



सरकारी गजट, उत्तर प्रदेश

उत्तर प्रदेशीय सरकार द्वारा प्रकाशित

असाधारण

विधायी परिशिष्ट

भाग-4, खण्ड (ख)

(परिनियत आदेश)

लखनऊ, बृहस्पतिवार, 4 जुलाई, 2013

आषाढ़ 13, 1935 शक सम्वत्

GOVERNMENT OF UTTAR PRADESH
NYAYA ANUBHAG-2 (ADHINASTHA NYAYALAYA)

NOTIFICATION
MISCELLANEOUS

No. 1060/VII-Nyaya -2-2013- 176G/2010

Lucknow, Dated July 4, 2013

प0आ0-107

The First National Judicial Pay Commission^{*} on improvement of service conditions of non judicial staff in Subordinate Courts, presided by Justice K.J. Shetty, Former Judge, Supreme Court of India (Shetty Commission) in All India Judges' Association Vs. Union of India, (1993) 4 SCC 288, recommended for uniform service conditions and pay scales applicable to non-judicial staff in subordinate courts. The report was accepted by the Supreme Court. In order to implement the recommendations of the Shetty Commission as accepted by the Supreme Court, the High Court has made recommendations for framing uniform and comprehensive rules for regulating service condition of the non- judicial staff of the subordinate courts.

In pursuance of the provisions of clause (3) of Article 348 of the Constitution of India the Governor is pleased to order the publication of the following English translation of notification of no. 1060/VII-nyaya -2-2013- 176G/2010 , dated July 04, 2013.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all powers enabling him in this behalf, the Governor of Uttar Pradesh is pleased to make the following rules in consultation with the High Court regulating the recruitment and other conditions of service of staff of the subordinate courts:

THE UTTAR PRADESH STATE DISTRICT COURT SERVICE RULES, 2013

CHAPTER-I

PRELIMINARY

I. Short Title and Commencement:-

(i) These rules may be called The Uttar Pradesh State District Court Service Rules, 2013;

(ii) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions:

In these rules, unless the context requires otherwise,-

- (1) "Appointing Authority" means the District and Sessions Judge of the District;
- (2) "equivalent qualification" means a qualification notified by the High Court as equivalent to a qualification prescribed in these rules in respect of any category of post;
- (3) "Government" means the State Government of Uttar Pradesh;
- (4) "High Court" means the High Court of Judicature at Allahabad;
- (5) "Official Gazette" means Uttar Pradesh Government's Gazette;
- (6) "Selecting Authority" means,-
 - (a) District and Sessions Judge -Chairmen.
 - (b) the Senior-most Additional District and Sessions Judge - Member
 - (c) the Civil Judge (Senior Division) -Member

Provided that Chief Justice may in addition to above nominate one or more member in the 'Selecting Authority'.

- (7) "Schedule" means schedule appended is these rules;
- (8) "Service" means the Uttar Pradesh State District Court Service;
- (9) "State" means the State of Uttar Pradesh.
- (10) "Constitution" means the Constitution of India;
- (11) "Departmental Inquiry" means inquiry conducted under Rule 23 of these Rules;
- (12) "Disciplinary Authority" means an Authority empowered under Rules 23 to impose the penalty;
- (13) "Governor" means the Governor of Uttar Pradesh;
- (14) "Member of Service" means a person appointed on a post provided under the Uttar Pradesh State District Court Service Rules, 2013;
- (15) "Year of recruitment" means during the course of year commencing from 1st July to 30th June;
- (16) 'Misconduct' for the purposes of these Rules shall means as defined in Rule 3 of the Uttar Pradesh Government Servants Conduct Rules, 1956.

CHAPTER-II

CONSTITUTION OF SERVICE

3. Constitution of Service,-

- (1) On and from the date of commencement of these rules there shall be constituted a State Civil Service known as 'the Uttar Pradesh State District Court Service'.
- (2) The Service shall consist of the category of posts or cadres specified in column (2) of the Schedule 'A'. The character and number of posts in each of these cadres and their scale of pay shall be as specified in the corresponding entries in column (3) to (6) thereof.
- (3) With effect from the date of commencement of these rules the existing category of posts shall stand designated as the category of post, specified in column 920 (2) of Schedule 'B'.

CHAPTER-II

RECRUITMENT

4. Method of recruitment, qualifications etc;

In respect of each category of posts of the Service specified in column (2) of Schedule 'B', the method of recruitment and minimum qualification, shall be as specified in the corresponding entries in columns (3) and (4) thereof.

5. Procedure of appointment,-

Subject to the provisions of these rules, recruitment to any category of post in the service shall be made by the Selecting Authority.-

- (1) In the case of recruitment by direct recruitment, after giving wide publicity in at least two newspapers, one in Hindi and one in English or State level having wide circulation in the district concerned.
- (2) In the case of recruitment by promotion, by the Selecting Authority on the basis of criteria laid down in Schedule 'B' subject to fitness of the candidate to discharge the duties of the post, from among the persons eligible for promotion.

6. Disqualification for appointment:-

- (1) No person shall be eligible for appointment unless he is a citizen of India.
- (2) No person who has more than one wife living and no women who has married a man already having another wife, shall be eligible for appointment.
- (3) No person who attempts to obtain extraneous support by any means for his candidature from official or non-officials, shall be eligible for appointment.
- (4) No person shall be eligible for appointment if he or she-
 - (a) is or has been a member of, or has associated himself or herself with, any body or association after such body or association is declared as an unlawful body or association; or
 - (b) has participated in or is associated 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) Which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or
 - (IV) Which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people; or
 - (c) is dismissed from service under the Government of India or any State Government or any High Court;
 - (d) is or has been debarred or disqualified by the Union or any State Public Service Commission or any High Court from appearing for any examination or selection conducted by it; and
 - (e) is or has been convicted of an offense involving moral turpitude.

7. Age limit for appointment:-

- (1) Every candidate for appointment by direct recruitment must have attained the age of eighteen years and not have crossed the age of **forty years** on the first day of the years of recruitment.
- (2) Maximum age limit applicable to a candidate of Scheduled Castes and Scheduled Tribes and other reserved categories shall be, as per the Government Orders, issued in this behalf, as adopted by the High Court.

