

## **Kerala High Court Service Rules, 2007**

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## **Kerala High Court Service Rules, 2007**

In exercise of the powers conferred by Article 229 of the Constitution of India, and in supersession of all existing rules on the subject, the Chief Justice hereby makes the following rules to regulate the recruitment and the conditions of service of the members of the Kerala High Court Service, hereinafter referred to as 'the Service': -

### **PART 1 GENERAL**

#### **1. Short title, Commencement and Extent :-**

(i) These rules may be called the Kerala High Court Service Rules, 2007 and shall come into force on 1.1. 2007. They shall apply to the members of the Service, as on the date of its enforcement and appointed thereafter.

#### **2. Definitions :-**

In these Rules, unless the context otherwise requires;

(1)"Appointment by promotion" means appointment of an approved probationer to a higher post in the direct line of promotion. Appointment by transfer of a member of the Service from a category in a lower division to a category in a higher division or from a lower scale to a higher scale in the same division shall also be treated as promotion.

(2)"Appointment by Transfer" means appointment of an approved probationer in one post to another post, which is not in the direct line of promotion.

(3) Appointed to the Service - A person is said to be appointed to the Service when, in accordance with these Rules or in accordance with the rules in force at the time as the case may be, he discharges for the first time the duties of a post whether permanent or temporary borne on the cadre of the Service or commences the probation prescribed for the members thereof.

(4) "Approved probationer" means a member of the Service who has satisfactorily completed his probation in a category of the Service and awaits appointment as a full member thereof.

(5) "Chief Justice" means the Chief Justice of the High Court of Kerala.

(6) Direct recruitment - A person is said to be "directly recruited" to the Service when he is appointed substantively for the first time to the Service.

(7) Duty - A person is said to be "on duty" as a member of the Service;

(a) When he is performing the duties of a post borne on the cadre of the Service or is undergoing probation; or

(b) When he is on joining time; or

(c) When he is absent from duty during vacation or on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Government, having been on duty immediately before and immediately after such absence; or

(d) When he is on deputation, during his period of probation, for training or for acquisition of higher or additional qualification in public interest; or

(e) When he is waiting for posting orders after reporting for duty; or

(f) When he is given the benefit of notional promotion consequent on revision of rank and seniority; or

(g) in the case of a female member, when she is on maternity leave during her period of probation.

(8) "Full member" means a member of the Service who has been appointed substantively to a permanent post borne on the cadre thereof.

(9) "High Court" means the High Court of Kerala.

(10) "High Court Office Procedure Test" means the Test on the Kerala High Court Act, the Rules of the High Court of Kerala and High Court Office Manual conducted by the High Court provided that in the case of those who were appointed to the Service on or before 5.10.1990, a pass in the Secretariat Manual test or test in

Manual of Office Procedure shall be considered as an equivalent qualification.

(11) "Judicial Test (Higher)" means the test prescribed under rule 38.

(12) "Member of the Service" means a person who has been appointed to the Service and who has not retired or resigned, been removed or dismissed, been substantively transferred to another service or been discharged otherwise than for want of a vacancy and may be a probationer, an approved probationer, or a full member.

(13) "Probationer" means a member of the Service who has not completed his probation.

(14) Recruitment by transfer - A person is said to be recruited by transfer to the Service, when at the time of his first appointment thereto, he is a member of another service as defined in rule 2(15) of the Kerala State and Subordinate Services Rules, 1958 or any other service prescribed by these Rules.

(15) "Scheduled Castes", "Scheduled Tribes" and "Other Backward Classes" mean those mentioned as such in the schedule to Part I of the Kerala State and Subordinate Services Rules, 1958.

(16) "University degree" means a Bachelors degree in any subject awarded or recognised by any of the Universities in Kerala.

### **3. Interpretation :-**

Any question relating to the interpretation of these Rules shall be decided by the Chief Justice, and subject to any decision in appeal therefrom, the decision of the Chief Justice shall be final.

## **PART 2 CONSTITUTION, QUALIFICATIONS, APPOINTMENTS, PROBATION AND PROMOTION**

### **4. Constitution :-**

The Kerala High Court Service shall consist of the following Divisions, Sub Divisions and Categories: -

Division-I

Sub Division I

Category No.

1. Registrar General
2. Registrar (Subordinate Judiciary)
3. Registrar (Vigilance)
4. Director of Kerala Judicial Academy

5. Additional Director of Kerala Judicial Academy

6. Deputy Director of Kerala Judicial Academy

7. Assistant Director of Kerala Judicial Academy

Sub Division 2

1. Registrar(Judicial)

2. Joint Registrar

3. Deputy Registrar

4. Assistant Registrar (Higher Grade)

5. Assistant Registrar

6. Section Officer(Higher Grade)/ Court Officer(Higher Grade)

7. Section Officer/Court Officer/Court Fee Examiner

Sub Division 3

1. Private Secretary to the Chief Justice

2. Personal Assistant to the Chief Justice

3. Additional Personal Assistant to the Chief Justice

Sub Division 4

1. Public Relations Officer

2. Protocol Officer

3. Assistant Protocol Officer

Sub Division 5

1. Finance Officer

2. Accountant

Sub Division 6

1. Private Secretary to Judge (Higher Grade)

2. Private Secretary to Judge

3. Selection Grade Personal Assistant to Judge

Sub Division 7

1. Chief Librarian

2. Librarian

3. Reference Librarian

4. Assistant Librarian

Sub Division 8

1. Security Officer

Sub Division 9

1. Head Translator

Sub Division 10

1. Office Superintendent

Sub Division 11

1. Superintendent (Vehicles)

Sub Division 12

1. Deputy Superintendent of Police

2. Circle Inspector of Police

3. Head Constable

4. Police Constable

Division-II

Sub Division 1

1. Selection Grade Assistant

2. Senior Grade Assistant

3. Assistant/ Junior Accountant.

Sub Division 2

1. Personal Assistant to Judge Grade -I

2. Personal Assistant to Judge Grade-II

3. Confidential Assistant Grade-II

Sub Division 3

1. Selection Grade Typist

2. Senior Grade Typist

3. Typist Grade- I

4. Typist Grade-II

Sub Division 4

1. Selection Grade Typist Copyist

2. Senior Grade Typist Copyist

3. Typist Copyist Grade-I

4. Typist Copyist Grade-II

Sub Division 5

1. Translator

2. Translator (Kannada)

Sub Division 6

1. Cataloguer

2. Senior Grade Library Assistant

3. Higher Grade Library Assistant

4. Library Assistant

Sub Division 7

1. Overseer Grade-I

Sub Division 8

1. Senior Grade Chauffeur

2. Chauffeur Grade-I

3. Chauffeur Grade-II

Sub Division 9

1. Motor Car Mechanic Grade-II

Sub Division 10

1. Clerical Assistant (Higher Grade)

2. Clerical Assistant

Sub Division 11

1. Telephone Operator

Sub Division 12

1. Photo Copier Operator
2. Duplicator Operator

Sub Division 13

1. Binder (Higher Grade)
2. Binder
3. Electrician-cum-Plumber
4. Plumber
5. Lift Operator
6. Carpenter

Sub Division 14

1. Care Taker

Sub Division 15

1. Attender Grade-I
2. Attender Grade-II

Division-III

1. Civil Sergeant

Division-IV

1. Head Gardener
2. Gardener
3. Helper
4. Duffadar
5. Court Keeper
6. Higher Grade Peon /Last Grade Employee Grade-I
7. Peon
8. Vacuum Cleaner Operator
9. Watchman
10. Cook
11. Sweeper-cum-Peon
12. Sweeper
13. Sanitation Worker

**5. Appointing Authority :-**

The Chief Justice shall be the appointing authority for all categories, but the Registrar General may subject to the control of the Chief Justice, make appointments to categories in Divisions III and IV:

Provided that -

(1) the Registrar General may post any member of the Service in Divisions II and IV from one category to another on the same scale of pay for which he is qualified;

(2) reappointment to any post other than a post in Division I shall be made by the Registrar General.

