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LAW DEPARTMENT

NOTIFICATION

The 4th March, 2020

S.R.O No.77/2020– In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha, is pleased to make the following rules, for regulating the appointment, method of recruitment and conditions of service of persons appointed as Senior Court Manager and Court Manager in the High Court and District Courts in the State of Odisha, namely:-

1. Short title, application and commencement.- (1) These rules may be called the Odisha Senior Court Manager and Court Manager of the High Court and District Courts (Method of Recruitment and Conditions of Service) Rules, 2020.

(2) These rules shall apply to all persons appointed to the service by direct recruitment or by way of absorption made by the Government after commencement of these rules.

(3) They shall come into force on the date of their publication in the Odisha Gazette.

2. Definitions.- (1) In these Rules, unless the context otherwise requires,-

- (a) 'Appendix' means the Appendix appended to these rules;
- (b) 'Appointing Authority' means the Registrar General of the High Court of Orissa;
- (c) 'Chief Justice' means the Chief Justice of the High Court of Orissa;
- (d) 'Committee' means the respective Committees constituted by the Chief Justice, for different purposes as provided in these rules;
- (e) 'Commission' means Odisha Public Service Commission;
- (f) 'Court Manager' means a person appointed as Court Manager under these rules;
- (g) 'Disciplinary Authority' means the Registrar General of the High Court of Orissa;
- (h) 'District Courts' means the Courts established in different Judgeships in the State of Odisha under the jurisdiction of the Orissa High Court;
- (i) 'District Judge' means the District and Sessions Judge of a Judgeship and Sessions Division;

- (j) 'Governor' means the Governor of Odisha;
- (k) 'Government' means the Government of Odisha;
- (l) 'High Court' means the High Court of Orissa;
- (m) 'Judgeship' means the territorial area over which a District Court exercises jurisdiction;
- (n) 'Official Gazette' means the Odisha Gazette;
- (o) 'Persons with Disabilities' means persons who have been granted with disability certificate issued by a certifying authority issued under section 58 of the Rights of Persons with Disabilities Act, 2016;
- (p) 'Probationer' means a member of the service who is on probation;
- (q) 'Recruiting Body' means the Odisha Public Service Commission;
- (r) 'Registrar General' means the Registrar General of the Orissa High Court;
- (s) 'Scheduled Castes and Scheduled Tribes' means such Castes and Tribes as notified by the President of India from time to time under articles 341 and 342 of the Constitution of India respectively;
- (t) 'Senior Court Manager' means a Court Manager promoted as Senior Court Manager under these rules;
- (u) 'SEBC' means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (v) 'Service' means the Orissa High Court and District Court Manager Service for the state of Odisha;
- (w) 'Sportsmen' means persons who have been issued with identity card as sportsmen by the Director, Sports pursuant to the Resolution of the Government in the erstwhile General Administration Department No.24808/Gen, dated the 18th November, 1985; and
- (x) 'Year' means the calendar year.

(2) Words and expressions used in these rules but not defined, shall have the same meaning as assigned to them in the Odisha Service Code and in case of ambiguity, it shall be referred to the Government whose decision shall be final.

3. Constitution of Service.- The Service shall consist of the following posts and Grades:-

Category-1:- Senior Court Manager (in Group B)

Category-2:- Court Manager (in Group B)

4. Strength of Service.- The Strength of Service of posts in each category as provided in rule 3, shall be such as may be determined by the Government, from time to time, in consultation with the High Court:

Provided that the cadre strength of Senior Court Manager and Court Manager may be revised by the State Government in consultation with the High Court, as and when necessary.

5. Appointment to the posts.- Appointment to the posts shall be made by the Registrar General of the High Court of Orissa in the following manner, namely:-

(a) The appointment to the post of Court Manager shall be made by direct recruitment through competitive examination, except as provided in rule 6.

(b) The appointment to the post of Senior Court Manager shall be made by promotion under rule 15 from amongst the Court Managers on the basis of merit with due regard to seniority and passing of suitability test to be conducted by the Committee constituted by the Chief Justice under the provisions specified in column-(5) of Appendix-II.