8. Provision for reservation of appointment:-

- (1) Appointment shall be reserved for the members of the Scheduled Castes Scheduled Tribes, Other Backward Classes and other categories to such extent and in such manner as may be specified by the Government Orders issued in this behalf from time to time as adopted by the High Court.

9. Direct Recruitment:-

- (1) The appointing Authority shall intimate the Selecting Authority in the month of July every year the number of vacancies existing and likely to occur during the year of recruitment for direct recruitment in different category of posts. The Selecting Authority shall invite applications by giving wide publicity indicating the total number of vacancies notified for recruitment and the number of vacancies reserved for different reserved categories.

- (2) The Selecting Authority may short-list the candidates to be called for the written examination equal to twenty five times the number of vacancies notified on the basis of the marks obtained in the qualifying examination given in Schedule 'B' or by a preliminary objective test.

- (3) Notwithstanding anything to the contrary in these Rules, the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble Chief Justice of the High Court, from time to time.

10. Eligibility of candidates for the interview-

(1) For the purpose of selection of the candidates for the interview, the appointing authority shall prepare a list of names of candidates on the basis of percentage of the total marks secured in the written examination in the order of merit and if two or more candidates have secured equal percentage of total marks in the written examination, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in order of merit. From among the candidates whose names are included in such list, as far as may be, such number of candidates as is equal to five times the number of vacancies notified, selected in the order of merit, shall be eligible for the interview;

(2) For the purpose of this rule,-

'Written examination' means the competitive examination held by the Selecting Authority as per syllabus given in Schedule 'C'.

11. Interview,-

Selecting authority shall interview the eligible candidates selected under Rule 10 and award marks on the basis of their performance in the interview. The object of such interview is to assess the suitability of the candidates for appointment to the cadre or the post applied for by them and their calibre including intellectual and social traits of personality.

12. List of Selected candidates,-

(1) The Selecting Authority shall on the basis of the aggregate of the percentage of the total marks secured in the written examination as determined under Rule 10 and of the marks secured at the interview under Rule 11 and taking into consideration the order in force relating to reservation of posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other prepare in the order of merit a list of the candidates eligible for appointment to the category of post and if the aggregate of the percentage of total marks secured in the written examinations as determined under rule 10, and of the marks secured at the interview under 11, of two or more candidates is equal, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. The number of names of the candidates to be included in such list shall be equal to the number of the vacancies notified for the recruitment.

(2) The Selecting Authority shall in accordance with the provisions of sub-rule (1) also prepare an additional list of names of the candidates not included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be ten percent of the number of vacancies notified.

(3) The lists so prepared under sub-rule (1) and (2) shall be pasted on the notice board of the Judgeship on the same day on which interview is held or on the next working day and a copy of the same shall be forwarded to the High Court.

13. Appointment of candidates,-

(1) Subject to rules 15 and 16 candidates whose names are included in the list prepared under sub-rule (1) and published under sub-rule (3) of Rule 12 may be appointed by the appointing authority in the vacancies in the particular cadre in the order in which the names are found in the list after satisfying itself, after such inquiry as may be considered necessary that each such candidate is suitable in all respects for appointment to a post in the cadre. Candidates whose names are included in the list prepared under sub-rule (2) and published under sub-rule (3) of rule 12 may be similarly appointed after the candidates whose names are included in the list prepared under sub-rule (1) of Rule 12 have been appointed.

(2) The inclusion of the name of a candidate in any list published under Rule 12, shall not confer any right of appointment.

14. Duration of operation of the lists,-

The list of names of the candidates published by the Selecting Authority under Rule 12 in respect of any cadre shall cease to be operative on appointment of the last advertised vacancy or one year whichever is earlier.

15. Conditions relating to suitability and certificates of characters,-

No person shall be appointed unless the appointing authority is satisfied that he is of good character and is in all respect suitable for appointment to the service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates given not more than six months prior to the

date of selection, by two respectable persons unconnected with his school, college or university, and not related to him, testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment the decision of the High Court shall be final.

16. Conditions relating to Physical fitness,-

(1) No candidate selected for appointment shall be appointed to any post unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. Appointing authority may, by order, prescribe the physical standards required to be satisfied by a person for appointment and specify the medical authority which may grant the certificate of physical fitness and provide such other incidental matters as may be necessary. The opinion of the medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates.

(2) A candidate selected for appointment who fails to appear before the Medical Authority specified by the appointing authority under sub- rule (1) shall be given one more opportunity to appear before such authority. If the candidate fails to appear before Medical Authority even on second occasion, his name shall be deleted from the list of selected candidates and he shall cease to be eligible for appointment.

17. Fees,-

Every candidate for direct recruitment to any category of post may be required to pay such fees, as may be specified by the Appointing Authority in respect of his applications:

Provided that in the case of a candidate belonging to a Scheduled Caste or a Scheduled Tribe the fees payable shall be half of the fee specified under this rule.

18. Joining time for appointment,-

(1) A candidate appointed by direct recruitment shall assume charge of the post specified by the appointing authority as soon as possible after the date of the order appointment, but not later than thirty days from the date.

Explanation,- For the purpose of this sub-rule 'the date of the order of appointment' means the date of dispatch of order of appointment by registered post to the address given by the candidate.

(2) Notwithstanding anything contained in sub-rule (1) the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time but not exceeding fifteen days as it may deem necessary.

(3) The name of the candidate who fails to assume charge of the post within the time specified in sub- rule (1) or within the further time granted under sub-rule (2) shall stand deleted from the list of selected candidates and the candidate concerned shall cease to be eligible for appointment.

CHAPTER-IV

PROBATION

19. Probation-

(1) All appointments to the Service by direct recruitment shall be on probation for the period of two years.

(2) All Appointments by promotion shall be on probation basis for a period of two years.

(3) The period of probation for reasons to be recorded in writing, may be extended by the appointing authority by such period not exceeding the period of probation specified in sub- rule (1) or (2).