**6. Rule 6 :-**

(1) Method of appointment:- Appointment to any of the categories in the Service shall be as per the methods prescribed in Column (3) of Annexure I to these Rules. Provided that the Chief Justice may appoint a duly qualified member of another service as defined in rule 2(15) of the Kerala State and Subordinate Service Rules, 1958 or the service of a Local Self Government Institution or a Statutory Corporation or Public Sector Undertaking under the State Government or any University to a vacancy in any category for the filling up of which recruitment by transfer is a method of appointment prescribed under these Rules.

Provided further that the Chief Justice may borrow the services of an officer belonging to any other service under Government of Kerala or the Central Government or a High Court or Local Self Government Institution or a Statutory Corporation or Public Sector Undertaking under the State Government or any University and appoint him to a post in the Service for a term.:

Provided further that the Chief Justice may, if he is satisfied that members of the Scheduled Caste and Scheduled Tribes are not adequately represented in any category or categories in the Service, make a special recruitment to such number of posts in such category or categories as are required to make up the deficiency or part thereof and candidates so recruited may be appointed to any of the existing vacancies in the category or to any supernumerary posts created for the purpose of such appointment. The educational and special qualifications, age, experience and the method of appointment for the special recruitment shall be those specified by the Chief Justice for the purpose of each such recruitment. Where the special recruitment is made to a vacancy which is not permanent, the person appointed may, notwithstanding anything contained in Rule 16, be retained in the category till he is absorbed in a permanent vacancy.

(2) Joining time : Candidates appointed to any category in the Service by direct recruitment method shall have to join duty within a period of 21 days from the date of receipt of the appointment order. If they fail to join duty within the prescribed period, their appointments will be treated as cancelled.

Provided that extension of joining time for a period of 45 days may

be granted in deserving cases.

## **7. Procedure for direct recruitment and preparation of Rank list :-**

(1) Subject to Rule 40(3), all appointments by direct recruitment shall be made from a Rank list prepared after due process of selection, including written test or interview or both, wherever required, commencing from publication of notification inviting applications from qualified hands.

Provided that appointment to categories in Division IV, by direct recruitment, may also be made from a Rank list prepared after a due process of selection from the list of qualified hands furnished by the employment exchange.

Provided further that a Judge on his appointment, may nominate persons of his choice for appointment of two Peons and a Part-time Sweeper to his personal staff, subject to availability of vacancies and the qualifications prescribed in these Rules.

(2) Rank list prepared for appointment by direct recruitment to the Service shall remain in force for a minimum period of two years from the date on which it is brought into force and shall continue to remain in force until the publication of a fresh list or till the expiry of three years, whichever is earlier.

## **8. Qualifications :-**

(1) General: - No person shall be eligible for appointment to the service by direct recruitment, unless he satisfies the appointing authority that he -

(a) is a citizen of India,

(b) is of sound health, active habits and free from bodily defect or infirmity which renders him unfit for service,

(c) is of good character, conduct and antecedents,

(d) has completed 18 years but not attained 35 years of age as on the first day of January of the year in which the notification inviting applications is published.

Provided that

(i) the upper age limit prescribed shall not apply to appointments to Sub Divisions 1 and 2 of Division I;

(ii) the upper age limit shall be raised by five years in the case of a person belonging to a Scheduled Caste or a Scheduled Tribe and by three years in the case of a person belonging to the Other Backward Classes;

(iii) in appointments to the post of Assistant, by direct recruitment, members of the Service in categories having pay scales below that of Assistant are eligible to compete for selection, provided they have not attained 40 years of age as on the date prescribed in the notification, and appointment offered to any of them shall be against open competition vacancy only.

(iv) upper age limit shall not be applicable for appointment of Part-time contingent employees of the High Court to the Service provided they have not attained the age of 50 years.

(v) in the case of a candidate who is an Ex-serviceman or Ex-general Reserve Engineer Force person or a disembodied Territorial Army person, the period of his service in the defence forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be and the period of unemployment on discharge upto a maximum of five years shall be excluded in reckoning the age for his eligibility for appointment.

(2) Educational and Special Qualifications:-

(i) Subject to the other provisions in these Rules, the educational and special qualifications, if any, for appointment to a category shall be as specified in column 4 of Annexure-I or those prescribed by orders of the Chief Justice as equivalent qualifications. Members of the Service who attain the age of 50 years shall be eligible for permanent exemption from possessing the special qualifications prescribed. Provided that the Chief Justice may by order exempt any officer or a class of officers on the basis of his or their age and experience from possessing the special qualifications.

Explanation : Special qualification means departmental test conducted by the High Court or the Kerala Public Service Commission but does not include Judicial Test(Higher).

(ii) The Chief Justice may order the imparting of training to Personal Assistant to Judge Grade-II and Confidential Assistant Grade-II in English usage, grammar and legal language and direct clearance in such training as an obligatory qualification for the persons appointed to the above said categories for further promotion in the direct line of promotion.

(iii) The Chief Justice may, in appointments by direct recruitment, restrict the eligibility to apply prescribing higher qualifications of first or second class or higher grade in the qualifying examination, for any category or post.

## **9. Reservation of Appointments for Scheduled Castes/Scheduled Tribes and Other Backward Classes :-**

The rules for the time being in force in the General Rules in Part II of the Kerala State and Subordinate Service Rules, 1958, regarding reservation of appointments for Scheduled Castes/Scheduled Tribes and Other Backward Classes shall apply to direct recruitments to the Service.

**10. Exemption from passing tests :-**

Notwithstanding anything contained in rule 8(2) (i) where a pass in departmental test is prescribed as special qualification for promotion or declaration of probation for any category, grade or post, a member already in service belonging to Scheduled Caste or Tribe who has not passed the test but who is otherwise qualified for appointment to such category, grade or post may be appointed thereto granting temporary exemption from special qualifications for such period as the Chief Justice may order from time to time. If the member so appointed does not pass the test within the said period of exemption, he shall be reverted to the category, grade or post from which he was so appointed and shall not again be eligible for appointment under this rule:

Provided that a person so reverted shall not by reason only of his appointment under this rule be entitled to any preferential claim to future appointments to any category, grade or post as the case may be, to which he had been appointed under this rule.

