be further extended shall be equal to the period by which the period of probation is extendable for a person appointed by direct recruitment to the said post under the Rules.

- (3) If during or at the end of the period officiation or extended period of officiation, the employee is found unsuitable for the service or post to which he has been appointed he shall be reverted to his former substantive service or post.

Note.- The failure to pass prescribed departmental examination, if any, within such period as may be allowed for the purpose may be construed as failure to show fitness for the service or post in which the employee is officiating.

- 10. GRADATION LIST**- A gradation list shall be maintained for each cadre which shall be arranged in order of seniority the names of the employee holding the posts included in the cadre:

Provided that, when a cadre consists of two or more distinct branches or groups of posts and transfers are not ordinarily made from one branch or group of posts to another, a separate gradation list shall be maintained for each branch or group of posts of such cadre.

- 11. SENIORITY**- The seniority of the members of a service or a distinct branch or group of posts of that service shall be determined in accordance with the following principles, viz :-

(1) Seniority of Direct Recruits and Promotees –

- (a) The Seniority of persons directly appointed to a post according to rules shall be determined on the basis of the order of merit in which they are recommended for appointment irrespective the date of joining. Persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection.
- (b) Where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee.
- (c) Where promotions are made on the basis of seniority subject to rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where however a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if subsequently found suitable and promoted, take seniority in the Higher grade over the junior persons who had superseded him.
- (d) The seniority of a person whose case was deferred by the Departmental Promotion Committee for lack of Annual Character Rolls or for any other reasons but subsequently found fit to be promoted from the date on which his junior was promoted, shall be counted from the date of promotion of his immediate junior in the select list or from the date on which he is found fit to be promoted by the Departmental Promotion Committee.
- (e) The relative seniority between direct recruits and promotees shall be determined according to the date of issue of appointment/promotion order:

Provided that, if a person is appointed/promoted on the basis of roster earlier than his senior, seniority of such person shall be determined according to the merit/select/fit list prepared by the appropriate authority.

- (f) If the period of probation of any direct recruit or the testing period of any promotee is extended, the appointing authority shall determine whether he should be assigned the same seniority as would have been assigned to him if he had completed the normal period of probation/testing period successfully, or whether he should be assigned a lower seniority.
- (g) If orders of direct recruitment and promotion are issued on the same date, promotees shall, enblock, be treated as senior to the direct recruits.

(2) Seniority of Transferees-

- (a) Where a person is appointed by transfer in accordance with the provisions in the Recruitment Rules, providing for such transfer in the event of non-availability of suitable candidates by direct recruitment or promotion, such transferee shall be grouped with direct recruits or promotees, as the case may be, and he shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.
- (b) In the case of a person who is initially taken on deputation and absorbed later (i.e. where the relevant recruitment rules provide for "transfer on deputation/transfer") his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has so ever been holding already (on the date of absorption) the same or equivalent grade on regular basis, in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority, from the date he has been holding the post on deputation or the date from which he has been appointed on a regular basis to the same or equivalent grade in his [parent department].

**Explanation-** The fixation of seniority of a transferee in accordance with the above rule will not however affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

(3) Seniority in special types of cases-

(a) In case where a penalty of reduction to a lower service, grade or post is imposed on a employee of the High Court and such reduction is for a specified period and is not to operate to postpone future increments, the Seniority of the Government servant may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time scale at what it would have been but for his reduction.

(b) Where the reduction is for a specified period and is to operate to postpone future increments, the seniority of the employee of the High Court on re-promotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him in the higher service, grade or post or higher time scale.

(c) The surplus employees shall not be entitled for the benefit of the past service rendered in the previous office for the purpose of their seniority in the new office and such employees shall be treated as fresh entrants in the matter of their seniority.

(d) When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another, office their *inter-se-seniority* in the later office shall be the same as in their previous office provided that:-

- i. No direct recruit has been selected for appointment to that grade in between these dates, and
- ii. No promotee has been approved for appointment to that grade in between these dates.

(4) Seniority of Ad-hoc employees-

(a) A person appointed on ad-hoc basis shall not get any seniority till the regularisation of his services.

(b) If a person is appointed on ad-hoc basis by substantially following the procedure laid down by the Recruitment Rules and the appointee continues in the post uninterruptedly till the regularisation of his service in accordance with the rules,



the period of officiating service shall be counted for seniority.

**12. PROMOTION-** The Chief Justice shall determine in respect of each grade or service to which appointment may be made by promotion, the grade or service from which such promotion may be made and the procedure to be followed for the purpose, and in particular whether such promotion shall be on the basis of seniority subject to the rejection of the persons considered unfit for promotion or whether the selection for promotion shall be determined on the basis of merit from among persons who had completed in the lower grade or service such minimum period of service as may be prescribed.

**13. REVERSION AND RE-APPOINTMENT-** Permanent employee of the High Court officiating in a higher grade or service may be reverted to the lower grade or service from which they were promoted if there are no vacancies in the former grade or service; and such reversion shall not be construed to be a reduction in rank:

Provided that, the order in which such reversion shall be made will be the reverse of the order in which officiating promotion was made, except when administrative convenience renders it necessary to revert the officiating employee of the High Court otherwise than in accordance with this proviso:

Provided further that, on the occurrence of a fresh vacancy the re-appointment to the higher grade or service shall ordinarily be in the order of relative seniority of the reverted employee of the High Courts.

**14. CONDUCT-** The provisions contained in the Madhya Pradesh Civil Services (Conduct) Rule, 1965 shall be applicable *mutatis mutandis* to the employees.

### **DISCIPLINE AND APPEAL**

**15. SUPERINTENDENCE AND CONTROL:** All Employees in the High Court shall be subject to the superintendence and control of the Chief Justice.

16. The provisions of Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966 shall be applicable *mutatis mutandis* to the employees of the High Court subject to the following:

- (1) Employees belonging to Class IV, Class III and Class II, the Disciplinary Authority shall be the Registrar General or such other Officer as may be designated in this regard by the Chief Justice.
- (2) Employees in Class I Posts, the Disciplinary Authority shall be the <sup>1</sup>[High Court] Judge or the committee of <sup>2</sup>[High Court] Judges as may be designated in this regard by the Chief Justice.

The power exercised by the State Government under the Rules adopted by the High Court shall be exercised in regard to Employees of the High Court by the Chief Justice.

#### **17. APPELLATE AUTHORITY:**

- (1) If the order imposing any of the penalties specified under the **M.P. Civil Services (Classification, Control and Appeal) Rules, 1966** is passed by the Registrar General, the appeal shall lie before the Chief Justice or any Judge or committee of Judges nominated by the Chief Justice.
- (2) If the order imposing any of the penalties specified under the **M.P. Civil Services (Classification, Control and Appeal) Rules, 1966** is passed by the <sup>3</sup>[High Court Judge or the committee of High Court Judges], the appeal shall lie before <sup>4</sup>[Chief Justice] of the High Court.

#### **18. INHERENT POWERS OF THE CHIEF JUSTICE:**

- (1) Nothing in these Rules shall be construed to limit or abridge the power of The Chief Justice to deal with the case of any member of the Service or any person to be appointed to the Service in such manner as may appear to him to be just and equitable:

Provided that, where any rule is relaxed in the case of any person the case shall not be dealt with in any manner less favourable to him than that provided by that rule.

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1. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

2. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

3. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

4. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

(2) The High Court may, from time to time, alter, amend or repeal any of these Rules in full or any portion thereof and make such further Rules, as he may deem fit in regard to all matters herein provided or matters incidental or ancillary to these Rules or in regard to matters which have not been provided or sufficiently provided for, in these Rules.

Provided that, if such orders relate to salaries, allowances, leave or pension of the employees of the High Court such orders shall be made with the approval of the Governor of the State.

### **MISCELLANEOUS**

19. The provisions contained in the **Madhya Pradesh Fundamental Rules** shall be applicable *mutatis mutandis* to the employees.
20. The provisions contained in the **M.P. Civil Services (Pension) Rules, 1976** shall be applicable *mutatis mutandis* to the employees.
- (2) The M.P. Civil Services (Pension) Rules, 1976 shall not be applicable to the person appointed on or after 1st January, 2005 to the services and posts in connection with the affairs of the High Court either temporarily or permanently and they shall be the Member of National Pension Scheme.

### **21. INTERPRETATION:**

If any question arises regarding the interpretation of the rules, it shall be referred to the Chief Justice whose decision thereon shall be final.

### **22. REPEAL AND SAVINGS:**

High Court of Madhya Pradesh (Recruitment, Conditions of Service and Conduct) Rules, 1996 are hereby repealed:

Provided that, any order already made under the Repealed Rules shall continue in force and be deemed to have been made under the provisions of these Rules:

Provided further that, any action taken or proceedings started under the repealed Rules and pending at the commencement of these Rules shall be continued and disposed of as far as may be, in accordance with the provisions of these Rules.