(4) At the end of period of probation or the extended period of probation the appointing authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was appointed or promoted, and

(I) If it is decided that he is suitable to hold the post to which he was appointed or promoted and has passed the examinations or tests, if any, required to be passed during the period of probation, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation and such an order shall have effect from the date of expiry of the period of probation, including extended period, if any, as the case may be.

(II) if the appointing authority considers that the person is not suitable to hold the post to which he was appointed or promoted, as the case may be, he shall by order-

(a) If he is a promotee, revert him to the post which he held prior to his promotion.

(b) If he is probationer, discharge him from service.

(5) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to that effect is passed. Any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation.

20. Discharge of a probationer during the period of probation:-

(1) Notwithstanding anything contained in rule 19, the appointing authority may, at any time during the period of probation, discharge from service, a probationer on account of his unsuitability for the service.

(2) An order under sub- rule (1) shall indicate the grounds for the discharge but no disciplinary inquiry shall be necessary.

21. Increment during the period of probation:-

(1) A probationer or promotee may draw the increments that fall due during the period of probation. He shall not, however, draw any increment after the expiry of the period of probation unless and until he is declared to have satisfactorily completed his probation.

(2) When a probationer or promotee is declared to have satisfactorily completed his probation, he shall draw, as from the date such order takes effect, the pay he would have drawn had he been allowed the increments for the whole of his service from the date of his appointment or probation.

CHAPTER-V

DETERMINATION OF SENIORITY

22. Seniority.

(1) **Seniority where appointments by direct recruitment only:-** Where according to the rules appointments are to be made only by the direct recruitments, the seniority inter-se of the persons appointed on the result of any one selection, shall be the same as it is shown in the merit list prepared:

Provided that a candidate recruited directly may lose his seniority, if he fails to join without valid reasons when vacancy is offered to him. The decision of the appointing authority as to the validity of reasons, shall be final:

Provided further that persons appointed on the result of subsequent selection shall be Junior to the persons appointed on the result of a previous selection.

Explanation- Where in the same year separate selection for regular and emergency recruitment are made, the selection for regular recruitment shall be deemed to be previous selection.

(2) **Seniority where appointments by promotion only from the Single feeding cadre:-** Where according to the service rules, appointments are to be made only by promotion from a single feeding cadre, the seniority inter-se of person so appointed shall be the same as it was in the feeding cadre.

Explanation- A person senior in the feeding cadre shall, even though promoted after the promotion of a person junior to him in the feeding cadre shall, in the cadre to which they are promoted, retain the seniority as it was in the feeding cadre.

(3) **Seniority where appointments by promotion only from several feeding cadre:-** Where according to service rules, appointments are to be made only by promotion but from more than one feeding cadre, the seniority inter-se of persons appointed on the result of any one selection shall be determined according to the date of the order of their substantive appointment in their respective feeding cadre.

Explanation:- Where the order of the substantive appointments in the feeding cadre specifies a particular back date with effect from which, a person is substantively appointed, that date will be deemed to be the date of the order of substantive appointment and, in other cases it will mean the date of issuance of the order:

Provided that where the pay scales of the feeding cadre are different, the persons promoted from the feeding cadre having higher pay scale shall be senior to the persons promoted from the feeding cadre having lower pay scale:

Provided further that the person appointed on the result of subsequent selection shall be junior to the person appointed on the result of a previous selection.

(4) Seniority where appointments made by promotion and direct recruitments-

(i) where according to service rules appointments are made from both by the promotion and by Direct recruitment, the seniority of persons appointed shall, subject to the provision of following sub-rules be determined from the date of the order of their substantive appointments, and if two or more persons are appointed together, in the order in which, their names are arranged in the appointment orders:

Provided that if the appointment order specifies a particular back date, with effect from which a person is substantively appointed, that date will be deemed to be the date of order of substantive appointment and, in other cases, it will mean the date of issuance of the order:

Further provided that a candidate recruited directly may lose his seniority, if he fails to join without valid reasons, when vacancy is offered to him and the decision of the appointing authority as to the validity of reasons, shall be final.

(i) The seniority inter-se of the persons appointed on the result of any one selection-

(a) Through direct recruitment, shall be the same as it shown in the merit list prepared:

(b) By promotion, shall be determined in accordance with the principles laid down in Rule 22(2) or Rule 22 (3), as the case may be, accordingly as the promotions are to be made from a single feeding cadre or several feeding cadre.

(ii) Where appointments are made by promotion and direct recruitment on the result of any one selection, the seniority of promotees vis-vis Direct Recruits shall be determined in cyclic order (The first being a promotee) so far as may be, in accordance with the quota prescribed for the two sources.

Illustration- Where the quota of promotees and direct

recruits is in proportion of 1: 4 seniority shall be in the following order:-

First-----promotee.

Second to Fifth-----direct recruits.

And so on:

Provided that-

(a) Where appointments from any source are made in excess of the prescribed quota, the persons appointed in excess of the quota shall be pushed down, for seniority, to subsequent year or years in which there are vacancies in accordance with the quota:

(b) Where appointments from any source fall short of the prescribed quota and appointment against such unfilled vacancies are made in subsequent year or years, the persons so appointed shall not get seniority of any earlier year but shall get the seniority of the year in which there appointments are made, so that their name shall be placed at the top followed by the names, in the cyclic order of the other appointees.

(c) Where in accordance with the service rules the unfilled vacancies from any source could, in the circumstances mentioned in the relevant service rules, be filled from other source, and appointment in excess of quota are so made, the persons so appointed shall get the seniority of that very year as if they are appointed against the vacancies of their quota.

(5) Preparation of seniority list:- (i) As soon as may be, after appointments are made to the service, the appointing authority shall prepare a tentative seniority list of persons appointed substantively to the service in accordance with the provisions of these rules.

(ii) the tentative seniority list shall be circulated among the persons concerned inviting objections, by a notice of reasonable period, which shall not be less than 7 days from the date of circulation of the tentative seniority list.

(iii) No objection against the vires or validity of these rules shall be entertainable.

(iv) The appointing authority after disposing of the objection by a reasoned order issue a final seniority list.

(v) It shall not be necessary to prepare a seniority list of the cadre to which appointments are made only by promotion from a single feeding cadre.