**11. Reservation of vacancies to specified categories of applicants :-**

(1) Notwithstanding anything contained in these Rules, the Chief Justice may fill up such number of vacancies not exceeding 10%, for compassionate appointment from among the dependents of the staff of the High Court who die in harness and dependents of Advocates practising in the High Court and the dependents of registered clerks of Advocates who die while in active practice or on employment as the case may be. Depending upon the qualifications of the applicant, such appointment shall be confined to the following categories;

- (a) Assistant
- (b) Typist Grade II
- (c) Typist Copyist Grade II
- (d) Peon

Such appointment shall be subject to the following conditions;

- (i) 10% of the vacancies mentioned shall mean 10% of the vacancies arising in the categories mentioned above in an year.
- (ii) The dependents of Advocates or Advocates Clerks who die while in practice or in employment, after completion of the age of 58 years shall not be considered for appointment.
- (iii) Only one dependent of a deceased will be appointed under this rule.
- (iv) No dependents other than widow/widower, son or daughter shall be considered as dependent of the deceased.
- (v) Applications received within three years of the date of death alone shall be considered. But, in the case of minor son or daughter at the time of death, applications received within five years of the death shall also be considered, provided the deceased had no major son or daughter at the time of death.
- (vi) In the application all other major dependents shall record their consent for granting employment assistance in favour of the applicant, except in the case of widow or widower. Such consent shall be countersigned by any gazetted officer of the State Government or Central Government or any gazetted officer of the High Court. In the case of any dispute among the dependents, the candidate nominated by widow/widower shall be appointed. A certificate from the Revenue Officer not below the rank of a Tahsildar that the applicant was the dependent of the deceased shall also be produced along with the application.
- (vii) Appointment shall not be given, if at the time of death or in the preceding year the deceased or his family was having an annual income exceeding Rs.3 lakhs, or the upper income limit prescribed by the Government from time to time in this regard, whichever is higher. The applicant shall produce an income certificate concerning the deceased or his family as the case may be issued by a Revenue Officer not below the rank of a Tahsildar.
- (viii) The Chief Justice shall in appropriate cases, cause an enquiry into the details furnished in the application through the Collector of the District where the deceased was residing during the last five years preceding the date of death of the deceased and/or of the applicant.
- (ix) The appointee shall possess all qualifications prescribed for the post to which he is appointed and shall satisfy all other conditions for direct recruitment.
- (x) Upper age limit for direct recruitment shall not be applicable to the widow/widower provided the appointee has not attained the age of 50 years. In the case of unemployed son or daughter, the

maximum age for appointment shall be relaxed by five years, over and above the age limit prescribed for direct recruitment.

(xi) All applications received shall be registered in the order of its receipt in a separate Register maintained for this purpose. Applications submitted within three months of the death of the deceased shall be given priority in accordance with the date of death and applications submitted after a period of three months of death of the deceased shall be given priority with reference to the date of submission of application. The Chief Justice will have the discretionary power in appropriate cases to appoint any applicant otherwise than in accordance with the priority recorded in the Register.

(2) Three percent of the vacancies arising every year in the following categories shall be filled up by appointing physically handicapped persons satisfying the criteria laid down in Rule 9(e) of Part II of the Kerala State and Subordinate Service Rules, 1958;

1. Typist Grade-II
2. Telephone Operator
3. Typist Copyist Grade-II
4. Clerical Assistant
5. Binder
6. Lift Operator
7. Duplicator Operator
8. Gardener
9. Peon

Provided that the persons with partial blindness or low vision will be eligible for appointment to the categories of Clerical Assistant, Duplicator Operator and Gardener only.

## **12. Security :-**

The posts of Section Officer in the Accounts Section assigned with cash handling, the Accountant and the Chief Librarian shall carry a security of Rs.2,000, Rs.1,000 and Rs.1,000 respectively. Fidelity guarantee bonds shall be taken from the State Insurance Department for the persons appointed to the said posts.

## **13. Probation :-**

(a) Every person appointed to any of the categories shall from the date on which he joins duty, be on probation-

(i) if recruited direct or by transfer from any other service or, by appointment by transfer to the post of Assistant from lower

categories; for a total period of two years on duty within a continuous period of three years ; or

(ii) if appointed by promotion or by transfer other than to the post of Assistant, for a period of one year on duty within a continuous period of two years.

(b) Section Officer/ Court Officer/ Court Fee Examiner directly recruited shall pass Account Test(Lower) and High Court Office Procedure Test for declaration of their probation. Assistants directly recruited and appointed by transfer from lower categories shall pass High Court Office Procedure Test for declaration of their probation.

(c) A probationer in any category of the Service, who is appointed to a post carrying an equivalent or higher scale of pay, in this Service or any other service in the Judicial department, shall be entitled to count towards his probation in the former category any period of duty in the latter post, if during such period he would have held a post in the former category, but for such appointment.

(d) A member of the Service deputed in public interest to discharge the duties of another post in an equivalent or higher scale of pay in any other service shall be eligible to count the period of such deputation for probation in the category in which he was a probationer at the time of his deputation or would have been a probationer but for his deputation, provided the competent authority of the service to which the member is deputed certifies that the members work and conduct during the period of deputation are satisfactory.

(e) When a probationer has appeared within the period of probation for any special qualification tests, and the results of the tests are not known before the expiry of the period of probation, such period shall stand extended until the publication of the results and on publication of the results, if the probationer is found to have passed the test, his probation shall be declared with effect from the date on which he satisfactorily completed the prescribed period of probation.

(f) Where there are more than one grade to the same category and duties and responsibilities attached to the various grades are one and the same, and the appointment to the higher grades are made by promotion from the lower grades, then the probation shall be insisted only in the lowest grade to such category.

#### **14. Rule 14 :-**

(1) Discharge of Probationer:-

The appointing authority may at any time at its discretion, by order, terminate the probation of a probationer and discharge him after giving him a reasonable opportunity of showing cause against the action proposed to be taken.

(2) Consequences of failure to pass tests:- If a probationer fails to acquire the prescribed special qualification within the prescribed or extended period of probation, the appointing authority shall, by order, discharge him from Service.

(3) Completion of probation:- If at the end of the prescribed or extended period of probation as the case may be, the appointing authority considers the probationer to be suitable for full membership, it shall issue an order declaring the probationer to have satisfactorily completed his period of probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation as the case may be.

(4) Discharge at the end of probation:- If at the end of the prescribed or extended period of probation, as the case may be, the appointing authority does not consider the probationer suitable for full membership, it shall discharge him from the Service after giving him a reasonable opportunity of showing cause against the action proposed to be taken.