(RAJENDRA KUMAR VANI)

REGISTRAR GENERAL

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**SCHEDULE-I**

| Sl. No.                               | Nomenclature                          | Number of the post | Classification | Scale of Pay  | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee                    |
|---------------------------------------|---------------------------------------|--------------------|----------------|---|--|-------------------------------------|----------------------|---|---|--|
| 1                                     | 2                                     | 3                  | 4              | 5   | 6  | 7                                   | 8                    | 9   | 10  | 11   |
| <b>JUDICIAL OFFICERS (HIGH COURT)</b> |                                       |                    |                |   |  |                                     |                      |   |   |  |
| 1                                     | Registrar General                     | 01                 | Class-I        | 70290-76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy). | ---  | ---                                 | Chief Justice        | '[On deputation of Judicial Officer of Super Time Scale from the cadre of the Higher Judicial Service.]                   | '[-----] Judicial Officers [of Super Time Scale] from the cadre of the Higher Judicial Service                              | Chief Justice or Committee comprising Chairman, Secretary, Members |
| 2                                     | Principal Registrar (Exam/ILR)        | 01                 | --- do ---     | 70290-76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy). | ---  | ---                                 | Chief Justice        | By promotion from amongst Registrars or by deputation of Judicial Officers from the cadre of the Higher Judicial Service. | Registrars or Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |
| 3                                     | Principal Registrar (Vigilance)       | 01                 | --- do ---     | 70290-76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy). | ---  | ---                                 | Chief Justice        | By promotion from amongst Registrars or by deputation of Judicial Officers from the cadre of the Higher Judicial Service. | Registrars or Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |
| 4                                     | Principal Registrar (Judicial)        | 01                 | --- do ---     | 70290-76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy). | ---  | ---                                 | Chief Justice        | By promotion from amongst Registrars or by deputation of Judicial Officers from the cadre of the Higher Judicial Service. | Registrars or Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |
| 5                                     | Principal Registrar (For the Benches) | 02                 | --- do ---     | 70290-76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy). | ---  | ---                                 | Chief Justice        | By promotion from amongst Registrars or by deputation of Judicial Officers from the cadre of the Higher Judicial Service. | Registrars or Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |
| 6                                     | District Judge (Inspection)           | 03                 | --- do ---     | 70290-76450 (Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy).    | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officers from the cadre of the Higher Judicial Service.   | Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |
| 7                                     | Registrar                             | 06                 | --- do ---     | Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy                   | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officers from the cadre of Higher Judicial Service.   | Judicial Officers from the cadre of the Higher Judicial Service   | -- do --   |

1. Subs. by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.
2. Deleted by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.
3. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

| SL No.  | Nomenclature  | Number of the post | Classification | Scale of Pay   | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee                    |
|---|---|--------------------|----------------|--|--|-------------------------------------|----------------------|---|---|--|
| 1   | 2   | 3                  | 4              | 5  | 6  | 7                                   | 8                    | 9   | 10  | 11   |
| 8   | Registrar (Vigilance)   | 01                 | --- do ---     | 51550-63070<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy)                   | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officers from the cadre of Higher Judicial Service.   | Judicial Officers from the cadre of the Higher Judicial Service   | -- do ---  |
| 9   | Member Secretary State Court Management System (District Judge Entry Level) | 01                 | --- do ---     | 51550-63070<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy)                   | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officers from the cadre of Higher Judicial Service.   | Judicial Officers from the cadre of the Higher Judicial Service   | -- do ---  |
| <b>JUDICIAL OFFICERS (STATE JUDICIAL ACADEMY)</b> |   |                    |                |  |  |                                     |                      |   |   |  |
| 10  | Director (MPSJA)  | 01                 | --- do ---     | 70290--76450<br>(Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy).                 | ---  | ---                                 | Chief Justice        | On deputation from the cadre of Higher Judicial Service.  | From the cadre of Higher Judicial Service   | Chief Justice or Committee comprising Chairman, Secretary, Members |
| 11  | Additional Director (MPSJA)   | 01                 | --- do ---     | 57700-70290<br>Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy.                    | ---  | ---                                 | Chief Justice        | On deputation from the cadre of Higher Judicial Service   | From the cadre of Higher Judicial Service   | -- do ---  |
| 12  | Permanent Faculty (MPSJA)   | 03                 | --- do ---     | 57700-70290<br>Own Pay Scale of Higher Judicial Service and Deputation Allowance as per Govt. policy.                    | Graduation with LL.M./LL.D.                                  | ---                                 | Chief Justice        | On deputation from the cadre of Higher Judicial Service<br>Or<br>On deputation Assistant Professor (Law) having requisite qualification and experience of 05 years. | From the cadre of Higher Judicial Service   | -- do ---  |
| 13  | Deputy Director (MPSJA)   | 01                 | --- do ---     | 51550-63070<br>Own Pay Scale of M.P. Judicial Service (Senior Civil Judge) and Deputation Allowance as per Govt. policy. | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officer from the cadre of Senior Civil Judge  | Judicial Officer from the cadre of Senior Civil Judge   | -- do ---  |
| 14  | Assistant Director (MPSJA)  | 01                 | --- do ---     | 39550-54010<br>Own Pay Scale of M.P. Judicial Service (Senior Civil Judge) and Deputation Allowance as per Govt. policy. | ---  | ---                                 | Chief Justice        | On deputation of Judicial Officer from the cadre of Senior Civil Judge  | Judicial Officer from the cadre of Senior Civil Judge   | -- do ---  |

| Sl. No.   | Nomenclature                                | Number of the post | Classification | Scale of Pay            | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee                    |
|---|---|--------------------|----------------|-------------------------|--|-------------------------------------|----------------------|--|---|--|
| 1   | 2   | 3                  | 4              | 5                       | 6  | 7                                   | 8                    | 9  | 10  | 11   |
| <b>NON JUDICIAL OFFICERS</b>  |   |                    |                |                         |  |                                     |                      |  |   |  |
| 15  | Registrar (M)                               | 02                 | --- do ---     | 37400-67000 + 8700 G.P. | ---  | ---                                 | Chief Justice        | By promotion on merit from amongst the Joint Registrars (M) [Controller Accounts] who have completed 03 years service on the feeder post.  | Joint Registrar (M) [Controller Accounts]   | Chief Justice or Committee comprising Chairman, Secretary, Members |
| 16  | Registrar -cum- Principal Private Secretary | 01                 | --do--         | 37400-67000 + 8700 G.P. | ---  | ---                                 | Chief Justice        | By promotion on merit from amongst the Joint Registrar (M) who have worked as Private Secretary for a period of 03 years.  | Joint Registrar (M)   | -- do ---  |
| 17  | Joint Registrar (M)                         | 04                 | --- do ---     | 15600-39100 + GP 7600   | ---  | ---                                 | Chief Justice        | By promotion from amongst the Deputy Registrar (M) on merit-cum-seniority basis with at least 03 years service as Deputy Registrar   | Deputy Registrar (M)  | -- do ---  |
| 18  | Controller Accounts                         | 01                 | --- do ---     | 15600-39100 + GP 7600   | ---  | ---                                 | Chief Justice        | By promotion from amongst the Deputy Registrars (having experience in accounts) and Deputy Controller Accounts on merit-cum-seniority basis, who have worked as such for atleast for the period of 03 years.<br><br>Or<br>By deputation from the office of the Accountant General, Madhya Pradesh or Directorate of Treasuries | Deputy Registrar (M) / Deputy Controller Accounts   | -- do ---  |
| <p>1. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.</p> <p>2. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.</p> |   |                    |                |                         |  |                                     |                      |  |   |  |

| Sl. No. | Nomenclature               | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment)                | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|---------|----------------------------|--------------------|----------------|-----------------------|---|--|----------------------|--|---|---|
| 1       | 2                          | 3                  | 4              | 5                     | 6   | 7  | 8                    | 9  | 10  | 11  |
| 19      | Deputy Registrar (M)       | 12                 | --- do ---     | 15600-39100 + GP 6600 |   | ---  | Chief Justice        | By promotion from amongst the Assistant Registrar (M) on merit-cum-seniority basis.  | Assistant Registrar (M)   | -- do --  |
| 20      | Deputy Controller Accounts | 03                 | --- do ---     | 15600-39100 + GP 6600 |   | ---  | Chief Justice        | By promotion from amongst Assistant Registrar (M) on merit-cum-seniority basis, provided the incumbent is trained in Accounts and who has worked as Assistant Account for a period not less than 3 years.<br><br>Or<br>On deputation from the personnel working on analogues posts in the office of the Accountant General, Madhya Pradesh or Directorate of Treasuries. | Assistant Registrar (M)   | -- do --  |
| 21      | Assistant Registrar (M)    | 30                 | Class-II       | 15600-39100 + GP 5400 |   | ---  | Registrar General    | By promotion from amongst Secretaries to Judges, Administrative Officers (Judl.) and Assistant Editor (I.L.R.) in the ratio of 50% from Ministerial cadre, 40% from Secretarial cadre and 10% from Translator cadre on the basis of merit-cum-seniority to be determined by taking into consideration of ACRs of preceding 5 yrs.  | Administrative Officer (Judl.) /<br>Secretary to the Judge/<br>Assistant Editor (I.L.R.)                                    | Committee comprising Chairman, Secretary, Members |
| 22      | Court Manager              | 04                 | --- do ---     | 15600-39100 + GP 5400 | (i) B.Tech. in Computer Science/ B.Tech. in I.T. with degree in MBA (in Finance/ Human Resources) from a recognized university and preferably having two years of experience in managerial capacity.<br>Or<br>(ii) A Bachelor Degree with Masters in Business Administration or advanced diploma in General Management from U.G.C. recognized University or | 21-40<br>Not relaxable in any case beyond 45 years | Registrar General    | By direct recruitment  | ---   | -- do --  |