(6) Every year in the month of July, seniority list of officials in all cadres in a District shall be prepared and published by the appointing authority and the lists so published shall be used for the purpose of making promotions to the next higher cadre in the District.

CHAPTER-VI DISCIPLINE AND APPEAL

23. (1) Penalties.-

One or more of the following penalties for good and sufficient reasons may be imposed on a member of the Service, namely;

Minor Penalties

- (i) Censure;
- (ii) Withholding of increment for a specified period;
- (iii) Stoppage of an efficiency bar;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Government or the High Court;
- (v) Fine in case of persons holding Group 'D' posts: Provided that the amount of such fine shall in no case exceed twenty five percent of the month's pay in which the fine is imposed.

Major Penalties

- (i) Withholding of increments with cumulative effect,
- (ii) Reduction to a lower post or grade or time scale or to a lower stage in time scale;
- (iii) Removal from service which does not disqualify from future employment;
- (iv) Dismissal from the service which disqualifies from future employment.

Explanation- The following shall not amount to penalty within the meaning of this rule, namely:-

- (i) Withholding of increment of a member of the service for failure to pass a department examination or for failure to fulfil any other condition in accordance with the rules or orders governing the service;
- (ii) Stoppage of the efficiency bar in the time scale of pay on account of ones not being found fit to cross the efficiency bar;
- (iii) Reversion of a person appointed on probation to the service during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probation;
- (iv) Termination of the service of a person appointed on probation during or at the end of period of probation in accordance with the terms of the service or the rules and orders governing such probation.

(2) Suspension-

(i) A member of the service against whose conduct an enquiry is contemplated, or is proceeding, may be placed under suspension pending the conclusion of the enquiry in the discretion of the appointing authority:

Provided that suspension should not be resorted to unless the allegation against the employee are so serious that in the event of their being established, may ordinarily warrant major penalty:

Provided further that the head of the department by an order in this behalf may place an employee under suspension under this rule:

Provided also that the appointing authority may delegate its power under this rule to the next lower authority.

(ii) An employee in respect of or against whom, an investigation, enquiry or trial relating to a criminal charge, which is connected with his position as an employee of Court or which is likely to be embarrassing in discharge of his duties or which involves moral turpitude, is pending, may, at the discretion of the appointing authority or the authority to whom, the power of suspension has been delegated under these rules, be placed under suspension until the termination of all proceedings relating to the charge.

(iii) (a) An employee shall be deemed to have been placed or, as the case may be continued to be placed, under suspension by an order of the authority competent to suspend, with the date of his detention, if he is detained in custody, whether detention is on Criminal charge or otherwise, for a period exceeding forty eight hours.

(b) The aforesaid employee shall, after release from the custody, inform in writing to the competent authority about his detention and may also make representation against the deemed suspension. The competent authority shall, after considering the representation in the light of the facts and circumstances of the case as well as the provision contained in rule , pass appropriate order continuing the deemed suspension from the date of release from custody or revoking or modifying it.

(iv) The employee shall be deemed to have been placed, as the case may be, or continued to be placed under suspension by an order of the authority competent to suspend under these rules, with effect from the date of his conviction if in the event of a conviction for an offence he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed consequent to such conviction.

Explanation- The period of forty eight hours referred to in sub rule will be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(iv) Where the penalty of dismissal or removal from service imposed upon an employee is set aside in appeal under these rules or under rules rescinded by these rules and the case is remitted for further enquiry or action or with any other directions;

(a) If he was under suspension immediately before the penalty was awarded to him, the order of his suspension shall, subject to any such directions as aforesaid, be deemed to have continued in force on or from the date of the original order of dismissal or removal;

(b) If he was not under suspension, he shall, if so directed by the appellate authority, be deemed to have been placed under suspension by an order of the appointing authority on or from the date of original order of dismissal or removal:

Provided that nothing in this sub rule shall be construed as affecting the power of disciplinary authority, in a case where a penalty of dismissal or removal from service imposed upon a Government servant is set aside in appeal under these rules on grounds other than the merits of the allegations on the basis of which, the said penalty was imposed and the case is remitted for further enquiry or action or for any other direction, to pass an order of suspension it being further enquiry against him on those allegations, however any such suspension shall not have retrospective effect.

(v) Where penalty of dismissal or removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by decision of a Court of law and the appointing authority on a consideration of circumstances of the case, decides of the case, decides to hold a further enquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, whether the allegations remain in their original form or are clarified their particulars better specified or any part thereof of a minor nature omitted:

(a) If he was under suspension immediately before the penalty was awarded to him, the order of his suspension shall, subject to any direction of the appointing authority, be deemed to have continued in force on or from the date of the original order of dismissal or removal;

(b) If he was under suspension, he shall, if so directed by the appointing authority, be deemed to have been placed under suspension by an order of the competent authority on and from the date of the original order of dismissal or removal.

(VII) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing direct that the employee shall continue to be under suspension till the termination of all or any of such proceedings.

(viii) Any suspension ordered or deemed to have been ordered or to have continued in force under this rule shall continue to remain in force until it is modified or revoked by the competent authority.

(ix) An employee placed under suspension or deemed to have been placed under suspension under this rule shall be entitled to subsistence allowance in accordance with the provisions of Fundamental Rule 53 of the Financial Hand Book Volume II, Part II to IV.

(3) Pay and Allowance etc. of the suspension period-

After the order is passed in the departmental enquiry on the basis of criminal case, as the case may be, under these rules, the decision as to the pay and allowances of the suspension period of the concerned employee and also whether the said period shall be treated as spent on duty or not, shall be taken by the disciplinary authority after giving a notice to the said employee and calling for his explanation within a specified period under Rule 54 of the Financial Hand Book, Volume II, Part II to IV.

(4) Disciplinary Authority-The appointing authority of the member the service shall be the disciplinary authority, who, subject to the provisions of these rules, may impose any of the penalties specified in rule 23.

Provided that no person shall be dismissed or removed by an authority subordinate to that by which he was actually appointed.

(5) Procedure of imposing major penalties: Before imposing any major penalty on an employee, an enquiry shall be held in the following manner:-

(i) The disciplinary authority may himself enquire into the charges or appoint any authority subordinate to him as enquiry officer to enquire into the charges.