### **15. Extension of probation :-**

In the case of a probationer failing to acquire the special qualifications or pass the prescribed test or his suitability for full membership is found wanting, the appointing authority may extend his probation for a maximum period of two years, to enable him to acquire special qualifications or pass the prescribed test, as the case may be, or to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Extension of probation beyond two years may, however, be ordered by the Chief Justice if found necessary. In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation, that the probationers increment shall be stopped until he is declared to have satisfactorily completed his probation. If, however, the probationer has already drawn an increment his next increment shall be postponed until he is declared to have satisfactorily completed his probation and by the period for which his probation is extended. Such stoppage of

increment shall not be treated as penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

**16. Rule 16 :-**

(a) Discharge of probationers and approved probationers for want of vacancy:- Probationers and approved probationers shall be discharged for want of vacancy in the following order:

- (i) First, the probationers in order of juniority; and
- (ii) Second, the approved probationers in order of juniority.

(b) Reappointment:- Approved probationers and probationers, who have been discharged for want of vacancies shall be reappointed as vacancies arise in the following order:

- (i) First, the approved probationers in order of seniority; and
- (ii) Second, the probationers in order of seniority.

(c) Discharge and reappointment in exceptional cases:- The order of discharge or re-appointment prescribed above may be departed from in cases where its observance would involve exceptional administrative inconvenience.

(d) Right of reappointment:- Subject to the provisions of these Rules, a vacancy in any category of the Service shall not be filled by the appointment of a person who has not yet commenced his probation in that category when an approved probationer or probationer in such category discharged for want of vacancy is available for reappointment to that category.

**17. Rule 17 :-**

(1) Notwithstanding anything contained in any orders of appointment or promotion or an order declaring probation, the existing incumbents in the categories of Private Secretary to the Chief Justice, Personal Assistant to the Chief Justice and Additional Personal Assistant to the Chief Justice may be posted back to his parent cadre from which he was appointed, by the Chief Justice and in that event he shall be granted promotion/(s) which he would have obtained had he not been absent from the parent cadre.

(2) The above sub rule will mutatis mutandis apply to the existing incumbents in the categories of Public Relations Officer, Protocol Officer, Assistant Protocol Officer, Finance Officer, Librarian, Reference Librarian, Assistant Librarian, Accountant, Head

Translator, Cataloguer, Translator and Translator(Kannada) and they may be posted back to their parent cadre at any time by the Chief Justice.

(3) The appointees to the posts referred to in sub rules (1) and (2) shall hold office during the pleasure of the Chief Justice and on their posting back to their parent cadre they shall be granted all service benefits which they would have obtained had they not been absent from duty in the parent cadre.

(4) The Chief Justice, if he thinks fit, may pass orders granting pay protection to the existing incumbents in service on the date of enforcement of these rules who are reverted under sub-rule (3).

### **18. Appointment as full members :-**

An approved probationer shall, if a substantive vacancy in the permanent cadre of the category for which he was selected exists, be appointed to be a full member of the Service in such category at the earliest possible opportunity, and if such vacancy existed from a date previous to the issue of the order of appointment as full member, he may be so appointed with retrospective effect from such date or, as the case may be, from a subsequent date from which he was continuously on duty as a member of the Service in such category or in a higher category:

Provided that-

(1) Where more than one approved probationer is available for such appointment, the seniormost on the date of occurrence of vacancy shall be appointed;

(2) A member of the Service completing his probation earlier than another member of the Service senior to him by virtue of completion of probation alone, shall not be confirmed before the member senior to him. A senior member shall be confirmed according to his seniority in the Service after he completes satisfactorily the period of his probation.

Explanation:- An approved probationer who has been on leave or on other duty shall be deemed to be on duty as a member of the Service in the category concerned if he would have been on duty in such category or in a higher category but for his absence on leave or on other duty.

### **19. Seniority :-**

(1) (a) Seniority of a member in a category shall, unless he has been reduced to a lower rank as punishment, be determined by the

date of his first appointment to such category: Provided that where the initial appointment is temporary, seniority shall be determined by the date on which he commences probation;

(b) Where any difficulty or doubt arises in applying this Rule, seniority shall be determined by the appointing authority.

(2) Where two or more persons are simultaneously appointed to a category, their order of seniority shall be fixed by the order in which their names appear in the order of appointment.

## **20. Promotion and appointment by transfer :-**

(1) (a) The following categories shall be treated as selection categories for promotion which shall be made on ground of merit and ability, seniority being considered only where merit and ability are approximately equal.

1. Registrar General
2. Registrar (Subordinate Judiciary)
3. Registrar( Judicial)
4. Joint Registrar
5. Deputy Registrar
6. Assistant Registrar
7. Section Officer/ Court Officer/ Court Fee Examiner
8. Private Secretary to Judge
9. Chief Librarian
10. Librarian
11. Reference Librarian
12. Assistant Librarian
13. Head Translator
14. Office Superintendent

(b) In all other cases promotion shall be on the basis of seniority subject to fitness.

(2) (a) One fifth of the posts of Assistant Registrars shall be filled up by promotion of graduates (other than law graduates) working in the category of Section Officer (Higher Grade)/ Court Officer(Higher Grade), subject to the following conditions:

(i) they must have completed 50 years of age.

(ii) they must be willing to be appointed as Assistant Registrars.

(iii) their capacity and competence to hold the post must be certified by a committee consisting of Registrar General, Registrar (Subordinate Judiciary) and Registrar (Judicial).

(iv) if a qualified non law graduate is not available for promotion on the date of occurrence of vacancy, it shall be filled up by eligible

law graduate. Provided that an eligible law graduate who is senior shall not be superseded by a non law graduate by the application of this clause.

(b) Appointment as Section Officer/Court Officer/Court Fee Examiner shall be made from among Selection Grade Assistant, Personal Assistant to Judge Grade-I, Translator, Translator(Kannada), Cataloguer, Selection Grade Typist and Selection Grade Typist Copyist. Inter se seniority among these categories will be determined with reference to their date of appointment as Assistant, Personal Assistant to Judge Grade II, Translator, Translator(Kannada), Cataloguer, Typist Grade-I and Senior Grade Typist Copyist, provided that Assistants appointed prior to 25.3.2006, shall be entitled to seniority with effect from the date of appointment as Assistant Grade-I or 25.3.2006 whichever is earlier. The seniormost in the category of Section Officer/Court Officer/Court Fee Examiner shall be promoted as Section Officer (Higher Grade)/ Court Officer(Higher Grade). Provided that for the posts sanctioned as Section Officer, law degree/ Judicial Test (Higher) prescribed as a general qualification shall not be insisted for promotion from the categories of Selection Grade Assistant and Personal Assistant to Judge Grade-I. Of the sanctioned posts of Section Officers, four shall be reserved for promotion from the category of Personal Assistant to Judge Grade-I and the rest be filled up from the category of Selection Grade Assistant subject to passing of Account Test(Lower), High Court Office Procedure Test, Civil Judicial Test and Criminal Judicial Test in addition to holding of University Degree.

Explanation 1: Incumbents promoted from the post of Personal Assistant to Judge to the post of Section Officer / Court Officer/ Court Fee Examiner may be ordered to be posted in exigencies of service to work as Personal Assistant to Judge. In such cases, they shall be considered for further promotion according to their turn to higher posts of Private Secretary to Judge and Private Secretary to Judge (Higher Grade). They shall also be considered for promotion as Section Officer(Higher Grade)/ Court Officer(Higher Grade) and higher posts according to their turn. The incumbent shall opt which of the promotions in the two channels shall be regular and which shall be notional. Subject to the orders passed in exigencies of service, he shall normally be allowed to work in the post carrying the higher scale of pay among the two promotion posts.