6. Absorption of existing Court Managers.- (1) The existing Court Managers, who were recruited on contractual basis pursuant to the Resolution of the Government of Odisha in the Home Department No.31978/HS, dated the 21st July, 2011 and completed 6 (six) years of service in the said post, may be considered for absorption in the newly created posts of Court Managers, on commencement of these rules, subject to their continued utility and passing of suitability test to be conducted by the Committee constituted for the purpose by the Chief Justice.

(2) Notwithstanding anything contained in these rules, the criteria regarding age and other conditions of eligibility for direct recruitment shall not apply for appointment by way of absorption.

(3) The absorption of the existing Court Managers under sub-rule (1) shall be for one time only.

(4) After absorption of any such existing Court Managers under sub-rule (1), the remaining vacant posts, if any, shall be filled up by direct recruitment following the procedure mentioned in rule 7.

7. Direct Recruitment.- The direct recruitment to the post of Court Manager shall ordinarily be conducted by the Commission through a competitive examination as per requisition of the Appointing Authority in the following manner, namely:-

(a) Subject to the provisions contained in Appendix-II, the High Court shall communicate the total number of existing vacant posts, if any, and the anticipated vacant posts likely to arise during the year of recruitment indicating the posts to be reserved for candidates belonging to different reserved categories to be filled up by direct recruitment to the Government to recommend the Commission to take up the recruitment of the vacant posts.

(b) Every candidate for appointment by direct recruitment to the post of Court Manager must be a citizen of India and shall not be below 21 years of age and above 32 years of age as on the date of advertisement made by the Commission:

Provided that the upper age limit for candidates belonging to Scheduled Castes, Scheduled Tribes, Socially and Economically Backward Classes, person with disability, Sportsmen, Ex-Servicemen and Women shall be as fixed by the State Government, from time to time.

(c) He shall be of good conduct, active habits and free from any communicable disease.

(d) The candidate, if married, must not have more than one spouse living.

(e) He must be able to speak, read and write Odia and must have passed a test in Oriya equivalent to Middle School Standard.

(f) The candidates for appointment by direct recruitment shall appear at the Recruitment Examination conducted by the Commission in two phases, namely, (1) Written Examination and Computer Application Test (Practical); and (2) Interview and submission of Project Report on the topic which shall be notified by the Commission at the time of declaration of the result of the written examination.

(g) The written examination shall consist of an objective type (multiple choice) Examination consisting of 3(three) papers as per Syllabus contained in Appendix-III

(h) The Appointing Authority reserves the right of appointment of any candidate to any post after verification of his character and antecedent.

8. Selection process for direct recruitment.-(1) After obtaining the total number of vacancies, the existing vacancies and the vacancies likely to occur in the year in which the recruitment is made taken together, from the Government as provided under clause (a) of rule 7, the advertisement shall be issued by the Commission in at least two newspapers, one of which must be in Odia language, having wide circulation in the State and also in Official website of the Commission.

(2) The qualification, age, experience, method of examination, examination fees, mode of payment of examination fees, reservation for SC, ST, SEBC, Women or other Categories shall be as mentioned in the advertisement.

(3) The applications may be invited through online process and the Candidate shall go through the instructions "how to apply online" available on the website of the Commission in order to understand the complete procedure for filling up and submitting application forms successfully and the guidelines for scanning and uploading photograph, signature and payment of Examination fees through Treasury Challan or online such as Credit Card, Debit Card or Net Banking System.

(4) The applicant shall pay non-refundable and non-adjustable fees as indicated in advertisement in shape of Treasury Challan under the Head “0070-Other administrative services-01-Administration of Justice-501-Services and Services Fees -9903220-Home Department – 9915770 - Examination fees” or through online:

Provided that the candidates belonging to SC, ST and Persons with disability category shall be exempted from payment of Examination Fees as per provisions of the Odisha Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder or any other rules or order as applicable to those category.

(5) The candidates may ordinarily be advised to download their Admit Cards for the examination from the website of the Commission.

(6) After receipt of applications for recruitment examination, the Commission shall prepare separate list for General and Individual Reserved Categories.

(7) After screening of applications, a list of eligible candidates shall be prepared and uploaded in the website of the Commission for general information and the information regarding Examination Schedule shall also be uploaded.

(8) The Commission shall decide the number of candidates coming out successful in the written examination to be called to appear in the Computer test and thereafter the Commission shall decide the number of candidates coming out successful in the Computer Test to appear at Interview and submission of Project Report.