(ii) The fact constituting the misconduct on which is proposed to take action shall be reduced in the form of definite charge or charge or charges to be called Charge-sheet.

The charge-sheet shall be approved by the disciplinary authority-

(iii) The charges framed shall be so precise and clear as to give sufficient indication to the charged employee of the facts and circumstances against him. The proposed documentary evidences and the name of the witnesses proposed to prove the same alongwith the oral evidences, if any, shall be mentioned in the charge-sheet.

(iv) The Charged employee shall be required to put in Written statement of his defence in person on a specified date which shall not be less than 15 days from the date of issue of charge-sheet and to state whether he desires to cross examine any witness mentioned in the charge-sheet and whether he desires to give or produce evidence in his defence. He shall also be informed that in case he does not appear or file written statement on the specified date, it shall be presumed that he has none to furnish and enquiry officer shall proceed to complete the enquiry ex-parte.

(v) The charge-sheet alongwith the copy of documentary evidences mentioned therein and list of witnesses and their statements, if any, shall be served on the charged employee personally or by registered post at the address mentioned in the official record. In case the charge-sheet could not be served in the aforesaid manner, the charge-sheet shall be served by publication in a daily newspaper having wide circulation:

Provided that where the documentary evidence is voluminous, instead of furnishing its copy with charge-sheet, the charged employee shall be permitted to inspect the same before the enquiry officer:

(vi) Where the charged employee appears and admits the charges, the enquiry officer shall submit his reports to the disciplinary authority on the basis of such admission.

(vii) Where the charged employee denies the charges, the enquiry officer shall proceed to call the witnesses proposed in the charge-sheet and record their evidence in presence of the charged employee who shall be given opportunity to cross examine such witnesses. After recording the aforesaid evidences, if enquiry officer shall call and record the oral evidence which the charged employee desires in his written statement to be produced in his defence;

Provided that enquiry officer may for reasons to be recorded in writing refuse to call a witness.

(viii) The enquiry officer may summon any witness to give evidence or require any person to produce documents before him in accordance with the provisions of the Uttar Pradesh Departmental Enquiries (Enforcement of Attendance of Witness and Production of Documents) Act, 1976.

(ix) Enquiry officer may ask any question he pleases, at any time from any witness or from person charged with a view to discover the truth or to obtain proper proof of facts relevant to charges.

(x) Where the charged employee does not appear on the date fixed in the enquiry or at any stage of proceedings inspite of service of notice upon him or having knowledge of the date, enquiry officer shall proceed with the enquiry *ex-parte*. In such a case the enquiry officer shall record the statements of the witnesses mentioned in the charge-sheet in absence of the charged employee.

(xi) The disciplinary authority, if it considers necessary to do so, may appoint an officer or a legal practitioner, to be known as 'Presenting Officer' to present on its behalf the case in support of the charge.

(xii) The charged employee may take assistance of any officer to present a case on his behalf but shall not engage a legal practitioner for the purpose unless the presenting officer appointed by the disciplinary authority having regard to the circumstances of the case so permits:

Provided that this rule shall not apply in following cases:

(a) Where any major penalty is imposed on a person on the ground of conduct which has led to his conviction on a criminal charge; or

(b) Where the disciplinary authority is satisfied, that for reasons to be recorded in writing, it is not reasonably practicable to hold an enquiry in the manner provided in these rules; or

(c) Where the High Court is satisfied, in the interest of security of the State, that it is not expedient to hold an enquiry in the manner provided in these rules.

(6) Submission of enquiry report-When the enquiry is complete, the enquiry officer shall submit its enquiry report to the disciplinary authority alongwith all the records of the enquiry. The enquiry report shall contain sufficient record of the facts, the evidence and statement of the findings on each charge and the reasons thereof. The enquiry officer shall not make any recommendation about the penalty.

(7) Action on enquiry report-

(i) The disciplinary authority may, for reasons to be recorded in writing, remit the case for re-enquiry to the same or any other enquiry officer under intimation to the charged employees. The enquiry officer shall thereupon proceed to hold the enquiry from such stage as directed by the disciplinary authority according to the provisions of Rule 23 (5).

(ii) The disciplinary authority shall, if it disagrees with the finding of enquiry officer on any charge, record its finding thereon for reasons to be recorded.

(iii) In case the charges are not proved, the charged employee shall be exonerated by the disciplinary authority, of the charges and would be informed accordingly.

(iv) If the disciplinary authority, having regard to its finding on all or any of the charges is of the opinion that any penalty specified in Rule 23 (1) should be imposed on the charged employee, he shall give a copy of the enquiry report and its finding recorded under sub-rule (ii) to the charged employee and require him to submit his representation if he so desires, within reasonable specified time. The disciplinary authority shall, having regard to all the relevant record relating to the enquiry and representation of the charged employee, if any, pass a reasoned order imposing one or more penalties mentioned in rule 23 (1) of these rules and communicate the same to the charged employee.

(8) Procedure for imposing minor penalty-

(i) Where the disciplinary authority is satisfied that good and sufficient reasons exist for adopting such a course, it may, subject to the provisions of sub - rule Impose one or more of the minor penalties mentioned in Rule 23 (1).

(ii) The concerned employee shall be informed of the substance of the imputations against him and shall be called upon to submit his explanation within a reasonable time. The disciplinary authority after considering the said explanation, if any, and relevant record, pass such orders as he considers proper and where a penalty is imposed, reasons there for shall be given. The order shall be communicated to the concerned employee.

(9) Appeals-

(i) A person against whom an order imposing a penalty specified in rule 23 (1) (i) & (v) of Minor Penalties has been passed by the Presiding Officer of subordinate court other than the court of District and Sessions Judge, may file an appeal before the Appointing Authority i.e. the District Judge.

(ii) A Person against whom an order;

(a) Imposing a penalty specified in any of the clauses (i) to (v) of minor penalties and clauses (i) to (iv) of major penalties of Rule 23 (1), have been passed by the appointing authority, i.e. the District Judge; or

(b) Of enhancement of punishment has been made by the appointing authority i.e. the District Judge in an appeal filed under Clause (i) of this sub-rule, he may file an appeal before the High Court.