| Sl. No.                  | Nomenclature  | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|--------------------------|---|--------------------|----------------|----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1                        | 2   | 3                  | 4              | 5                    | 6   | 7                                   | 8                    | 9  | 10  | 11  |
|                          |   |                    |                |                      | Institution along with 3 (Three) years experience/ training in system and process management or 3 years experience/ training in I.T. Systems Management/ Human Resource Management/ Financial System Management/ Court Management in Government Organization or reputed Institution/ Industry having turnover of not less than 100 crores.<br>And<br>(iii) Excellent communication skills in Hindi and English,<br>(iv) Excellent social skills,<br>(v) Excellent computer application skills<br>(vi) Preference will be given to candidates having qualification and experience in the field of Law/ specialization in Human Resources/ Finance and also to such candidates who have worked efficiently as Court Manager in the High Court /Subordinate Courts of M.P. |                                     |                      |  |   |   |
| <b>SECRETARIAL CADRE</b> |   |                    |                |                      |   |                                     |                      |  |   |   |
| 23                       | Secretary to the Judges                               | 65                 | --- do ---     | 9300-34800 + GP 4800 | (i) Graduate from any Recognized University.<br>(ii) Qualified in English Shorthand from a Recognized Board of Shorthand and Typewriting Examination with a speed of 100 words per minute. Graduation in Law will be preferred.<br>(iii) 1 year Diploma in Computer Application from an Institution recognized by the Government of Madhya Pradesh.   | 18-35                               | Registrar General    | By promotion from amongst the Senior Personal Assistant on merit-cum-seniority basis.<br>Or<br>If necessary, by direct recruitment.  | Senior Personal Assistant   | Committee comprising Chairman, Secretary, Members |
| 24                       | Senior Personal Assistant<br><br>(High Court + MPSJA) | 70<br>(69+01)      | Class-III      | 9300-34800 + GP 3600 | (i) Graduate from any Recognized University.<br>(ii) Qualified in English Shorthand from a Recognized Board of Shorthand and Typewriting Examination with a speed of 100 words per minute. Graduation in Law will be preferred.   | 18-35                               | Registrar General    | By promotion from amongst qualified Personal Assistant on seniority -cum- merit basis.<br>Or<br>If necessary, by direct recruitment. | Personal Assistant  | --- do ---  |



| Sl. No.                  | Nomenclature                               | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment)                | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|--------------------------|--|--------------------|----------------|----------------------|--|--|----------------------|---|---|---|
| 1                        | 2  | 3                  | 4              | 5                    | 6  | 7  | 8                    | 9   | 10  | 11  |
|                          |  |                    |                |                      | (iii) 1 year Diploma in Computer Application from an Institution recognized by the Govt. of M.P.   |  |                      |   |   |   |
| 25                       | Personal Assistant<br>(High Court + MPSJA) | 68<br>(66+02)      | --- do ---     | 9300-34800 + GP 3600 | (i) Graduate from any recognized University.<br>(ii) Shorthand Examination in English from a recognized Board of Shorthand and Typewriting Examination @ 80 words per minute.<br>(iii) 1 year Diploma in Computer Application from the Institution recognized by the Government of Madhya Pradesh.   | 18-40<br>Not relaxable in any case beyond 45 years | Registrar General    | (i) By direct recruitment through competitive test.<br>(ii) Qualified personnel of the High Court and of the Subordinate Courts may also be considered. | --  | --- do ---  |
| 26                       | Personal Assistant<br>(Hindi)              | 01                 | --- do ---     | 9300-34800 + GP 3600 | (iv) Graduate from any recognized University.<br>(i) Shorthand Examination in Hindi from a recognized Board of Shorthand and Typewriting Examination @ 80 words per minute.<br>(ii) 1 year Diploma in Computer Application from an Institution recognized by the Government of Madhya Pradesh.   | 18-40<br>Not relaxable in any case beyond 45 years | Registrar General    | (i) By recruitment through competitive test.<br>(ii) Qualified personnel of the High Court and of the Subordinate Courts may also be considered.        | --  | --- do ---  |
| 27                       | Stenographer                               | 04                 | --- do ---     | 5200-20200 + GP 1900 | (i) Graduate from any recognized University.<br>(ii) English Shorthand exam passed with speed of 80 W.P.M. from Board/Institution recognized by M.P. Government<br>And<br>(iii) Valid C.P.C.T. score card from M.P. Agency for Promotion of Information Technology (MAP-I.T.) or any other Agency/Institution recognized by the M.P. Govt.<br><br>Or<br>One year Diploma Course passed in Computer Application from Institution recognized by M.P. Govt. | 18-40<br>Not relaxable in any case beyond 45 years | Registrar General    | By direct recruitment.  | ---   | --- do ---  |
| <b>MINISTERIAL CADRE</b> |  |                    |                |                      |  |  |                      |   |   |   |
| 28                       | Administrative Officer (Judicial)          | 28<br>(27+01)      | Class-II       | 9300-34800 + GP 4800 | ---  | ---  | Registrar General    | By promotion on merit-cum-seniority basis/ By selection on the basis of departmental examination  | Senior Judicial Assistant/  | Committee comprising Chairman, Secretary, Members |

| Sl. No. | Nomenclature              | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|---------|---------------------------|--------------------|----------------|----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2                         | 3                  | 4              | 5                    | 6  | 7                                   | 8                    | 9   | 10  | 11  |
|         | (High Court + MPSJA)      |                    |                |                      |  |                                     |                      | from amongst the Senior Judicial Assistant Horticulturists, Judicial Statistical Writer and Accountant having working experience of 3 years   | Horticulturists/<br>Judicial Statistical Writer/<br>Accountant  |   |
| 29      | Accountant (MPSJA)        | 02                 | Class-III      | 9300-34800 + GP 3600 | Graduate from any recognized University and must have passed Accounts Training from Department of Treasuries and Accounts. | ----                                | Registrar General    | By promotion from amongst the Judicial Assistant / Asst. Accountant having requisite qualification and experience of atleast 3 years in Account work<br>Or<br>By deputation of qualified person from Department of Treasuries and Accounts, Government of Madhya Pradesh. | Judicial Assistant /<br>Asst. Accountant  | Committee comprising Chairman, Secretary, Members |
| 30      | Senior Judicial Assistant | 133                | --- do ---     | 9300-34800 + GP 3600 | ---  | ---                                 | Registrar General    | (i) By promotion on seniority-cum-merit basis from amongst Judicial Assistant<br>(ii) 25% posts shall be filled by 'Judicial Assistant/ Junior Judicial Assistant through departmental examination after completion of 5 years service 'as Junior Judicial Assistant',    | Judicial Assistant/<br>Junior Judicial Assistant  | --- do ---  |

1. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

2. Added by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.

| Sl. No. | Nomenclature                                   | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|--|--------------------|----------------|----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2  | 3                  | 4              | 5                    | 6  | 7                                   | 8                    | 9   | 10  | 11  |
| 31      | Judicial Statistical Writer                    | 03                 | --- do ---     | 9300-34800 + GP 3600 | (i) Bachelor / Master Degree having Statistics as a Subject.<br>(ii) Knowledge of Computer Application   | ---                                 | Registrar General    | By promotion on the seniority-cum-merit basis from amongst Judicial Assistant.<br>Or<br>If necessary, by direct recruitment.  | Judicial Assistant  | -- do --  |
| 32      | Horticulturist                                 | 03                 | --- do ---     | 9300-34800 + GP 3600 | Graduate in Horticulture or Graduate in Agriculture with specialization in Horticulture from any recognized University.  | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>On deputation from Department of Horticulture, Government of Madhya Pradesh having requisite qualification.  | Class-III   | -- do --  |
| 33      | Assistant Accountant (MPSJA)                   | 01                 | --- do ---     | 5200-20200 + GP 2800 | Graduate from any recognized University and must have passed Accounts Training from Department of Treasuries and Accounts.   | ----                                | Registrar General    | By promotion from amongst the Judicial Assistant having required qualification and experience of atleast 1 year in Account work<br>Or<br>By deputation of qualified person from Department of Treasuries and Accounts, Government of Madhya Pradesh.  | Judicial Assistant  | -- do --  |
| 34      | Judicial Assistant                             | 158                | --- do ---     | 5200-20200 + GP 2400 | ---  | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Assistants on the basis of seniority-cum-merit.   | Junior Judicial Assistant   | -- do --  |
| 35      | Junior Judicial Assistant (High Court + MPSJA) | 429 (426+03)       | --- do ---     | 5200-20200 + GP 1900 | (i) Graduate from any recognized University.<br>(ii) Passed Typewriting Examination in English and Hindi languages from any recognised Board of Shorthand and Typewriting Examination or Valid CPCT Score Card from Madhya Pradesh Agency for Promotion of Information & Technology (MAP-IT).<br>(iii) 1 year Diploma in Computer Application from the Institution recognized by the Government of Madhya Pradesh. | 18-35                               | Registrar General    | (a) By direct recruitment through competitive examination as may be prescribed by the Appointing Authority or by deputation of qualified personnel from the Establishment of District and Sessions Judges in the State to such extent as may be determined by the Chief Justice from time to time.<br>(b) By promotion from amongst Class IV employees of | Class-IV  | -- do --  |