(9) The Commission for the purpose of sub-rule (8) may fix cut off marks or adopt short listing method for general and reserved categories.

(10) The Computer test, shall be qualifying in nature and the qualifying mark shall be 50% of the total marks allotted for the said Computer test.

(11) The marks secured by a Candidate in computer test shall not be taken into account while drawing up the final merit list.

(12) No candidate shall be considered to have qualified in written examination unless he obtains a minimum of 50% marks in aggregate in the said written examination provided that there shall be relaxation of 5% of marks for SC and ST category of candidates.

(13) On the basis of marks secured by the candidates in the Written Examination and Interview and submission of Project Report, the final merit list for the unreserved category and for individual reserved categories shall be prepared separately in descending order of marks secured by the candidates.

9. Preparation of Merit list by the Commission.- (1) On the basis of the results of the examination, the Commission shall prepare a common list of successful candidates found

suitable for appointment in order of merit, indicating the reservation status of different categories and forward the list to the Appointing Authority under intimation to the Government.

(2) The list so prepared shall be published by the Commission for general information and shall include the names of successful candidates and shall be equal to the number of vacancies of the Unreserved category and reserved category notified by the Commission.

(3) The Appointing Authority shall forward the final list to the Government for approval and after approval of the list by the Government the same shall become the select list for giving appointment to the service.

10. Duration of selection list.-The select list so prepared shall remain valid ordinarily for a period of one year from the date of its approval by the Government or un-till another selected list is prepared afresh, whichever is earlier.

11. Reservation.- Notwithstanding anything contained in these rules, reservation of posts or vacancies, as the case may be, for,-

(i) the candidates belonging to Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder or any other law or rules in force at the relevant point of time; and

(ii) the candidates belonging to SEBC, Women, Sportsmen, Ex-Servicemen and Persons with disabilities shall be made in accordance with the provisions made under the Acts and rules framed and orders or instructions issued in this regard by the Government from time to time.

12. Probation and Confirmation.- (1) Every person appointed to the service shall be on probation for a period of 2 (two) years, after which he may be confirmed against the permanent vacancy:

Provided that the appointing authority may, for good and sufficient reason, if it thinks fit in any case or class of cases, extend the period of probation which shall not, in any case, exceed 3 (three) years:

Provided further that such period of probation shall not include,-

- (a) extraordinary leave;
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty.

(2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by the authority at any time without previous notice during the period of probation including extension of such period, if any.

(3) A probationer after completion of the period of probation to the satisfaction of the authority and successful completion of training, if any, during the period shall be eligible for confirmation against the substantive post in the cadre.

(4) Every person appointed to the post of Court Manager shall undergo training in the Odisha Judicial Academy, Cuttack or in any other institute for such period as may be determined by the Chief Justice.

13. Fixation of Seniority and Gradation.- (1) For the purpose of appointment by direct recruitment through absorption to the post of Court Manager from amongst the existing Court Managers, their inter-se seniority shall be determined as per merit list is maintained by the High Court during their contractual appointment and where no such merit list is maintained, the seniority shall be determined on the basis of the date of joining and where the date of joining is the same, it shall be determined on the basis of the seniority of the candidates in terms of age.

(2) After absorption of any such existing Court Managers, seniority of the Court Managers who are appointed by direct recruitment through competitive examination in a particular year shall be determined in accordance with the position secured by them in the merit list.

(3) Court Manager promoted to the post of Senior Court Manager at the same time shall retain the same inter-se seniority as in the grade of Court Manager.

14. Transfer and Posting.- (1) The posting of Senior Court Managers and Court Managers shall be transferable throughout the State of Odisha.

(2) The transfer of the Court Managers and Senior Court Managers shall ordinarily be made, by the Registrar General on approval of the Chief Justice from one place to another in every three years:

Provided that in exceptional circumstance or exigencies of public interest, the Chief Justice may defer the transfer of any such person for another period of one year:

Provided further that the Chief Justice reserves the right to transfer a Court Manager or a Senior Court Manager from one place to another at any time.

(3) While considering the transfer of Court Managers or Senior Court Managers, the reports of District Judges or the Registrars of the High Court, if any, may be taken into consideration by the Chief Justice.