(iii) The period during which an appeal may be filed shall be 30 days in case of an appeal filed under Clause (i) of this sub-rule, and 90 days in the case of an appeal filed under Clause (i) of this sub-rule. The period of limitation shall count from the date on which the appellant is informed of the order appealed against. The time taken in obtaining the copy of the order appealed against shall be excluded in computing the period of limitation.

(iv) The appellate authority shall consider-

(a) Whether the facts on which the order was passed have been established,

(b) Whether the facts established afford sufficient grounds for taking action; and

(c) Whether the penalty is excessive, adequate or inadequate and after consideration, the appellate authority shall pass such order as appeared to it just and equitable having regard to all the circumstances of the case.

(v) Every memorandum of appeal shall contain all material facts, statements, and arguments relied upon by the appellant, shall not contain disrespectful or arguments relied upon by the appellant, shall not contain disrespectful or improper language and shall be complete in itself.

(vi) An appeal may be withheld by the District Judge if-

(a) It is an appeal in a case in which no appeal lies under these rules; or

(b) it does not comply with a requirement of these rules;

or

(c) it is barred by time and no cause explaining the delay is stated in the memorandum of appeal; or

(d) It is repetition of the previous appeal and no new facts or circumstances have been stated which afford good ground for reconsideration of the case:

Provided that where any cause for delay in filing the appeal is stated in the memorandum of appeal, the District Judge shall not withhold it on the ground that the cause stated is not reasonable.

(vii) Where an appeal is withheld, the appellant shall be informed of the facts of the reasons therefor:

Provided that an appeal withheld on account of failure to comply with the requirement of these rules may be resubmitted within one month of the date on which the appellant is informed of withholding the appeal and if resubmitted in a form which complies with requirements with these rules, it shall not be withheld.

(viii) No appeal shall lie against withholding of appeal by the District Judge.

(ix) A list of appeals withheld under **Clause (vi) of the sub-rule** with the reasons for withholding the same shall be forwarded quarterly to the appellate authority.

(x) The appellate authority may call for the record of an appeal withheld by District Judge and may pass such orders thereon as it considers just and proper.

(10) Opportunity before imposing or enhancing penalty- No order under Sub rule (9) imposing or enhancing penalties shall be made unless the concerned employee has been given a reasonable opportunity of showing cause against the proposed imposition or enhancement, as the case may be.

CHAPTER-VII MISCELLANEOUS

24. Age of superannuation,-

The age of superannuation of a member of the service shall be the age specified by the State Government from time to time of the members of the State Civil Services.

25. Retirement in public interest.-

Notwithstanding anything contained in these rules or any other law the appointing authority may, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any member of the Service who has put in not less than twenty five years of service or has attained the age of 50 years, by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice.

26. Training etc.-

(1) Every person appointed by direct recruitment to the Service shall, undergo such training as may, from time to time, be specified by the High Court.

(2) Every member of the Service shall be given such periodical training as the High Court may, from time to time specify.

(3) Every member of the Service shall pass such tests or examinations and within such time as the High Court may, from time to time specify.

27. Residuary provision.-

(1) All members of the service shall be subject to the superintendence and control of the High Court.

(2) In respect of all matters (not provided in these rules) regarding the conditions of service of the members of the service, including matters relating to their conduct, control and discipline, the rule and

orders for the time being in force and applicable to the Government servant holding corresponding post in the Government of Uttar Pradesh shall apply subject to such modification, variation and exceptions, if any, as the High Court may, from time to time specify:

Provided that no order containing modifications, variations or exceptions in the rules or orders relating to salaries, allowances, leave or pensions shall be made by the High Court except with the approval from Governor:

28. Transfer.- The High Court may either in public interest or in interest of administration, transfer any employee from one Judgeship to another within the State:

Provided in case an employee seeks transfer on request, he shall be placed at the bottom of seniority in the category in which he is transferred.

29. Repeal.-

(1) The Subordinate Civil Courts Ministerial Establishment Rule, 1947 the Uttar Pradesh Subordinate Civil Courts Inferior Establishment Rules, 1955, the Uttar Pradesh Subordinate Courts Staff (Punishment and Appeals) Rules, 1976 and Rule 269 of the General Rules (Civil), 1957 shall stand repealed from the date of coming into force of these Rules.

(2) Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the said rules shall be deemed to have been done or taken under these Rules.

By Order,
SHASHI KANT PANDEY,
Pramukh Sachiv.

Schedule-'A'

[See rule 3(2)]

Category of Posts (Cadres)

Sl.No	Category Posts	No of posts			Scale of Pay (Rs.)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1-	Chief Administrative Officer. (Chief Administrative Officer..Category'B')	70	-	70	15,600-39,100 G.P. 5400/- (According G.O. dated 18-3-2011)
2-	Administrative Officer: (Senior Superintendent Category"C")	80	-	80	9300-34,800 G.P. 4600/- (According G.O. dated 22-12-2011)
3-	Head Assistant (Central Nazir/ Record Keeper (Civil)/Criminal/ Munsarim/Munsrim -cum-Reader, JSCC & Addl. JSCC/ Reader to D.J./Ind Cleark/Head Copyist etc..Category "C"	1319	-	1319	9300-34,800 G.P. 4200/- (According G.O. dated 13-06-2013)
4-	Senior Assistant (Munsarim, Civil Judge (SD& JD, Addl.Civil Judge (SD& JD/ Munsarim -cum-Reader/Readers of these Courts & JSCC & Addl.JSCC/ Deputy; Nazir/ Record Keeper (Cr.)/Suits Clerk/Decree writer/ Clerk to CMM,CJM, JM Courts/Librarian/ Head Copyst (Civil & Criminal),etc, Protocol Officer..Category "C") & Amin Grade-I Category "C")	5081+17 (5081 including Amin Grade-I+ 17Posts of Protocol Officer of Caterory "C")	-	5081+17 (5081+17 posts of Protocol Officer of Caterory "C")	5200-20,200 G.P. 2800/- (According G.O. dated 18-03-2011)
5-	Junior Assistant (Amin Grade-II Category "C"/Copyist (Civil & Police Case diaries/Asstt. Account clerk/ Additional Clerk/ Court Clerk/Admin Clerk/Writer & Runner/Typist, etc... Clerk-cum-Typist Category "C")	4212+17 (4242 including Amin Grade-II) +17 posts Of Protocol Officer of Category "C")	-	4212+17 (4212 including Amin Grade-II) +17 posts of Protocol Officer of Category "C")	5200-20,200 G.P. 2000/- (According G.O. dated 17-02-2012)