| Sl. No.           | Nomenclature  | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|-------------------|---|--------------------|----------------|----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1                 | 2   | 3                  | 4              | 5                    | 6   | 7                                   | 8                    | 9  | 10  | 11  |
|                   |   |                    |                |                      |   |                                     |                      | the Establishment to the extent of maximum 15% (not to be carried forward), subject to suitability and having requisite qualification. |   |   |
| 36                | Typewriter Mechanic<br>Note: This Post will merge in the cadre of Junior Judicial Assistants after the retirement of the present incumbent. | 01                 | --- do ---     | 5200-20200 + GP 1900 | Passed Higher Secondary Examination and Diploma in Concerned trade.   | 18-35                               | Registrar General    | By direct recruitment.   | ---   | -- do --  |
| 37                | P.B.X. Operator   | 03                 | --- do ---     | 5200-20200 + GP 1900 | Passed Higher Secondary Examination and Diploma in Concerned trade.   | 18-35                               | Registrar General    | By direct recruitment.   | ---   | -- do --  |
| 38                | Care Taker<br>(High Court + MPSJA)  | 05<br>(04+01)      | --- do ---     | 5200-20200 + GP 1900 | (i) Graduate from the Recognized University and have passed Typewriting Examination in English and Hindi from any recognized Board of Shorthand and Typewriting Examination and possess knowledge of Computer Applications.<br>(ii) Having diploma in House Keeping<br>Or<br>In case of Selection from amongst Class III employees of High Court of Madhya Pradesh, the employee be capable to supervise the work of Class IV Employees and to manage the work of Guest House.<br>Or<br>In case of selection from amongst Class IV employees, employee have passed Class 12th from recognized board and be capable to supervise the work of Class IV Employees and to manage the work of Guest House. | 18-35                               | Registrar General    | By direct recruitment or promotion.  | Class-IV  | -- do --  |
| <b>TRANSLATOR</b> |   |                    |                |                      |   |                                     |                      |  |   |   |
| 39                | Administrative Officer (Judicial)   | 06<br>(One-third)  | Class-II       | 9300-34800 + GP 4800 | ---   | ---                                 | Registrar General    | By promotion from amongst Senior Judicial Translator/ Examiner (Judicial)  | Senior Judicial Translator /  | Committee comprising Chairman, Secretary,       |

| Sl. No. | Nomenclature               | Number of the post  | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made                               | Composition of Departmental Promotion Committee   |
|---------|----------------------------|---|----------------|----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2                          | 3   | 4              | 5                    | 6  | 7                                   | 8                    | 9   | 10  | 11  |
|         |                            | posts through Limited Departmental Examination from amongst the Translators, who have completed 5 years regular Service |                |                      |  |                                     |                      | /Stamp Reporter (Judl) / Judicial Proof Reader (Hindi/English) on the merit-cum-seniority basis.<br>Or<br>By selection on the basis of departmental examination from amongst the Senior Judicial Translator/ Examiner (Judicial) /Stamp Reporter (Judl) / Judicial Proof Reader (Hindi/English) with at least 03 years of service and Junior Judicial Translator with at least 05 years of service.<br>And<br>Having experience of working in the Administrative and Judicial Branches. | Examiner (Judicial) /<br>Stamp Reporter (Judl) /<br>Judicial Proof Reader (Hindi/English) /<br>Junior Judicial Translator                                 | Members   |
| 40      | Assistant Editor (I.L.R.)  | 01  | --- do ---     | 9300-34800 + GP 4200 | ---  | ---                                 | Registrar General    | By promotion from amongst Senior Judicial Translator/ Examiner (Judicial) /Stamp Reporter (Judl) / Judicial Proof Reader (Hindi/English) on the merit-cum-seniority basis.<br>Or<br>By selection on the basis of departmental examination from amongst the Senior Judicial Translator/ Examiner (Judicial) /Stamp Reporter (Judl) / Judicial Proof Reader (Hindi/English) with at least 03 years of service and Junior Judicial Translator with at least 05 years of service.           | Senior Judicial Translator /<br>Examiner (Judicial) /<br>Stamp Reporter (Judl) /<br>Judicial Proof Reader (Hindi/English) /<br>Junior Judicial Translator | Committee comprising Chairman, Secretary, Members |
| 41      | Senior Judicial Translator | 01  | Class-III      | 9300-34800 + GP 3200 | ---  | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Translator on the basis of seniority-cum-merit.   | Junior Judicial Translator  | -- do --  |
| 42      | Stamp Reporter (Judicial)  | 01  | --- do ---     | 9300-34800 + GP 3200 | ---  | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Translator on the basis of seniority-cum-merit.   | Junior Judicial Translator  | -- do --  |

| Sl. No. | Nomenclature                    | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|---------------------------------|--------------------|----------------|----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2                               | 3                  | 4              | 5                    | 6  | 7                                   | 8                    | 9   | 10  | 11  |
| 43      | Examiner (Judicial)             | 01                 | --- do ---     | 9300-34800 + GP 3200 | ---  | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Translator on the basis of seniority-cum-merit.   | Junior Judicial Translator  | -- do --  |
| 44      | Judicial Proof Reader (English) | 02                 | --- do ---     | 9300-34800 + GP 3600 | (i) Law Graduate from any recognized University.<br>(ii) Graduate OR Post-Graduate with English as a subject.<br><b>Desirable Qualification</b><br>(i) Diploma in Printing Technology or Diploma in Book Publication from any recognized Institute or Experience of working as Proof Reader.<br>(ii) Knowledge of Computer application and operation.<br>(iii) Having good command over grammar and vocabulary in English/Hindi. | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Translator on the basis of seniority-cum-merit.<br>Or<br>By deputation of qualified person from various Departments of Central or State Government.               | Junior Judicial Translator)   | -- do --  |
| 45      | Judicial Proof Reader (Hindi)   | 01                 | -- do ---      | 9300-34800 + GP 3600 | (i) Law Graduate from any recognized University.<br>(ii) Graduate OR Post-Graduate with Hindi as a subject<br><b>Desirable Qualification</b><br>(i) Diploma in Printing Technology or Diploma in Book Publication from any recognized Institute or Experience of working as Proof Reader.<br>(ii) Knowledge of Computer application and operation.<br>(iii) Having good command over grammar and vocabulary in English/Hindi.    | ---                                 | Registrar General    | By promotion from amongst Junior Judicial Translator (Translators) on the basis of seniority-cum-merit.<br>Or<br>By deputation of qualified person from various Departments of Central or State Government. | Junior Judicial Translator ( <i>Translators</i> )   | -- do --  |
| 46      | Junior Judicial Translator      | 23                 | --- do --      | 9300-34800 + GP 3600 | (i) Law Graduate and must possess knowledge of English and Hindi.<br>(ii) Knowledge of Computer Application.   | 18-35                               | Registrar General    | By direct recruitment through competitive examination.  | --  | --  |