Explanation 2 :Personal Assistant to Judge Grade-I promoted as Selection Grade Personal Assistant to Judge before his turn arose

for promotion as Section Officer/Court Officer/Court Fee Examiner shall also be considered according to his turn for promotion notwithstanding his promotion as Selection Grade Personal Assistant to Judge.

Explanation 3: Seniority in the cadre of Section Officer/ Court Officer/ Court Fee Examiner shall be reckoned with effect from the date of first appointment to one of the said posts, subject to the restriction that the seniority of Court Fee Examiners shall be reckoned only with effect from 21.5.2004 or from the date of appointment whichever is later.

Explanation 4 : Court Officers who are in service on the date of coming into force of these Rules and who have relinquished their promotion to the post of Court Officer(Higher Grade) to work in the post of Librarian / Reference Librarian/ Assistant Librarian will be notionally promoted to the post of Section Officer (Higher Grade)/ Court Officer(Higher Grade) with effect from the date their turn arose, but without any monetary benefits.

(c)Notwithstanding anything contained in rule 20(2)(b), not more than five posts of Section Officer/Court Officer/Court Fee Examiner may be filled by promotion of graduates(other than law graduates) working in the categories of Translator, Translator(Kannada), Selection Grade Typist, Selection Grade Typist Copyist or Cataloguer subject to the following conditions;

(i)they must have completed 50 years of age and 20 years of total service, the service being calculated after taking into account the service from the date of appointment as Translator, Translator(Kannada),Typist Grade II, Typist Copyist Grade I and Cataloguer, as the case may be;

(ii) they must be willing to be appointed as Court Officers;

(iii) their capacity for bench work/supervision must be certified by a committee consisting of the Registrar General, Registrar( Judicial) and the Joint Registrar;

(iv) a law graduate who is senior to a non law graduate shall not be superseded by a non law graduate by the application of this clause.

(d) The members of the Service working in different categories in Divisions II , III and IV withscales of pay lower than that of Assistant shall be eligible for appointment to ten percent of the cadre strength of Assistant if they are in possession of a University degree, and found suitable by the Chief Justice for such appointment, subject to the following conditions-

(i)direct recruits to the categories of Typist Grade II, Typist-Copyist Grade II, Telephone Operator, Library Assistant, Clerical Assistant,

Chauffeur Grade II, Motor Car Mechanic, Electrician-Cum-Plumber, Plumber, Civil Sergeant and Care Taker, must have completed a minimum of four years regular service in one or other of the said categories and in the case of others, they must have completed either four years regular service in one or other of the above said categories or seven years of total regular service in the High Court ;

(ii) vacancies that remain unfilled for want of sufficient suitable and qualified hands, shall be filled up by direct recruitment.

(iii) notwithstanding anything contained in these Rules, on such appointment as Assistant, they shall cease to be eligible for further promotion in their former categories.

(iv) suitability shall be determined on the basis of a written test and interview.

(e) Promotion to the category of Higher Grade Peon/Last Grade Employee Grade I shall be from the categories of Peon, Watchman, Vacuum Cleaner Operator, Sweepercum- Peon Sweeper, Sanitation Worker and Cook treating them as one category, their seniority being determined with reference to the date of their first appointment to such categories.

(f) Five percent of the total cadre strength of the category of Peon may be filled up by appointment of suitable and qualified Part-time Sweepers/Sanitation Workers in the High Court based on their seniority, provided that they have not attained the age of 50 years and for such appointment, qualification prescribed in Annexure I shall not be insisted.

(3) No member of the Service shall be eligible for promotion from the category in which he was appointed unless he is declared to have satisfactorily completed the period of probation, if any prescribed, in that category:

Provided that a probationer in a category shall not be superseded for promotion to a higher category by his junior, if the vacancy in the higher category arises within the period specified in the Rules for completion of probation in the category in which he is a probationer and if he has passed the test or tests prescribed for successful completion of probation and is otherwise eligible and suitable for such promotion; but his promotion shall be subject to the condition that he satisfactorily completes the probation in the category from which he was promoted within the period prescribed therefor, and for this purpose the period of service put in by him in the higher category shall be reckoned towards probation in the category from which he was promoted and also in the category to which he was promoted:

Provided further that if a probationer promoted in pursuance of the above proviso fails to complete his probation in the category from which he was promoted within the period prescribed therefor, his probation in the higher category shall be terminated and he shall be reverted to the category from which he was promoted, and any subsequent promotion of such person to the higher category shall not entitle such person to claim seniority in the higher category by reason only of his previous promotion in pursuance of the preceding proviso and he shall commence probation afresh in that category from the date of such subsequent promotion.

(4) Promotion which depends upon the passing of any general or departmental examination shall ordinarily be made with reference to the conditions existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up.

(5) Where a pass in any examination or test confers on a person the title to any right, benefit or concession, such title to the right, benefit or concession shall be deemed to have accrued on the day following the last day of the whole examination or test in which the candidate became fully qualified.

Explanation : The principles in this sub-rule shall apply for the drawal of increment and for promotion not involving change of duties against vacancies remaining unfilled for want of test qualified persons.

(6) Notwithstanding anything contained in these Rules, for promotion to higher categories, the qualifications prescribed for appointments to various posts as per these Rules will be inapplicable to incumbents in Service in the lower or feeder categories as on the date of coming into force of these Rules. Qualifications prescribed in the repealed Rules shall govern them for promotion.

## **21. Temporary appointments :-**

(a) Where it is necessary to fill a vacancy in the Service and there would be undue delay or administrative inconvenience in appointing a person who is qualified for or entitled to such appointment or a duly qualified person is not available, the appointing authority may appoint any other suitable person temporarily until an appointment is made in accordance with these Rules. An appointee under this rule shall as soon as possible be replaced by a regular hand.

Provided that the Chief Justice may make temporary appointments

in the exigencies of service to any category de hors the conditions contained in this rule.

(b) A person appointed under sub-rule (a) shall not be regarded as a probationer in the post and shall not by reason only of such appointment be entitled to any preferential claim to future appointment. If he is subsequently appointed to the post in accordance with these Rules, he shall commence his probation in the post from the date of such subsequent appointment or from such earlier date as the appointing authority may determine.

### **PART 3 SUSPENSION, DISCIPLINARY PROCEEDINGS etc.**

#### **22. Suspension and Disciplinary Proceedings :-**

(1) Subject to the provisions of these Rules, the provisions contained in the Kerala Civil Services (Classification, Control and Appeal) Rules, for the time being in force, relating to the suspension of and disciplinary proceedings against a Government servant, shall apply mutatis mutandis to suspension of and disciplinary proceedings against a member of the Service.

(2) All references to the Government in the Rules mentioned in sub-rule (1) shall be treated as references to the Chief Justice.