Sl.No	Category Posts	No of posts			Scale of Pay (Rs.)
		Permanent	Temporary	Total	
1	2	3	4	5	6
6-	Paid Apprentices	246	-	246	5200-20,200 G.P. 1900/-(Fixed)
7-	Stenographer Grade-I	22+48 to be upgraded from the lower scale 70	70	22+48 to be upgraded from the lower scale 70	9300-34,800 G.P. 4600/- (According G.O. Dated 22-12-2011)
8-	Stenographer Grade-II	675	-	675	9300-34,800 G.P. 4200/- (According G.O. Dated 22-12-2011)
9-	Stenographer Grade-III	1229	-	1229	5200-20,200 G.P. 2800/- (According G.O. Dated 17-02-2012)
10-	Drivers (Driver Category "C") Grade-IV Grade-III Grade-II Grade-I Special Grade	395	-	395	Grade-IV 5200-20200 G.P. 1900 Grade-III 5200-20200 G.P. 2400 Grade-II 5200-20200 G.P. 2800 Grade-I 9300-34800 G.P. 4200 Special Grade 9300-34800 G.P. 4600 (According Karmic Section-1 Notification dated 08 May, 2013 published by The U.P. Government Deptt.Driver's Service (Third Amendment) Rules, 2013)

Sl.No	Category Posts	No of posts			Scale of Pay (Rs.)
		Permanent	Temporary	Total	
1	2	3	4	5	6
11-	<u>Sub- Staff</u> Tube well Operator-cum-Electrician; Category "D"	54	-	54	5200-20,200 G.P. 1800/-
12-	Daftari/Bundle Lifter Category "D"	654	-	654	5200-20,200 G.P. 1800/-
13-	Head Gardener; Category "D"	04	-	04	5200-20,200 G.P. 1800/-
14-	Process Server; Category "D"	7 046	-	7046	5200-20,200 G.P. 1800/-
15-	Orderly/Peon/Office Peon/Farrash; Category "D"		-		5200-20,200 G.P. 1800/-
16-	Chowkidar/Waterman/Sweeper/Mali/Coolie/Bhisti/Liftman; Category "D"	188	-	188	5200-20,200 G.P. 1800/-
17-	Sweeper-cum-Farrash; Category "D"		-		(2000 Fixed)

Note:-These Pay Scales are subject to revision by the State Government from time to time.

Schedule-'B'

[See rule 3(3) & 4]

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
1-	Chief Administrative Officer. (Chief Administrative Officer..Category 'B') 15,600-39,100 Grade Pay 5400	By promotion from Administrative Officer (Senior Superintendent) on the basic of merit-cum-seniority.	-
2-	Administrative Officer; (Senior Superintendent Category "C") 9300-34,800 Grade Pay 4600	By promotion from Head Assistant amongst Clerical Cadre with pay scale of Rs.9300-34,800 Grade Pay 4200 (4500-7000) On the basic of seniority-Cum-merit.	-
3-	Head Assistant (Central Nazir/ Record Keeper (Civil)/Criminal/ Munsarim/Munsarim -cum-Reader, JSCC	By promotion from Senior Assistant from Amongst Clerical Cadre with pay scale of Rs.5200-20,200 Grade Pay 2800	-

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
	& Addl. JSCC/ Reader to D.J./Ind Clerk/Head Copyist etc..Category "C" 9300-34,800 Grade Pay 4200	On the basic of seniority- Cum-merit with minimum Five years of substantive and satisfactory service in the said scale	
4-	Senior Assistant (Munsarim, Civil Judge (SD& JD, Addl.Civil Judge (SD& JD/ Munsarim -cum-Reader/Readers of these Courts & JSCC & Addl.JSCC/ Deputy; Nazir/ Record Keeper (Cr.)/Suits Clerk/Decree writer/ Clerk to CMM,CJM, JM Courts/Librarian/ Head Copyist (Civil & Criminal),etc, Protocal Officer..Category "C") & Amin Grade-I Category "C") 5200-20,200 Grade Pay 2800	By promotion from Junior Assistant amongst Clerical Cadre of pay scale of Rs.5200-20,200 Grade Pay 2000 On the basic of seniority- Cum-merit with minimum Five years of substantive and satisfactory service in the said scale	For Librarian the qualification would be preferably bachelor in library Science.
5-	Junior Assistant (Amin Grade-II Category "C"/Copyist (Civil & Police Case diaries/Assist. Account clerk/ Additional Clerk/ Court Clerk/Admin Clerk/Writer & Runner/Tyilist, etc.. Clerk-cum-Typist Category "C") 5200-20,200 Grade Pay 2000	By direct recruitment,	Intermediate with Maths with special Knowledge of Urdu and Hindi along with a CCC Certificate issued by DOEACC society and 25/30 words per minute for Hindi/English Typewriting on Computer, (as per G.O. NO.1595/VII- Nyaya-2-2011- 68G/2011 dated 17-02-2012) Arithmetic, mensuration,