| Sl. No.  | Nomenclature         | Number of the post | Classification | Scale of Pay           | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made  | Composition of Departmental Promotion Committee                    |
|--|----------------------|--------------------|----------------|------------------------|--|-------------------------------------|----------------------|--|--|--|
| 1  | 2                    | 3                  | 4              | 5                      | 6  | 7                                   | 8                    | 9  | 10   | 11   |
| <b>TECHNICAL CADRE</b>   |                      |                    |                |                        |  |                                     |                      |  |  |  |
| 47   | Chief System Analyst | 01                 | Class-I        | 37400-67000 + GP 10000 | <p>(i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 8 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>Or</p> <p>M.E./M.Tech (C.S/I.T.) with atleast 5 years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>And</p> <p>(ii) SCJP (Sun Certified Java Programmer) /MCSA (Microsoft Certificate Solution Development)/ PHP (Hypertext Pre-processor Language) or equivalent certificate.</p> | ---                                 | Chief Justice        | 1 On Deputation having requisite Qualification. or  By promotion on the basis of merit-cum-seniority from amongst the Sr. Principal System Analyst (Information and Technology) / Sr. Principal System Analyst (System Administrator) / Sr. Principal System Analyst (Network and Communication Technology) having requisite qualification and experience of not less than 03 years. | <p>Sr. Principal System Analyst (Information and Technology) /</p> <p>Sr. Principal System Analyst (System Administrator) /</p> <p>Sr. Principal System Analyst (Network and Communication Technology)</p> | Chief Justice or Committee comprising Chairman, Secretary, Members |
| 1. Added by Notification No. D-6143 Jabalpur, dtd. 20 <sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04 <sup>th</sup> October 2019. |                      |                    |                |                        |  |                                     |                      |  |  |  |

| Sl. No. | Nomenclature  | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|---|--------------------|----------------|-----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2   | 3                  | 4              | 5                     | 6  | 7                                   | 8                    | 9   | 10  | 11  |
| 48      | Sr. Principal System Analyst (Information & Technology) | 01                 | --- do ---     | 37400-67000 + GP 8700 | (i) B.E. (C.S./I.T.)/MCA/M.Sc. (C.S./I.T.) from recognized university with atleast 8 years experience of working on Linux/Open Source Software/Windows/ DBMS/ Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S./I.T.) with atleast 5 years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop & Network support.<br>And<br>(ii) SCJP (Sun Certified Java Programmer) /MCSD (Microsoft Certificate Solution Development)/ PHP (Hypertext Pre-processor Language) or equivalent certificate.<br>(iii) Work experience with Company or domain having turn over of not less than 100 crores.<br>(iv) Additional desirable qualification MBA (IT Management) | ---                                 | Chief Justice        | By promotion on the basis of merit-cum-seniority from amongst the Principal System Analyst having requisite qualification and experience of not less than 05 years.<br>Or<br>On deputation from various departments of Central Govt./State Govt./Corporation or Institution owned/controlled by Central/State Govt. like NIC, NICS, etc. having requisite qualification.                      | Principal System Analyst  | -- do ---                                       |
| 49      | Sr. Principal System Analyst (System Administrator)     | 01                 | --- do ---     | 37400-67000 + GP 8700 | (i) B.E. (C.S./I.T.)/MCA/M.Sc. (C.S./I.T.) from recognized university with atleast 8 years experience of working on Linux/Open Source Software/ Windows/ DBMS/ Software development/ Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S./I.T.) with atleast 5 years experience of working on Linux/Open source software/ Windows/ DBMS/ Software development/Desktop & Network support.<br>And<br>(ii) RHCE(Red Hat Certified Engineer/MCSE (Microsoft Certified System Engineer) or equivalent certificate.<br>(iii) Work experience with Company or domain   | --                                  | Chief Justice        | By promotion on the basis of merit-cum-seniority from amongst the Principal System Analyst having requisite qualification and experience of not less than 05 years.<br>Or<br>On deputation from various departments of Central Govt. or State Govt. or from any Corporation or Institution owned or controlled by Central or State Govt. like NIC, NICS, etc. having requisite qualification. | Principal System Analyst  | -- do ---                                       |



| Sl. No. | Nomenclature  | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|---|--------------------|----------------|-----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1       | 2   | 3                  | 4              | 5                     | 6   | 7                                   | 8                    | 9  | 10  | 11  |
|         |   |                    |                |                       | having turnover of not less than 100 crores.<br>(iv) Additional desirable qualification MBA (IT Management)   |                                     |                      |  |   |   |
| 50      | Sr. Principal System Analyst (Network and Communication Technology) | 01                 | --- do ---     | 37400-67000 + GP 8700 | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 8 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S/I.T.) with atleast 5 years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop & Network support<br>And<br>(ii) CCNA/ CCNP/ CISCO Certified Network Associate /CISCO certified Network professional or equivalent certificate.<br>(iii) Work experience with Company or domain having turn over of not less than 100 crores.<br>(iv) Additional desirable qualification MBA (IT Management) | ---                                 | Chief Justice        | By promotion on the basis of merit-cum-seniority from amongst the Principal System Analyst having requisite qualification and experience of not less than 05 years.<br>Or<br>On deputation from various departments of Central Govt./State Govt./Corporation or Institution owned/controlled by Central or State Govt. like NIC, NICSI, etc. having requisite qualification. | Principal System Analyst  | -- do ---                                       |
| 51      | Principal System Analyst  | 02                 | --- do ---     | 15600-39100 + GP 7600 | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 6 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S/I.T.) with atleast 4 years experience of working on Linux/Open source  | ---                                 | Chief Justice        | By promotion on the basis of merit-cum-seniority from amongst the Senior System Analyst, who have requisite qualification and experience of Senior System Analyst for not less than 03 years.  | Senior System Analyst   | -- do ---                                       |

| Sl. No. | Nomenclature          | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|-----------------------|--------------------|----------------|-----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2                     | 3                  | 4              | 5                     | 6  | 7                                   | 8                    | 9   | 10  | 11  |
|         |                       |                    |                |                       | software/Windows/ DBMS/Software development/Desktop & Network support.<br>And<br>(ii) SCJP (Sun Certified Java Programmer) /MCSD (Microsoft Certificate Solution Development)/ PHP(Hypertext Pre-processor Language)or equivalent certificate..<br>(iii) Additional desirable qualification MBA (IT Management)  |                                     |                      |   |   |   |
| 52      | Senior System Analyst | 03                 | --- do ---     | 15600-39100 + GP 6600 | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 6years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S/I.T.) with atleast 4years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop & Network support.<br>And<br>(ii) SCJP (Sun Certified Java Programmer) /MCSD (Microsoft Certificate Solution Development)/ PHP (Hypertext Pre-processor Language)or equivalent certificate.<br>(iii) Additional desirable qualification MBA (IT Management) | ---                                 | Chief Justice        | By promotion on the basis of merit-cum-seniority from amongst the System Analyst / Database Administrator / Jr. System Analyst (IT) (Networks & Communication Technology), who have requisite qualification and experience of System Analyst / Junior System Analyst (IT) (Networks & Communication Technology) / Data Base Administrator for not less than 05 years. | System Analyst / Database Administrator / Jr. System Analyst (IT) (Networks & Communication Technology)                     | -- do ---                                       |
| 53      | System Analyst        | 04                 | Class-II       | 15600-39100 + GP 5400 | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.)   | 18-35                               | Registrar            | By direct recruitment   | Jr. System Analyst  | Committee comprising                            |

| Sl. No. | Nomenclature            | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|---------|-------------------------|--------------------|----------------|-----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1       | 2                       | 3                  | 4              | 5                     | 6   | 7                                   | 8                    | 9  | 10  | 11  |
|         |                         |                    |                |                       | <p>from recognized university with atleast 6 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>Or</p> <p>M.E./M.Tech (C.S/I.T.) with atleast 3 years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>(ii) Work experience with Company or domain having turnover of not less than 100 crores.</p> <p>(iii) Additional desirable qualification MBA (IT Management)</p> |                                     | General              | <p>Or</p> <p>By promotion on the basis of merit-cum-seniority from amongst the Jr. System Analyst having requisite qualification and experience of not less than 05 years.</p>   | (High Court + MPSJA)  | Chairman, Secretary, Members                      |
| 54      | Data Base Administrator | 01                 | -- do ---      | 15600-39100 + GP 5400 | <p>(i) B.E./B.Tech (C.S/I.T./Electronic) and any Certification in Data Base Administration.</p> <p>(ii) Experience of minimum 06 years in Database administration.</p> <p>(iii) Work experience must span over 3 turnkey (client side) IT assignments.</p> <p>(iv) Having certificate of being part of development teams which executed more than 2 projects.</p> <p>(v) Work experience with Company or domain having turnover of not less than 100 crores.</p> <p>(vi) Additional desirable qualification MBA (IT Management)</p> | 18-35                               | Registrar<br>General | <p>By direct recruitment</p> <p>Or</p> <p>By promotion on the basis of merit-cum-seniority from amongst the Assistant Data Base Administrator having requisite qualification and experience of not less than 05 years.</p> | Assistant Data Base Administrator   | Committee comprising Chairman, Secretary, Members |