(4) The Court Managers who are absorbed in the regular cadre under rule 6, and were in Contractual appointment of more than five years at one place prior to coming

into force of these rules, shall be transferred to other places in the State soon after their absorption.

- 15. Maintenance of Annual Confidential Character Roll.**- (1) The Annual Confidential Character Roll (in short CCR) of the Court Managers and Senior Court Managers shall be maintained in the Establishment of the High Court under the Custody of one responsible officer of the High Court as nominated by the Chief Justice.

(2) In the month of January every year the District Judges shall send the CCR of the Court Managers and Senior Court Managers of their respective Judgeships with the appropriate grading to the High Court.

(3) The Registrar General shall give the CCR of the Court Managers and Senior Court Managers posted at High Court and also be the Countersigning authority of the CCR of all the Court Managers and Senior Court Managers.

- 16. Promotion and Reservation.**- (1) Promotion to the post of Senior Court Manager shall be made by the appointing authority by selection on the basis of merit with due regard to seniority and passing of suitability test to be conducted by the Committee constituted by the Chief Justice as per the provisions specified in Appendix-II.

(2) The provisions of the Odisha Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder, and the provisions of other Law and rules for the time being in force in the matter of reservation like Person with disability shall apply to appointments on promotion.

(3) The Departmental Promotion Committee of the High Court constituted by the Chief Justice for the purpose of selection of the Staff of different categories of posts for the purpose of promotion shall consider the promotion of Court Manager to the post of Senior Court Manager on the basis of the provisions of the Odisha Civil Service (Criteria for promotion) Rules, 1992, the Odisha Civil Service (Criteria for selection for appointment including promotion) Rules, 2003, the Orissa Civil Services (Zone of consideration for promotion) Rules, 1988, as amended from time to time and the Rights of Persons with Disabilities Act, 2016 and the rules framed thereunder.

(4) Merit and suitability of the Court Managers for promotion to the post of Senior Court Manager shall be assessed out of 100 marks with the following divisions, namely:-

- (i) 25 marks for communication skill;
- (ii) 25 marks for knowledge of procedure;
- (iii) 25 marks service records; and
- (iv) 25 marks for personality.

- 17. Assured Career Progression.**- Whenever a Court Manager or Senior Court Manager does not get promotion to the next higher post or his pay is stagnated in the same cadre,

as the case may be, he shall be allowed to get Assured Career Progression Scale of Pay as decided by the Government from time to time, subject to assessment of performance and suitability by the Committee constituted by the Chief Justice for the purpose.

18. Other Conditions of Service.- (1) In respect of such matters regarding the conditions of service of the Court Managers or Senior Court Managers of the High Court and District Courts for which no express provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force and applicable to the employees holding corresponding posts in the Government of Odisha, shall regulate the conditions of service of the staff subject to such modifications, variations or exceptions, if any, in the said Rules and Orders, as the State Government may, from time to time specify:

Provided that no order for modifications, variations or exceptions in Rules relating to salaries, allowances, leave or pension, shall be made by the Appointing authority except with the approval of the Government.

(2) In case any question arises as to which Rules or Orders are applicable to the persons serving as the Court Manager or Senior Court Manager attached to the High Court and the District Courts shall be such as may be decided by the Government.

19. Functions, Duties and Responsibilities of Senior Court Managers and Court Managers.- The Senior Court Managers or Court Managers being subordinate to all the

Judicial Officers in the High Court and District Courts shall discharge the functions, duties and responsibilities as detailed below, namely:-

(a) The Senior Court Manager or Court Manager, in case of High Court, shall assist the Registrar General and other Registrars and in case of District Courts, shall assist the District Judge and other Judges and Magistrates of the respective Judgeship, in administrative functioning of the Courts and to enhance efficiency of Court Management.

(b) The Senior Court Manager or Court Manager in the High Court and District Court shall work under the direct control of the Registrar General and the District Judge, respectively.

(c) The Senior Court Manager or Court Manager shall perform the duties and functions as enumerated in Appendix-I appended to these rules. In addition to the duties enumerated in Appendix-I, the Court Managers or Senior Court Managers shall discharge and perform such other duties as may be assigned to him by the Registrar General or the District Judge as the case may be.