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
			elementary land Surveying and Mapping, Order XXVI of Act No.V Of 1908 and Rules (Civil) relating to the work and duties of the Junior Assistant.
6-	Paid Apprentices 5200-20,200 Grade Pay 1900 Fixed	By direct recruitment by holding competitive test.	CCC Certificates Issued by DOEACC Society and 25/30 per Minute for Hindi/ English typewriting Computer, (As per G.O.No.1595/VII-Nyaya-2-2011-68G/2011, Dated 17-02-2012
7- 7-A	Stenographers: Stenographer Grade-I (Personal Asstt.) to District & Sessions Judge, Category 'C' Grade-I 9300-34,800 Grade Pay 4600	By promotion from amongst Stenographers with Pay Scale Rs.9300-34800 Grade pay Rs. 4200, on the basis of Seniority-cum-merit.	-
7-B	Executive Asst. to District & Sessions Judge, 9300-34800 Grade Pay 4600	By promotion from amongst Stenographers with Pay Scale Rs.9300-34800 Grade pay Rs. 4200, on the basis of Seniority -cum-merit.	-
8	Stenographer Gr. II (personal Asstt.) to Addl. District & Sessions Judge and Special Judges; Category 'C' (Rs. 5500-9000) 9300-34800 Grade pay 4200	By promotion from amongst Stenographers with Pay Scale Rs.5200-20200 Grade pay Rs. 2800, on the basis of Seniority -cum-merit.	-
9	Stenographer Gr. III ; Category 'C' 5200-20200 Grade pay 2800	By direct recruitment in Which at least 1/4 th posts in The District shall be filled By English Stenographers.	For Hindi Stenographers;- Graduation with Diploma or Certificate In Stenography with

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
			a speed of 80 w.p.m. in shorthand and 30 w.p.m. in Typing both in Hindi alongwith CCC certificate issued By DOEACC Society and 25/30 Words per minute for Hindi /English Typewriting on Computer, (As per G.O. N0.1595/7-Nyay -2-2011-68G/ 2011 dated 17.02.2012) For English Stenographers:- Graduation with Diploma or Certificate In Stenography with a speed of 100 w.p.m. in shorthand and 40 w.p.m. in Typing both in English alongwith CCC certificate issued By DOEACC Society and 25/30 Words per minute for Hindi /English Typewriting on Computer, (As per G.O. N0.1595/7-Nyay -2-2011-68G/ 2011 dated 17.02.2012)
10	Drivers (Driver Category "C")/ Grade-IV 5200-20200 Grade Pay 1900	Recruitment to the various categories of posts service shall be made from the Following sources:- (i) 80 percent posts by direct recruitment. (ii) 20 percent posts by	1. Must have passed High School from a Recognized Institution. 2. Must possess valid Driving license to Drive a four Wheeler For a period not less Than 3 years

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
		promotion from amongst substantively appointed Cleaners and Group "D" Employees who have Completed five years Service as such on the first day of year of recruitment and have valid driving licence for heavy or light vehicle, as the case may be for a period of not less than three years and must have passed class VIII examination from a recognized educational Institution:	Preceding the date On which the Vacancy is motified
	Grad-III 5200-20200 Grade pay 2400	By promotion from amongst substantively appointed Drivers Grade-4 who have completed nine years service as such on the first day of the year of recruitment.	
	Grade -II 5200-20200 Grade pay 2800	By promotion from amongst substantively appointed Drivers Grade-3 who have completed six years substantive service on the post of Driver Grade-3 on the first day of The year of recruitment or, Taken together , have Completed a total fifteen Years substantive service on the posts of Driver Grade-4 and Driver Grade-3 on the first day of the	

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
	Grade -I 9300-34800 Grade pay 4200 Driver (Special Grade) 9300-34800 Grade Pay 4600	Year of recruitment. . By promotion from amongst substantively appointed Drivers Grade-2 who have completed three years substantive service on the post of Driver Grade-2 on the first day Of the year of recruitment. By promotion from amongst substantively appointed Drivers Grade-1 who have completed one year's service as such on the first day of the year of recruitment.	
11	Sub- Staff Tube well Operator-cum- Electrician; Category "D" 5200-20200 Grade pay 1800	By Direct recruitment.	Junior High School With Driving License.
12	Daftari/Bundle Lifter Category Category "D" 5200-20200 Grade pay Rs.1800	By Promotion on the basis of Seniority subject to rejection Of unfit from amongst Process Servers, Orderlies, Office Peon and Farrashes With 5 years service as such.	To read and write Hindi in Devnagari Script and in case of Daftari, to know Book-binding.
13	Head Gardener; Category "D" 5200-20200 Grade Pay Rs. 1800	By Promotion on the basis of Seniority subject to rejection Of unfit from the Cadres Shown against serial nos.16 And 17	-
14	Process Server: Category 'D' 5200-20200 Grade pay 1800 Category 'D'	50% of process servers by Promotion on the basis of Seniority subject to Rejection of unfit from amongst the employees of	Process Server Must have passed High School for direct recruitment.

Sl.No	Category Posts	Method of Recruitment	Qualification etc.
		group 'D' category of lower scale and remaining 50% by direct recruitment.	
15	Orderly/Peon/Office Peon/Frrash; Category "D" (5200-20200) Grade Pay 1800	By direct recruitment	Junior High School
16-	Chowkidar/Waterman/ Sweeper/Mali/Coolle/ Bhisti/Liftman; Category "D" (5200-20200) Grade Pay 1800	By direct recruitment	Junior High School
17-	Sweeper-cum-Farrash; Category "D" (2000 Fixed)	By direct recruitment	Class V I

Schedule 'C'

(See rule-10)

A. Syllabus for clerical cadre:

1. Written examination shall comprise a written test as well as interview.
2. The subject of the written test and the maximum marks of the each subject shall be as follows:-

Interview	50 marks
Written	
Simple drafting (in Hindi)	50 marks
Essay and precis writing (in Hindi)	50 marks
Simple drafting and precis writing (in English) .	50 marks
General Knowledge	50 marks

B. Syllabus for Stenographers:

In addition to the syllabus prescribed for the clerical cadre following test would also be held for the stenographers:-

Shorthand in English or Hindi	50 marks
Typing in English or Hindi	25 marks
Typing in English or Hindi on computer	25 marks

C. Syllabus for Category 'D' :

Written	
Hindi dictation	50 marks
Interview	25 marks

D. Syllabus for Drivers:

In addition to the syllabus prescribed for the Category 'D' the candidate shall have to clear a technical driving test to the satisfaction of the appointing authority.

E. Test recommended for promotion of drivers:-**For Promotion from Grade IV to Grade III:**

1. Must read English numerals and figures.
2. Must have good knowledge of traffic regulations.
3. Must be able to locate fault and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

For Promotion from Grade III to Grade II:

1. Must read English numerals and figures.
2. Must have good knowledge of traffic regulations.
3. Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects.
4. Must be able to clear Carburetor, plug etc.