| Sl. No. | Nomenclature  | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|---|--------------------|----------------|-----------------------|--|-------------------------------------|----------------------|--|---|---|
| 1       | 2   | 3                  | 4              | 5                     | 6  | 7                                   | 8                    | 9  | 10  | 11  |
| 55      | Jr. System Analyst (IT) (Networks & Communication Technology) | 02                 | --- do ---     | 15600-39100 + GP 5400 | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 6years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S/I.T.) with atleast 3years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop & Network support.<br>And<br>(ii) CCNA/CCNP/CISCO Certificate Association/CISCO certificate Network profession or equivalent certificate.<br>(iii) Work experience with Company or domain having turnover of not less than 100 crores.<br>(iv) Additional desirable qualification MBA (IT Management) | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion on the basis of merit-cum-seniority from amongst the Jr. System Analyst having experience of 3 years with requisite qualification.<br>Or<br>On deputation from various department of Central Govt. or State. Govt. or from any Corporation or Institution owned or controlled by Central or State Govt. like NIC, NICS etc having requisite qualification. | Jr. System Analyst (High Court + MPSJA)   | --- do ---                                      |
| 56      | Jr. System Analyst (MPSJA)                                    | 01                 | --- do ---     | 9300-34800 + GP 4200  | (i) B.E. (C.S/I.T.)/MCA/M.Sc. (C.S/I.T.) from recognized university with atleast 4 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop & Network support.<br>Or<br>M.E./M.Tech (C.S/I.T.) with atleast 2  | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion on the basis of merit - cum - seniority from amongst the Senior Computer Programmer Assistant, who is having requisite qualification and experience of 5 years.<br>Or<br>By promotion through departmental   | Senior Computer Programmer Assistant  | --- do ---                                      |

| Sl. No. | Nomenclature                       | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|------------------------------------|--------------------|----------------|----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1       | 2                                  | 3                  | 4              | 5                    | 6   | 7                                   | 8                    | 9  | 10  | 11  |
|         |                                    |                    |                |                      | <p>years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>(ii) Work experience with Company or domain having turnover of not less than 100 crores</p> <p>(iii) Additional desirable qualification MBA (IT Management)</p>   |                                     |                      | <p>examination, from amongst the Senior Computer Programmer Assistant or personnel working on equitant post in the Subordinate Courts, who is having requisite qualification and experience of 5 years.</p>  |   |   |
| 57      | Junior System Analyst (High Court) | 08                 | --- do ---     | 9300-34800 + GP 4200 | <p>(i) B.E. (C.S./I.T.)/MCA/M.Sc. (C.S./I.T.) from recognized university with atleast 4 years experience of working on Linux/Open Source Software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>Or</p> <p>M.E./M.Tech (C.S./I.T.) with atleast 2 years experience of working on Linux/Open source software/Windows/ DBMS/Software development/Desktop &amp; Network support.</p> <p>(ii) Work experience with Company or domain having turnover of not less than 100 crores.</p> <p>(iii) Additional desirable qualification MBA (IT Management)</p> | 18-35                               | Registrar General    | <p>By direct recruitment</p> <p>Or</p> <p>By promotion on the basis of merit – cum – seniority from amongst the Senior Computer Programmer Assistant, who is having requisite qualification and experience of 5 years.</p> <p>Or</p> <p>By promotion through departmental examination, from amongst the Senior Computer Programmer Assistant or personnel working on equitant post in the Subordinate Courts, who is having requisite qualification and experience of 5 years.</p> | Senior Computer Programmer Assistant  | --- do ---                                      |
| 58      | Assistant Data Base Administrator  | 01                 | --- do ---     | 9300-34800 + GP 4200 | <p>(i) B.E./B.Tech (C.S./I.T./Electronic) /M.Sc. (Electronics)</p> <p>(ii) Experience of minimum 03 years in</p>  | 18-35                               | Registrar General    | <p>By direct recruitment</p> <p>Or</p> <p>By promotion on the basis of merit-cum-seniority from amongst the</p>  | Senior Computer Programmer Assistant  | --- do ---                                      |

| Sl. No. | Nomenclature                         | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|---------|--------------------------------------|--------------------|----------------|----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1       | 2                                    | 3                  | 4              | 5                    | 6  | 7                                   | 8                    | 9   | 10  | 11  |
|         |                                      |                    |                |                      | (iii) database maintenance and administration, Work experience with Company or domain having turnover of not less than 100 crores.<br>(iv) Additional desirable qualification MBA (IT Management)  |                                     |                      | Senior Computer Programmer Assistant, who is having requisite qualification and experience of 5 years.<br>Or<br>By promotion through departmental examination, from amongst the Senior Computer Programmer Assistant or personnel working on equitant post in the Subordinate Courts, who is having requisite qualification and experience of 5 years.                  |   |   |
| 59      | Senior Computer Programmer Asstt.    | 18                 | Class-III      | 9300-34800 + GP 3600 | (i) B.E./B.Tech. In Computers/I.T./ Electronics & Telecommunications/ M.C.A. /M.Sc. (Electronics) with atleast 2 years experience in working on Linux/Open Source Software/Windows/ DBMS/Software development.<br>(ii) Work experience with Company or domain having turnover of not less than 100 crores.<br>(iii) Additional desirable qualification MBA (IT Management) | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion on the basis of seniority-cum-merit through established procedure by the High Court from amongst Data Processing Assistant and Junior Computer Programmer Assistant.<br>Provided that such Data Processing Assistant has at least 5 years of experience or Junior Computer Programmer Asstt., having experience of 3 years. | Junior Computer Programmer Assistant/<br><br>Data Processing Assistant  | --- do ---                                      |
| 60      | Junior Computer Programmer Assistant | 01                 | --- do ---     | 5200-20200 + GP 2800 | (i) B.E. (Computer Science) / MCA / M.Sc. IT/ CS Computer Science / BCS / B.Sc. IT / CS from a recognized University or equivalent with 3 years experience.<br>(ii) Experience: with at least 1 years experience of working on Linux/Open Source Software/ Windows/ DBMS/ Software development.  | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion on the basis of seniority-cum-merit through established procedure by the High Court from amongst the Data Processing Assistant having experience of at least 4 years.   | Data Processing Assistant   | --- do ---                                      |
| 61      | Data Processing                      | 35                 | --- do ---     | 5200-20200 + GP 2400 | (i) B.Sc. Computer Science / BCA / B.Sc.   | 18-35                               | Registrar            | By direct recruitment   | Technical Assistant   | --- do ---                                      |

| Sl. No.                | Nomenclature                   | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|------------------------|--------------------------------|--------------------|----------------|-----------------------|--|-------------------------------------|----------------------|---|---|---|
| 1                      | 2                              | 3                  | 4              | 5                     | 6  | 7                                   | 8                    | 9   | 10  | 11  |
|                        | Assistant                      |                    |                |                       | IT / or equivalent degree passed with minimum 60% marks or equivalent grade in graduation.<br>(ii) In matter of promotion it may be graduation with PGDCA or 'A' Level Course from the Department of Electronics and Accreditation of Computer Classes (DOEACC) with minimum 60% marks.<br>(iii) Experience: Working knowledge of Operating Systems and Office applications suites with 3 years of working experience of data entry with required educational qualification. |                                     | General              | Or<br>By promotion on the basis of seniority-cum-merit through established procedure by the High Court from amongst the Technical Assistant (Computer) having experience of at least 5 years.<br>Or<br>By promotion on the basis of seniority-cum-merit through established procedure by the High Court from amongst the Junior Judicial Assistant having requisite qualification and experience of at least 5 years. | (Computer) / Junior Judicial Assistant  |   |
| 62                     | Technical Assistant (Computer) | 06                 | --- do ---     | 5200-20200 + GP 1900  | (i) Degree of BCA / B.Sc. (Computer Science / Electronics) from Recognized University<br>Or<br>Diploma in Computer Science / Electronics from Recognized Polytechnic College or institution.<br>(ii) Minimum 3 years experience of Hardware Maintenance.   | 18-35                               | Registrar General    | By direct recruitment through competitive examination as may be prescribed by the competent Authority.  | --  | --- do ---                                      |
| <b>LIBRARIAN CADRE</b> |                                |                    |                |                       |  |                                     |                      |   |   |   |
| 63                     | Chief Librarian                | 03                 | Class-I        | 15600-39100 + GP 6600 | (i) Post Graduate Degree in Library & Information Science from any recognized University.<br>(ii) Degree of Law from any recognized University.<br>(iii) Knowledge of Computer Application.<br>(iv) Familiar with Library Automation Software KOHA.<br>(v) Minimum 15 years working experience in High Court Library/other reputed Law Library as Library Professional including minimum 7 years working experience as Librarian/Reference Librarian.                        | ---                                 | Chief Justice        | By promotion from amongst Librarians / Assistant Registrar (M) having requisite qualification and experience.<br>Or<br>On deputation from the personnel working on analogues posts in various departments of Central Govt. /State Govt./ Institution owned/ controlled by Central or State Govt. etc. having requisite qualification and experience.  | Librarian / Assistant Registrar (M)   | -- do ---                                       |