(d) The Court Manager or Senior Court Manager shall maintain professional secrecy and shall not divulge any information to anyone under any circumstances.

(e) Breach of any of the above duties, functions and conditions shall amount to misconduct.

20. Disciplinary Authority and Enquiry.- (1) The appointing authority shall be the disciplinary authority and the disciplinary proceedings shall be governed by the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 and other Rules, Regulations and Orders regulating enquiries into allegations and Disciplinary Proceedings against Government employees in the service of the Government of Odisha shall apply *mutatis mutandis* to enquiries and disciplinary proceedings of the members of the service.

(2) The Orissa Government Servants Conduct Rules, 1959 shall be applicable to the members of the service.

21. Appeal.- An appeal by any member of the service against any final order passed by the Disciplinary Authority in the disciplinary proceeding shall lie to the Chief Justice:

Provided that no such appeal shall be entertained by the Chief Justice unless it is filed with the Registrar General of the High Court within a period of 30 (thirty) days from the date of communication of the Order to be appealed against:

Provided further that the Chief Justice, for sufficient cause, may condone the delay in filing of appeal.

22. Retirement in Public Interest.- (1) Notwithstanding anything contained in these rules, the Chief Justice, if he is of the opinion that it is in the public interest so to do, have absolute right to retire any member of the service who has attained the age of fifty years, by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.

(2) Whether any member of the service should be required to retire in public interest under sub-rule(1) shall be considered at least three times, that is, when he is about to attain the age of fifty years, fifty five years, and fifty eight years:

Provided that nothing in sub-rule(2) shall be construed in public interest as limiting the powers of the Chief Justice to retire a member of the service at any time after he attains the age of fifty years.

23. Relaxation.- Notwithstanding anything contained in these rules, the Government may, by order, for reasons to be recorded in writing, after consultation with the High Court, relax or dispense with any of the provisions of these rules in administrative exigencies.

24. Interpretation.- All questions relating to the interpretation of these rules shall be referred to the Government, whose decision thereon, after consultation with the High Court, shall be final.

APPENDIX-I**[See rule 19 (c)]****Functions, Duties and Responsibilities of Court Managers/Senior Court Managers****1. Court Managers/Senior Court Managers posted in the District Courts shall perform the following Functions, Duties and Responsibilities:-****A. Information and Statistics**

- (i) Ensure that the IT systems of the Court are fully functional.
- (ii) Ensure compilation of statistics accurately and promptly in accordance with systems established by the High Court.
- (iii) Ensure timely preparation and submission of periodical returns i.e. monthly, quarterly etc. and other statements relating to pendency, institution and disposal of cases.
- (iv) Ensure uploading of relevant statistics in the official website of the District court in coordination with the system officer of the district.

B. Infrastructure & Planning related Matter

- (i) The Court Manager/Senior Court Manager shall, in consultation with the stakeholders of a Court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions, such as prosecutors/police/process serving agencies), prepare and update annually a 5 year Court wise Court Development Plan (CDP) and monitor implementation of the CDP and report to the District Judge on its progress.
- (ii) Monitor the matter relating to the infrastructure of courts and residential quarters with Public Works Department and other authorities.
- (iii) Apprise the District Level Infrastructure Committee relating to the infrastructure development of the District Court.

C. Information Technology Management

- (i) Monitor and ensure that the activities and schemes of e-Courts Project are fully implemented.
- (ii) Monitor and ensure that the Case Information System (CIS) is functioning properly.
- (iii) Monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.
- (iv) Take necessary steps for imparting computer training to the ministerial staff in coordination with the Odisha Judicial Academy upon approval of the District Judge.
- (v) Furnish necessary feedback regarding the institution/disposal of the cases to the National Judicial Data Grid.

D. Record Management

- (i) Monitor and ensure that the disposed of records are consigned to district record room without delay.
- (ii) Ensure that the records, files and registers due for destruction are destroyed as per G.R & C.O (Civil and Criminal) and instructions of the High Court issued from time to time.

(iii) Ensure, after taking such assistance as may be required from the concerned Sheristadar, that the records of the Courts are maintained and classified properly.

E. Monitoring of Nizarat Section and Malkhana

(i) Undertake weekly inspection of the Nizarat Section to ensure that the process of the Courts are served properly and shall submit report to the Judge-in Charge.