(3) If any difficulty arises in applying any part of the Rules mentioned in sub-rule (1) in the case of a member of the Service, the Chief Justice may from time to time issue such orders as are necessary for the removal of the difficulty.

#### **23. Penalties :-**

The penalties prescribed in the Civil Services (Classification, Control and Appeal) Rules for the time being in force may for good and sufficient reason be imposed by the authorities mentioned in column (3) of Annexure II against incumbents holding the corresponding categories of posts.

#### **24. Power of Chief Justice to impose penalty :-**

(a) Notwithstanding the fact that the Registrar General is the prescribed authority to impose a penalty under Annexure II, it shall be competent to the Chief Justice himself to impose such penalty.

(b) Where in any case, the Chief Justice has imposed or declined to impose a penalty the Registrar General shall have no jurisdiction to take proceedings in the same case.

(c) The order of the Chief Justice imposing or declining to impose

any penalty in any case shall supercede any order or proceedings of the Registrar General in respect of the same case

**25. Special provision regarding compulsory retirement in public interest :-**

A member of the Service who has completed 20 years of qualifying service or attained the age of 50 years may be compulsorily retired in public interest by giving him notice of not less than three months in writing, if the Chief Justice on assessment of his record of service is of the view that such member is not fit to continue in service. Provided that the notice intimating the proposed action shall contain the grounds on which the proposed action is taken and the person concerned shall be given an opportunity to represent against the proposed action and to be heard in person. Provided further that no adverse confidential records shall be used against him unless he is given a chance to represent to the immediate superior officer of the reporting authority against the adverse comments seeking its expunction.

Explanation :- Record of service mentioned in the rule will be the record of any punishments imposed on the employee concerned during his service and the confidential records for the last three years.

**PART 4 APPEAL AND REVIEW**

**26. Appeal :-**

No appeal shall lie against any order passed under the provisions of these Rules except as expressly provided hereinafter.

**27. Appeal when lies :-**

Any member, including a person who has ceased to be a member, aggrieved by any of the following orders may appeal against the same as hereinafter provided namely:

- (a) an order of suspension excepting when such order is made by the Chief Justice;
- (b) an order imposing any of the penalties specified in Rule 23;
- (c) an order altering or interpreting to his disadvantage any rule by which his conditions of service are regulated;
- (d) an order reverting to a lower category or post or grade otherwise than as a penalty;
- (e) an order determining the pay and allowances payable on

- reinstatement for a period of suspension;
- (f) an order determining whether or not a period of suspension shall be treated as period on duty for any purpose;
- (g) an order discharging a probationer under sub-rule (1) or (4) of Rule 14;
- (h) an order fixing the seniority of an officer in the service under rule 19(1)(b);
- (i) an order compulsorily retiring a person as per Rule 25; Provided that no second appeal shall lie in any case.

### **28. Appellate Authority :-**

When the order appealed against is one passed by the Registrar General, the appeal shall be to the Chief Justice and when such order is one passed by the Chief Justice, the appeal shall be to a Bench of three Judges nominated by the Chief Justice.

### **29. Period of limitation for appeal :-**

No appeal shall be entertained unless it is submitted within a period of three months from the date of the order appealed against: Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

### **30. Form and contents of appeal :-**

- (1) Every person submitting an appeal shall do so separately and in his own name.
- (2) Every appeal shall be addressed to the Chief Justice and submitted through the Registrar General.

### **31. Consideration of appeals :-**

The appellate authority shall consider the appeal and all the circumstances of the case and may confirm, set aside or modify the order appealed against or remit the case to the original authority with such directions as it may deem fit, or pass such orders as it deems just and equitable:

Provided that no penalty may be enhanced except under and in accordance with the provisions contained in the Kerala Civil Services (Classification, Control and Appeal) Rules for the time being in force with regard to the enhancement of penalties in appeal.

### **32. Power of Chief Justice to review :-**

Notwithstanding anything contained in these Rules, the Chief Justice may, on his own motion or otherwise, review any order passed by himself or revise any order passed by the Registrar General:

Provided that no penalty may be imposed or enhanced except under and in accordance with the provisions contained in the Kerala Civil Services (Classification, Control and Appeal) Rules for the time being in force with regard to the imposition or enhancement of penalties in review.

### **33. Review :-**

The Registrar General may, if no appeal has been preferred against his order, review the same for sufficient reason within one month of the passing thereof.

## **PART 5 MISCELLANEOUS**

### **34. Reduction in rank of a full member :-**

If a full member of any category or grade in the Service is substantively reduced to a lower category or grade, he shall be deemed to be a full member of the latter, and the permanent cadre thereof, shall, if there is no vacancy in which he can be absorbed, be deemed to be increased by one so long as such member continues therein:

Provided that against every such addition, an officiating or temporary vacancy, if any, in such lower category or grade shall not be filled and such addition shall be absorbed against first permanent vacancy that subsequently arises in such lower category or grade as the case may be.

### **35. Relinquishment of right by members :-**

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these Rules; and nothing contained in these Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

### **36. Members absent from duty :-**

The absence of a member from duty, on leave except one

sanctioned under Appendix XIIA, Appendix XIIB and Appendix XIIC of Part I, Kerala Service Rules, foreign service or deputation or for any other reason and whether his lien in a post borne on the cadre of the Service is suspended or not, shall not if he is otherwise fit, render him ineligible in his turn;

(a) for reappointment to a vacancy in the category in which he may be a probationer;

OR

(b) for promotion from a lower to a higher post in Service.

**37. Pay, allowances, leave salary, pension and other conditions of service :-**

(1) Except as otherwise provided in these Rules, the compulsory retirement on superannuation of a member of the Service shall take effect from the afternoon of the last day of the month in which he attains the age of 58 years.

(2) Subject to these Rules, the Kerala Service Rules, the Government Servants Conduct Rules, the General Provident Fund (Kerala) Rules and the rules regulating the pay of the services for the time being in force applicable to the officers under the rule making power of the Governor or Government of Kerala, as the case may be, shall govern the members of the Service in the matter of their pay, allowances, leave, leave salary, pension and other conditions of service:

Provided that except with regard to salaries, allowances, leave and pension, the Chief Justice shall exercise the powers vested in the Governor or the Government under any of the aforesaid rules:

Provided further that the Chief Justice shall specifically issue orders sanctioning the grant of the scales of pay and allowances to the members of the Service in accordance with those sanctioned by the Government.

Note:- The Chief Justice is the Head of the Department as regards the members of the Service.

**38. Rule 38 :-**

(1) High Court shall cause to conduct a Judicial Test (Higher) for the members of the Service.

(2) The passing of the said test will be treated as equivalent to the qualification of possessing the Law Degree, for promotion/appointment by transfer to various posts, except the posts of Registrar General and Registrar (Subordinate Judiciary).

(3) Syllabus for the test shall be framed and notified by the Chief Justice.

(4) The test shall be held once in a year and unless otherwise ordered by the Chief Justice, it shall be held during the midsummer vacation.

(5) Schedule of the examination for the test, as far as possible, shall be notified at least three months in advance.