| No. | Nomenclature                      | Number of the post | Classification | Scale of Pay          | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|-----|-----------------------------------|--------------------|----------------|-----------------------|---|-------------------------------------|----------------------|--|---|---|
| 1   | 2                                 | 3                  | 4              | 5                     | 6   | 7                                   | 8                    | 9  | 10  | 11  |
| 64  | Librarian<br>(High Court + MPSJA) | 05<br>(04+01)      | Class-II       | 15600-39100 + GP 5400 | (i) Post Graduate Degree in Library & Information Science from any recognized University.<br>(ii) Knowledge of Computer Application.<br>(iii) PGDCA from any recognized Institution/University<br>(iv) Familiar with Library Automation Software KOHA.<br>(v) Minimum 7 years working experience in High Court Library.<br>(vi) Degree of Law (desirable).                | ---                                 | Registrar General    | By promotion from amongst Technical Assistant (Library) having requisite qualification and experience of 3 years / Assistant Librarians having requisite qualification and experience of 5 years or such other method as the Chief Justice may direct.                                     | Technical Assistant (Library) / Assistant Librarian   | -- do ---                                       |
| 65  | Technical Assistant (Library)     | 01                 | --- do ---     | 9300-34800 + GP 4200  | (i) Post Graduate Degree in Library & Information Science from any recognized University.<br>(ii) PGDCA from any recognized institution/ university<br>(iii) Knowledge of Computer Application.<br>(iv) Familiar with Library Automation Softwares/ KOHA.<br>(v) Minimum 3 years working experience in High Court Library.<br>1[-----]<br>(vi) Degree of Law (desirable). | ---                                 | Registrar General    | By promotion from amongst the Assistant Librarian on merit-cum-seniority basis, having requisite qualifications.   | Assistant Librarian   | -- do --  |
| 66  | Assistant Librarian               | 04                 | Class-III      | 5200-20200 + GP 2800  | (i) Post Graduate Degree in Library and Information Science from any recognized University.<br>(ii) PGDCA from any recognized institution/University<br>(iii) Familiar with Library Automation Softwares<br>(iv) Degree of Law (desirable).<br>2[-----]<br>(v) Knowledge of Computer Application.   | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion from amongst the Judicial Assistant of the Establishment of the High Court subject to the condition that they should possess a degree or diploma in Library Science and have worked in the Library of the High Court at least for three years. | Judicial Assistant  | -- do --  |

1. Deleted by Notification No. D-6143 Jabalpur, dtd. 20<sup>th</sup> September 2019, Publish in M.P. Rajpatra Pt. 4(Ga), dated 04<sup>th</sup> October 2019.  
2. Deleted by Notification No. A/44 Jabalpur, dtd. 08<sup>th</sup> January 2021, Publish in M.P. Rajpatra Pt 4(Ga), dated 22<sup>th</sup> January 2021.



| No.                   | Nomenclature                   | Number of the post | Classification | Scale of Pay         | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee   |
|-----------------------|--------------------------------|--------------------|----------------|----------------------|--|-------------------------------------|----------------------|--|---|---|
| 1                     | 2                              | 3                  | 4              | 5                    | 6  | 7                                   | 8                    | 9  | 10  | 11  |
| <b>CLASS-IV CADRE</b> |                                |                    |                |                      |  |                                     |                      |  |   |   |
| 67                    | Liftman                        | 12                 | Class-IV       | 5200-20200 + GP 1900 | (i) Minimum standard 10 <sup>th</sup> pass. Maximum Under-graduate (the candidate should have passed the qualifying examination from the recognized Boards/Universities)<br>(ii) Candidate should possess wireman's license and should have some experience in operation of lifts and some knowledge of electrical work connected with lift.<br>(iii) Experience:-candidate should have experience of handling work relating to operation of lift and knowledge of electrical work connected with lifts etc. | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion from amongst senior Class IV Employees possessing requisite qualification for the post, as may be determined from time to time by the Chief Justice. | Senior Class-IV employee  | Committee comprising Chairman, Secretary, Members |
| 68                    | Driver<br>(High Court + MPSJA) | 67<br>(66+01)      | --- do ---     | 5200-20200 + GP 1900 | Class X from any recognized board. Must also possess a valid driving license and experience of driving vehicles of all types. Preference shall be given to qualified mechanic.   | 18-35                               | Registrar General    | By promotion from amongst senior Class IV Employees possessing requisite qualification for the post, as may be determined from time to time by the Chief Justice.                                | Senior Class-IV employee  | -- do --  |
| 69                    | Senior Binder                  | 01                 | --- do ---     | 5200-20200 + GP 1900 | Requisite knowledge and experience of binding work in addition to the qualification of having passed Class X Examination from any recognized Board and ITI Training certificate of binding.  | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion from amongst Junior Binders, as may be determined from time to time by the Chief Justice.  | Junior Binders  | --- do ---  |
| 70                    | Junior Binder                  | 01                 | --- do ---     | 5200-20200 + GP 1800 | Requisite knowledge and experience of binding work in addition to the qualification of having passed Class X Examination from any recognized Board and ITI Training certificate of binding.  | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion from amongst the Daftaries, Record Suppliers and Usher, as may be determined from time to time by the Chief Justice.                                 | Daftaries / Record Suppliers / Usher  | --- do ---  |
| 71                    | Daftaries                      | 08                 | --- do ---     | 4440-7440 + GP 1400  | Class VIII from any Recognised Board   | ---                                 | Registrar General    | By promotion from amongst the Court Attendant / Attendant / Library Attendant / Room Attendant/ Cook/ Safaiwala / Farrash/ Security Attendant.   | Court Attendant/ Room Attendant/ Attendant /  | --- do ---  |

| No. | Nomenclature     | Number of the post | Classification | Scale of Pay        | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|-----|------------------|--------------------|----------------|---------------------|--|-------------------------------------|----------------------|--|---|---|
| 1   | 2                | 3                  | 4              | 5                   | 6  | 7                                   | 8                    | 9  | 10  | 11  |
|     |                  |                    |                |                     |  |                                     |                      |  | Library Attendant/<br>Farrash/<br>Cook/<br>Safaiwala/<br>Security Attendant   |   |
| 72  | Record Suppliers | 30                 | --- do ---     | 4440-7440 + GP 1400 | Class X Examination from any recognized Board.               | 18-35                               | Registrar General    | By direct recruitment<br>Or<br>By promotion from amongst the Court Attendant / Attendant / Library Attendant / Room Attendant/ Cook/ Safaiwala / Farrash / Security Attendant. | Court Attendant/<br>Room Attendant/<br>Library Attendant/<br>Farrash/<br>Cook/<br>Safaiwala/<br>Security Attendant          | --- do ---                                      |
| 73  | Usher            | 53                 | --- do ---     | 4440-7440 + GP 1400 | Class VIII from any Recognized Board                         | ---                                 | Registrar General    | By promotion from amongst the Court Attendant / Attendant / Library Attendant / Room Attendant/ Cook/ Safaiwala / Farrash/ Security Attendant.                                 | Court Attendant/<br>Room Attendant/<br>Library Attendant/<br>Farrash/<br>Cook/<br>Safaiwala/<br>Security Attendant          | --- do ---                                      |

| No. | Nomenclature  | Number of the post | Classification | Scale of Pay        | Educational / Technical qualification for direct recruitment | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|-----|---|--------------------|----------------|---------------------|--|-------------------------------------|----------------------|--|---|---|
| 1   | 2   | 3                  | 4              | 5                   | 6  | 7                                   | 8                    | 9  | 10  | 11  |
| 74  | Court Attendant/<br>Room Attendant/<br>Attendant<br><br>(High Court +<br>MPSJA) | 337<br>(324+13)    | --- do ---     | 4440-7440 + GP 1300 | Class VIII from any Recognized Board                         | 18-35                               | Registrar<br>General | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice. | Members of the Contingency paid services  | --- do ---                                      |
| 75  | Library Attendant   | 01                 | --- do ---     | 4440-7440 + GP 1300 | Class VIII from any Recognized Board                         | 18-35                               | Registrar<br>General | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice. | Members of the Contingency paid services  | --- do ---                                      |
| 76  | Farrash   | 07                 | --- do ---     | 4440-7440 + GP 1300 | Class VIII from any Recognized Board                         | 18-35                               | Registrar<br>General | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice. | Members of the Contingency paid services  | --- do ---                                      |
| 77  | Safaiwala<br><br>(High Court +<br>MPSJA)  | 09<br>(08+01)      | --- do ---     | 4440-7440 + GP 1300 | Class VIII from any Recognized Board                         | 18-35                               | Registrar<br>General | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice. | Members of the Contingency paid services  | --- do ---                                      |
| 78  | Cook  | 04                 | --- do ---     | 4440-7440 + GP 1300 | Class VIII from any Recognized Board                         | 18-35                               | Registrar<br>General | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice. | Members of the Contingency paid services  | --- do ---                                      |