(ii) Undertake monthly verification/inspection of the Malkhana and Malkhana Register as well except the valuables and shall submit report to the Judge-in Charge.

F. Protocol Duty

(i) Supervise the protocol duties during visit of Hon'ble Judges of Supreme Court and High Court and other dignitaries.

(ii) Take necessary instructions from the concerned District Judge/CJM/Registrar/Protocol Officer in this regard and carry out the same.

(iii) Ensure accommodation for the Judicial Officers in the Circuit House/ Govt. Guest House/Court Transit House on their visit and joining in Station.

G. Human Resource Management

(i) Ensure that Human Resource Management of the Ministerial Staff in the Court complies with the standards established by the High Court.

(ii) Assist the District Judge, District Recruitment Committee and District Recruitment Cell in the matter of undertaking regular and smooth recruitment process on the norms fixed by the High Court.

H. Court Management.

(i) Ensure that the process and procedure of the court including filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and they safeguard quality, ensure efficiency and timelines, and minimize costs to litigants and to the State, and enhance access to justice.

(ii) Render assistance to the District Judge/Judges/Magistrates to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial function.

I. Accounts and Budget Management

(i) Undertake preparation of annual budget; supervise the proper utilization of the budget allocations received for different purpose from the State government.

(ii) Assist the Judge-in-charge of Accounts in the matter of drawl and disbursement of funds, monitor timely preparation of bills and all ancillary functions in relation thereto.

J. Other Duties

(i) Ensure cleanliness of the court campus and he or she may, in consultation with the District Judge/CJM/Registrar, take necessary steps for improving surroundings of the Court Premises and residential complexes of Judges.

(ii) Monitor hosting of the National Flag in the Court Campus as per Flag Code.

(iii) Assist the Secretary, District Legal Services Authority of the District Court in the matter of arrangement of Lok Adalats, Literacy Camps and other related works whenever required.

(iv) Supervise power facility, telephone and internet connectivity in the Courts and residential quarters of the Judicial Officers.

(v) Ensure coordination with government authorities and other organisations for smooth Court Management with approval of the District Judge.

2. Court Managers/Senior Court Managers posted in the High Court shall perform the following Functions, Duties and Responsibilities:-

A. Infrastructure

(i) Look after the Infrastructural requirements and developments of the High court including regular day-to-day maintenance of the High Court Buildings. He / She are to assist the Assistant Registrar (Administration) in the matters of maintenance of infrastructure of High Court Building, Residential Bungalows, residential quarters, Court Guest House etc.

(ii) Work in co-ordination with the Building/ Court Officer Section for the matters in order to be placed before the Building Committee, and for compliance of the decisions of the Committee.

(iii) Assist the concerned Registrar for monitoring and maintaining cleanliness and discipline and suggest measures for space management and power (energy) management.

B. Human Resources Management

(i) Responsible for HR management of the High Court.

(ii) Work out the requirement of Staff in order to move the Government for sanction form time to time as per necessity and assist the Special Officer and Recruitment Cell in timely initiating the process of recruitment.

C. Court Management.

(i) Ensure that the process and procedure of the court including filing, registration, scheduling, conduct of adjudication, access to information, issuing certified copies and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and they safeguard quality, ensure efficiency and timelines, and minimize costs to litigants and to the State, and enhance access to justice.

(ii) Render assistance to the Registrars in performance of their administrative duties.

D. Information Technology Management

(i) Monitor and ensure that the activities and schemes of e-Courts Project are fully implemented.

(ii) Monitor and ensure that the Case Information System (CIS) is functioning properly.

(iii) Monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.

- (iv) Take necessary steps for imparting computer training to the ministerial staff in consultation with the Central Project Co-ordinator.
- (v) Assist the Registrar/ Central Project Coordinator for implementation of the activities of e-Court Project.
- (vi) Furnish necessary feedback regarding the institution/disposal of the cases to the National Judicial Data Grid.