### **39. Amendment to Rules :-**

Amendment to these Rules shall not be made without prior publication and giving an opportunity for filing representation to the members of the Service.

### **40. Repeal and Savings :-**

(1) The Kerala High Court Service Rules, 1970 are hereby repealed. Subject to the provisions in these Rules, appointment/promotion/exemption orders passed under the repealed rules shall not in any way be affected by the repeal.

(2) Any dispute or claim for appointment or promotion to vacancies which arose before the commencement of these rules shall also be dealt with under the provisions of the repealed rules.

(3) Nothing contained in these rules shall be construed to limit or abridge the power of the Chief Justice to deal with the case of any member of the service or any candidate to be appointed to the service in such manner as may appear to him to be just and equitable:

Provided that, when any such rule is applicable to such member or person, the case shall not be dealt with in any manner less favourable to him than that provided by that rule.

## **ANNEXURE - I**

<b>Sub Division</b>	<b>Category</b>	<b>Name of post</b>	<b>Methods of Appointment</b>	<b>Qualifications</b>
<b>Division I</b>				
1	1	Registrar General	Deputation, Direct Recruitment or promotion.	Law degree. In the case of a person recruited direct, he should be a practising advocate and should have so practised for a period

				of not less than 7 years.
1	2	Registrar (Subordinate Judiciary)	Deputation, Direct Recruitment or promotion.	Law degree In the case of a person recruited direct, he should be a practising advocate and should have so practised for a period of not less than 7 years.
1	3	Registrar (Vigilance)	Deputation from among District Judges, selected by the Chief Justice and approved by the Full Court.	
1	4	Director of Kerala Judicial Academy	Deputation from among District Judges	
1	5	Additional Director of Kerala Judicial Academy	Deputation from among District Judges	
1	6	Deputy Director of Kerala Judicial Academy	Deputation from among Sub Judges/ Chief Judicial Magistrates	
1	7	Assistant Director of Kerala Judicial Academy	Deputation from among Munsiff-Magistrates	
2	1	Registrar (Judicial)	Promotion from among Joint Registrars and if no suitable hand is available for promotion, by deputation or direct recruitment	1. Law degree or Judicial Test(Higher) 2. In the case of a person recruited direct, he should be a practising advocate and should have so practised for a period of not less than 7 years.
			Promotion from among Deputy Registrars and if no	1.Law Degree or Judicial Test (Higher) 2.In the case of a person recruited

2	2	Joint Registrar	suitable hand is available, by deputation or direct recruitment.	direct, he should be a practising advocate and should have so practised for a period of not less than 7 years.
2.	3	Deputy Registrar	Promotion from among Assistant Registrars(Higher Grade) and if no suitable hand is available, by deputation or direct recruitment.	1.Law degree or Judicial Test (Higher) 2.In the case of a person recruited direct, he should be a practising advocate and should have so practised for a period of not less than 7 years.
2	4	Assistant Registrar (Higher Grade)	Promotion from the category of Assistant Registrar	
2	5	Assistant Registrar	Promotion of Section Officer (Higher Grade)/ Court Officer (Higher Grade), promotion under rule 20(2)(a), deputation or direct recruitment.	Educational:- 1.Law degree or Judicial Test (Higher) 2.In the case of a person recruited direct, he should be a practising advocate and should have so practised for a period of not less than 5 years Special : 1. Account Test (Lower) or Account Test for Executive Officers
2	6	Section Officer (Higher Grade)/ Court Officer (Higher Grade)	As per rule 20(2) (b)	
2	7	Section Officer/ Court Officer/ Court	As per rule 20(2) (b), 20(2)(c) or	Educational : 1. Law degree or Judicial Test (Higher) Special : 1. High Court Office Procedure Test 2. Account Test

		Fee Examiner	direct recruitment	(Lower) 3. Judicial Test or Civil Judicial Test and Criminal Judicial Test or law degree or Judicial Test (Higher)
3	1	Private Secretary to the Chief Justice	Appointment by transfer or by deputation. (The Chief Justice may revert him to his parent cadre at any time)	1. Law degree or Judicial Test (Higher) 2. K.G.T.E (Higher) in Typewriting(English) and K.G.T.E (Higher) in Shorthand (English) or equivalent qualification.
3	2	Personal Assistant to the Chief Justice	Appointment by transfer or by deputation (The Chief Justice may revert him to his parent cadre at any time)	1. University degree 2. K.G.T.E (Higher) in Typewriting(English) and K.G.T.E (Higher) in Shorthand (English) or equivalent qualification.
3	3	Additional Personal Assistant to the Chief Justice	Appointment by transfer or by deputation (The Chief Justice may revert him to his parent cadre at any time)	Educational:- University degree Special : Ten years service in any of the categories of Assistants or Personal Assistants to Judges or Confidential Assistants.
4	1	Public Relations Officer	Appointment by transfer from among Assistant Registrar (Higher Grade), Assistant Registrar, Section Officer(Higher Grade)/Court Officer(Higher Grade.) and from among those who are holding or have held the	University degree Desirable: 1. Working knowledge in Hindi and other languages. 2. Experience in Public relations; 3. Protocol work and tourism 4. Familiarity with

			post of Protocol Officer or Assistant Protocol Officer or by deputation (The Chief Justice may revert him to his parent cadre at any time)	court procedure. 5.Ability to communicate and receptiveness to ideas.
4	2	Protocol Officer	Appointment by transfer from among Assistant Registrar (Higher Grade), Assistant Registrar and Section Officer(Higher Grade)/Court Officer(Higher Grade) and from among those who are holding or have held the post of Public Relations Officer or Assistant Protocol Officer or by deputation. (The Chief Justice may revert him to his parent cadre at any time)	University degree Desirable: 1. Working knowledge in Hindi and other languages. 2.Experience in protocol work,tourism and public relations. 3. Knowledge of stenography 4. Valid driving license for motorcycle and light motor vehicle. 4.Familiarity with court procedure. 5.Ability to communicate and receptiveness to ideas.
4	3	Assistant Protocol Officer	Appointment by transfer or by deputation. (The Chief Justice may revert him to his parent cadre at any time)	University degree Desirable: 1. Working knowledge in Hindi and other languages. 2.Experience in protocol work,tourism and public relations. 3. Knowledge of stenography 4. Valid driving license for two wheelers and four wheelers. 4.Familiarity with court procedure. 5.Ability to communicate and receptiveness to

				ideas.
5	1	Finance Officer	Appointment by transfer from among Assistant Registrar(Higher Grade), Assistant Registrar, Section Officer (Higher Grade)/Court Officer(Higher Grade.), Accountant, Section Officer/Court Officer/Court Fee Examiner or by deputation. (The Chief Justice may revert him to his parent cadre at any time)	1.University degree 2.Account Test(Higher) 3.Must have at least five years experience in accounts and financial matters.
5	2	Accountant	Appointment by transfer from Section Officer/Court Officer/Court Fee Examiner. (The Chief Justice may revert him to his parent cadre at any time)	Educational:- University degree Special : Account Test (Higher)
6	1	Private Secretary to Judge (Higher Grade)	Promotion from among Private Secretary to Judge.	
6	2	Private Secretary to Judge	Promotion from among Selection Grade Personal Assistant to Judge.	
6	3	Selection Grade Personal Assistant to Judge	Promotion from among Personal Assistant to Judge Grade-I.	
7	1	Chief Librarian	Promotion from Librarian, appointment by transfer, deputation or direct recruitment.	1. Law degree or Judicial Test (Higher) 2. Degree or diploma in Library Science