| No.  | Nomenclature  | Number of the post | Classification | Scale of Pay                             | Educational / Technical qualification for direct recruitment  | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion  | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|--|---|--------------------|----------------|--|---|-------------------------------------|----------------------|--|---|---|
| 1  | 2   | 3                  | 4              | 5  | 6   | 7                                   | 8                    | 9  | 10  | 11  |
| 79   | Chowkidar<br>(High Court + MPSJA)                     | 06<br>(05+01)      | --- do ---     | 4440-7440 + GP 1300                      | Class VIII from any Recognized Board  | 18-35                               | Registrar General    | By Direct recruitment<br>Or<br>By promotion from amongst the members of the Contingency paid services as may be determined from time to time by the Chief Justice.   | Members of the Contingency paid services  | --- do ---                                      |
| <b>CONTRACTUAL POST (HIGH COURT)</b>             |   |                    |                |  |   |                                     |                      |  |   |   |
| 80   | Legal Assistant / Law Clerks -cum- Research Assistant | 53                 | --             | 20,000/- per month<br>(Fix remuneration) | Degree of Law from National Law Institute Bhopal or LL.B (5 or 3 yrs Course) from any recognized University with knowledge of Computer  | 18-35                               | Registrar General    | Selection on the basis of Bio-data and interview of the candidate by the Chief Justice or by the Committee constituted by the Chief Justice or by the Judge to whom the Legal Assistant is to be attached.<br>They Shall be appointed purely on Contractual basis, subject to terms and conditions applicable to them. | ---   | ---   |
| <b>CONTRACTUAL POST (STATE JUDICIAL ACADEMY)</b> |   |                    |                |  |   |                                     |                      |  |   |   |
| 81   | System Officer  | 01                 | --             | 25,000/- per month<br>(Fix remuneration) | (i) B.E./B.Tech. In Computers/I.T./ Electronics & Telecommunications/ M.C.A. /M.Sc. (Electronics) with atleast 2 years experience in working on Linux/Open Source Software/Windows/DBMS/Software development.<br>(ii) Work experience with Company or domain having turnover of not less than 100 crores. | 18-35                               | Registrar General    | Selection on the basis of Bio-data and interview of the candidate by the Chief Justice or by the Committee constituted by the Chief Justice.<br>They Shall be appointed purely on Contractual basis.   |   |   |
| 82   | System Assistant                                      | 01                 | --             | Rs. 15000/- per month                    | (i) B.E./B.Tech. In Computers/I.T./ Electronics & Telecommunications/ M.C.A. /M.Sc. (Electronics) with atleast 1 years experience in working on Linux/Open Source Software/Windows/DBMS/Software development.<br>(ii) Work experience with Company or domain having turnover of not less than 100 crores. | 18-35                               | Registrar General    | Selection on the basis of Bio-data and interview of the candidate by the Chief Justice or by the Committee constituted by the Chief Justice.<br>They Shall be appointed purely on Contractual basis.   |   |   |

| No. | Nomenclature       | Number of the post | Classification | Scale of Pay                          | Educational / Technical qualification for direct recruitment   | Age (in case of Direct Recruitment) | Appointing Authority | Mode of Selection/Promotion   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Composition of Departmental Promotion Committee |
|-----|--------------------|--------------------|----------------|---------------------------------------|--|-------------------------------------|----------------------|---|---|---|
| 1   | 2                  | 3                  | 4              | 5                                     | 6  | 7                                   | 8                    | 9   | 10  | 11  |
| 83  | Research Assistant | 02                 | --             | 20,000/- per month (Fix remuneration) | Degree of Law from National Law Institute Bhopal or LL.B (5 or 3 yrs Course) from any recognized University with knowledge of Computer | 18-35                               | Registrar General    | Selection on the basis of Bio-data and interview of the candidate by the Chief Justice or by the Committee constituted by the Chief Justice. They Shall be appointed purely on Contractual basis. | ---   | ---   |

**Schedule-II**  
**(See Rule 12)**  
**SYSTEM TO ENHANCE SECURITY**

The Database Administrator must be appointed from technical officer of High Court not below the rank of Registrar.

**A. Central Examination Server :**

- (1) Should be physically secure. No **unauthorized** and **unauthenticated** access should be given.
- (2) **Biometric technology** alongside with traditional password based technology should be used for securing server.
- (3) A **replica** of the same server should be available with geographically changed location.
- (4) Communication between the server should be **encrypted** with best possible technique like RES/MD5 etc.
- (5) The owner which has access to each server should be different. Owner of one server should not be able to access the second replica server.
- (6) A Monitor server should also be configured in same manner as of examination server but to store monitoring data such as audio/video/images/biometric data collected from each examination centre.

**B. Examination server at each examination centre.**

- (1) Each Examination centre should have **fingerprint reader at main gate** so that only those examinees are allowed whose fingerprint is stored on Examination server in Examination centre. User biometric information (**Fingerprint/fact recognition**) may be registered at the time of enrollment/form filling through authorized centre or kiosk only.
- (2) Each examinee should be validated by his/her own credential (id and password) through the server.
- (3) Exam Hall must have auto generated encrypted code for paper. Thus auto generated code (id) must be distributed randomly. The first candidate who comes in exam room shall have first code, second shall get second code and likewise.
- (4) The password of each user stored in the database should be in encrypted form.
- (5) As soon as the exam gets over and data is submitted to database on Examination server at each examination centre, immediately the **DML (Data Manipulation Language) get locked for the database** so that the data could not be changed at any situation. (Database access time must be limited upto exam period only, whatever it may be 2 hrs or 3 hrs and after examination it must be blocked immediately and no command or deletion, addition, alteration shall be allowed. It is to ensure that the test is taken in a certain amount of time. Some automated testing programs

allow this feature). The auto generated id is **for the internal use only** and not be opened to anyone except Examination In-charge having exclusive password..

- (6) Each examination hall should have at least two CCTV cameras with audio recording facility to the monitoring server not less than 5 Mhz frequency. The camera must have sufficient electricity back up through UPS, so that the movement and activity of Examinee can be recorded in case of power failure. This data should be uploaded to monitoring server on real time basis.
- (7) The recording of desktop of each Examinee computer should also be uploaded to monitoring server on real time basis which in turn to be secured at the monitoring server contemporaneously.
- (8) The local server installed at Examination Centre should be connected through VPN to the master server. The internet connectivity on the local server to be disconnected. No possibility of hacking is possible in this configuration.
- (9) The Examination Centre must have ISO 27001 certification or must be AICTE or NAAC accredited.
- (10) The tentative answer keys for the objective type examinations should be ported on the website of MP High Court at earliest after the examination is over and candidates will be given 7 days time to file suggestions and objections, if any to the examination authority.
- (11) The same will be placed before the Experts Committee of which Database Administrator is also a member for scrutiny and the corrected final answers be published on the website again.

### **C. Measures to be taken at Examination Centre**

- (1) A firewall like software software should be installed to each examinee computer. The task of this software is to remove vulnerabilities present in examinee computer. The tasks are listed as below:-
  - (i) Sync Examinee computer time with server time for effective log maintaining.
  - (ii) All ports except those required for the online exam are disabled and the ports used can be chosen randomly for each examinee; the ports to be used have only to be sent to the examination server at examination centre with the IP of the exam client. Therefore, manipulation through a fixed port can be avoided.
  - (iii) All other programs except the online exam client are deactivated by controlling the inputs of the examinees. By cutting off electronic communications and disabling other computer programs or inputs (including USB ports) on the examinees' computers, the examinees can be prohibited from manipulating their local computer or the internet. Only mouse should be enabled. The proprietary application software should be used and not to be used the open source software. (It must be ensured that

use of Google Docs, screen share and opening new window in a separate tab to access Google must be made impossible. The student cannot use offline material during online examination.)

- (iv) Online exam access should use **Respondus Lockdown Browser or its equivalent**. The proposed browser module presents to the user at startup a full-screen application window that encases a browser window. However, no address bar is provided, nor are there any menus, toolbars, buttons, or other controls that would be seen on a generic browser. The application window is locked in full-screen mode and cannot be resized or minimized until the application is terminated. Third party software like VNC viewer must be completely prohibited.
- (v) **Student id (specific auto generated id link) can work only one question at a time and cannot access completed questions.**
- (vi) An exam should randomize (scramble) question sequence and answer choices for every id link differently.
- (vii) **One (students) auto generated id link can access the online exam only one time.**
- (viii) The exam should close when the allotted time period for work expires. It is suggested that the exam end should be **triggered by Examination server to all of the examinee computers at once** and not the local time of Examinee computer / browser script should be used.

#### **D. Network used for communication with each other.**

- i. Communication between the server and examinee computer should be encrypted with best possible technique like RES/MD5 etc.
- ii. Communication between the Central server and Examination Hall server should be encrypted.
- iii. The server at examination centre should send the exam data to both of Central Servers on real time basis. (This step is required to prevent fraud at Central Server end or any other Source.)
- iv. Every log (Both Database and access log with client unique ID/Timestamp) of each communication between server and Examinee computer should be stored on real time basis for future reference.

*(Database log is a log which is created every time when the data (Answer in this case) is inserted into the database with timestamp. Access log is a log which is created every time when the examinee computers access any page of Web server).*