E. Liaison with the Court Managers/Senior Court Managers of the District Courts for :-

- (i) Effective implementation of the e-Court Projects under the supervision of the Central Project Coordinator (CPC) of the Court.
- (ii) Proper planning and execution of Infrastructural Projects relating to subordinate Judiciary.
- (iii) Proper utilisation of funds placed at the disposal of the subordinate courts and placement of requirements.
- (iv) Ensure timely receipt of the periodical returns/ Statements and information from the District Court.
- (v) Ensure despatch of the letters of the High Court to District Courts by Email and confirm its receipts.

F. Accounts and Budget Management

- (i) Undertake preparation of annual budget; supervise the proper utilization of the budget allocations received for different purpose from the State Government.
- (ii) Assist the Special Officer, Establishment Officer in the matter of drawl and disbursement of funds, monitor timely preparation of bills and all ancillary functions in relation thereto.
- (iii) Assist the Chief Accounts Officer in the matter of preparation of Budget for the District Courts and supervise proper utilization of the budget allocations received for different purpose from the State Government.

G. Other Duties

- (i) Assist the Registrar General or Registrars in the arrangement of swearing-in of the Chief Justice and the Judges.
- (ii) Assist the Registrar General or Registrars in organising Independence Day and Republic Day functions and observation of other ceremonial functions of the Court.
- (iii) Assist the concerned Registrar in file tracking and management of all judicial records from the filing section to the consignment of the record in the Record Room.
- (iv) Assist the Protocol Section in protocol matters and preparation of the Court News and telephone directory of the High Court.
- (v) Assist the Secretary, High Court Legal Services Committee in legal services activities of the Court.

APPENDIX- II**[See rule 7 (a) and 16 (1)]**

Category	Name of the post	Qualification	Experience, If any	Method of recruitment
1	2	3	4	5
1	Senior Court Manager (Group-B)	Degree in any stream with Masters in Business Administration or advanced Diploma in General Administration from a University or Institution in India recognized by UGC. 5 years experience/ training in system and process management and/or 5 years experience /training in IT systems management or Human Resource Management or Financial Management. Preference will be given to candidates having experience and qualification in the field of Law.	Minimum 5 (five) years working experience in the regular cadre of Court Manager.	By promotion from the post of Court Manager on selection on the basis of merit with due regard to seniority and passing of suitability test to be decided by the Committee constituted by the Chief Justice.
2	Court Manager (Group-B)	Degree in any stream with Masters in Business Administration or advanced Diploma in General Administration from a University or Institution in India recognized by UGC. 5 years experience/training in system and process management and/or 5 years experience /training in IT systems management or Human Resource Management or Financial Management. Preference will be given to candidates having experience and qualification in the field of Law.		By Direct Recruitment.

APPENDIX- III

[See rule 7 (g)]

**SCHEME AND SYLLABUS OF EXAMINATION FOR THE POST OF
COURT MANAGER**

The Recruitment Examination for the post of **Court Manager** shall be conducted in two phases, namely (1) Written Examination & Computer Application Test (Practical) and (2) Interview & Project Report. The topic for the project report shall be notified by the Commission at the time of declaration of the result of the written examinations detailed below.

The written examination shall consist of an objective type (multiple choices) Examination consisting of 3 (three) papers with breakup of marks as follows:-

Phase-1			
Sl. No.	SUBJECT	MARKS	DURATION
1.	<u>Paper-I</u> Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resources Management, Computer Skills.	100	2 hours
2.	<u>Paper-II General Awareness</u> (Current Affairs, National & International events, Major financial/economic news, Budget & Five year plans, Books & Authors, Awards & Honours, Abbreviations, Important Days, Who's Who, Sports, General Science, International & National Organization, History, Geography, Politics, Civics and Culture.)	50	1 hour
3	<u>Paper-III English & Oriya Language Test</u>	50	1 hour

Computer Application Test (Practical)

[Computer Fundamentals, Windows (MS- Windows), MS Office (Word, Excel & Power Point), Linux Fundamental and open office application, Usage of Internet Operation, Communication Technology, Networking Concepts (LAN, Ethernet, Broad Band, Wireless) and Digital Signature]

Computer Application	MARKS	DURATION
(i) Skill Test	50	30 minutes

Phase-2		
Sl. No.	SUBJECT	Maximum Marks
1	Interview & Project Report	20+30= 50

(No.3040-VJ-60/2019/L.)

By Order of the Governor

SASHIKANTA MISHRA

Principal Secretary to Government