7	2	Librarian	Promotion from Reference Librarian, appointment by transfer, deputation or direct recruitment.	1. Law degree or Judicial Test (Higher) 2. Degree or diploma in Library Science
7	3	Reference Librarian	Promotion from Assistant Librarian, appointment by transfer, deputation or direct recruitment.	1. Law degree or Judicial Test (Higher) 2. Degree or diploma in Library Science
7	4	Assistant Librarian	Promotion from Cataloguer, Appointment by transfer, direct recruitment or deputation.	1. Law degree or Judicial Test (Higher) 2. Degree or diploma in Library Science
8	1	Security Officer	Transfer from Police Department or direct recruitment.	Must be a Police Officer not below the rank of Circle Inspector of Police in the case of appointment by transfer. Must be an Ex-serviceman with a University degree and not below the rank of a Subedar or its equivalent in the case of direct recruitment.
9	1	Head Translator	Appointment by transfer from among Selection Grade Assistants who have worked as Translator or Translator (Kannada) or promotion from Translator or Translator (Kannada). (The Chief Justice may revert him to his parent cadre at any	Educational:- University degree Special : 1. High Court Office Procedure Test 2. Account Test (Lower) 3. Judicial Test or Civil Judicial Test and Criminal Judicial Test or law degree or Judicial test (Higher) 4. Translation test in the case of direct recruits to be conducted by

			time)	the Registrar General.
10	1	Office Superintendent	Promotion from among Selection Grade Typist and Selection Grade Typist Copyist in the ratio of 5 : 1. While filling up the vacancy, the seniority of those Selection Grade Typists who are included in the seniority list of Selection Grade Typist Copyists will be calculated on the basis of their seniority in the category of Selection Grade Typist.	1.Plus Two 2. K.G.T.E (Higher) in Typewriting(English) Desirable : Certificate in Computer word processing or equivalent.
11	1	Superintendent (Vehicles)	Deputation from a post not lower than that of Assistant Engineer in the Government service or appointment by transfer	1. Degree or diploma in Automobile or Mechanical Engineering 2. Valid driving licence for motorcycle and light motor vehicle
12	1	Deputy Superintendent of Police	Deputation from Police Department.	
12	2	Circle Inspector of Police	Deputation from Police Department.	
12	3	Head Constable	Deputation from Police Department.	
12	4	Police Constable	Deputation from Police Department.	
<b>Division II</b>				
1	1	Selection Grade Assistant	Promotion from Senior Grade Assistant.	
				Special : 1. High Court Office Procedure Test

1	2	Senior Grade Assistant	Promotion from Assistant.	2. Account Test (Lower) 3. Judicial Test or Civil Judicial Test and Criminal Judicial Test or a law degree or Judicial Test (Higher). Exemption : Those who have completed ten years of service as Assistant Grade-II (with effect from 25.3.2006, Assistant) and are over 40 years of age are exempted from special tests, provided the Registrar General recommends them suitable for promotion.
1	3	Assistant / Junior Accountant.	Direct Recruitment, appointment by transfer under Rule 20(2)(d), deputation or recruitment by transfer.	University degree
2	1	Personal Assistant to Judge Grade-I	Promotion from Personal Assistant to Judge Grade-II.	
2	2	Personal Assistant to Judge Grade-II	Promotion from Confidential Assistant Grade-II, direct recruitment, deputation or recruitment by transfer.	1. University degree 2. K.G.T.E (Higher) in Typewriting(English) and K.G.T.E (Higher) in Shorthand (English) or equivalent qualification Desirable: Certificate in computer word processing or equivalent.
				1. University degree 2. K.G.T.E (Higher)

2	3	Confidential Assistant Grade-II	Direct recruitment, deputation or recruitment by transfer.	in Typewriting(English) and K.G.T.E (Higher) in Shorthand (English) or equivalent qualification Desirable: Certificate in computer word processing or equivalent.
3	1	Selection Grade Typist	Promotion from Senior Grade Typist.	
3	2	Senior Grade Typist	Promotion from Typist Grade-I.	
3	3	Typist Grade- I	Promotion from Typist Grade-II.	
3	4	Typist Grade-II	Appointment by transfer, recruitment by transfer or direct recruitment or recruitment under rule 11(2)	1.Plus Two or equivalent. 2.K.G.T.E(Higher) in Typewriting(English) Desirable: Certificate in computer word processing or equivalent.
4	1	Selection Grade Typist Copyist	Promotion from Senior Grade Typist Copyist.	
4	2	Senior Grade Typist Copyist	Promotion from Typist Copyist Grade-I.	
4	3	Typist Copyist Grade-I	Promotion from Typist Copyist Grade-II.	
4	4	Typist Copyist Grade-II	Appointment by transfer or direct recruitment or recruitment under rule 11(2).	Plus Two or equivalent, K.G.T.E(Higher) in Typewriting(English) Desirable: Certificate in computer word processing or equivalent.
			Appointment by transfer or direct	Educational: 1. University degree Special : 1. High Court Office Procedure Test 2. Account Test (Lower)

5	1	Translator	recruitment. (The Chief Justice may revert him to his parent cadre at any time)	3.Judicial Test or Civil Judicial Test and Criminal Judicial Test or law degree 4. In the case of appointment on other duty, pass in the translation test to be conducted by the Registrar General.
5	2	Translator (Kannada)	Appointment by transfer or direct recruitment. (The Chief Justice may revert him to his parent cadre at any time)	Educational: 1. University degree Special : 1. High Court Office Procedure Test 2. Account Test (Lower) 3.Judicial Test or Civil Judicial Test and Criminal Judicial Test or law degree 4. A qualification in Kannada 5. Translation Test in Kannada in the case of direct recruits
6	1	Cataloguer	Promotion from Senior Grade Library Assistant, Appointment by transfer or direct recruitment.	1. University degree 2.A degree or diploma in Library Science
6	2	Senior Grade Library Assistant	Promotion from Higher Grade Library Assistant.	
6	3	Higher Grade Library Assistant	Promotion from Library Assistant.	
6	4	Library Assistant	Appointment by transfer or direct recruitment.	1. University degree 2.A degree or diploma in Library Science
7	1	Overseer Grade-I	Appointment by transfer, deputation or direct recruitment.	1. Plus Two or equivalent 2. Degree/ Diploma in Electrical Engineering.
8	1	Senior Grade	Promotion from Chauffeur	

		Chauffeur	Grade-I.	
8	2	Chauffeur Grade-I	Promotion from Chauffeur Grade-II.	
8	3	Chauffeur Grade-II	Appointment by transfer,deputation, recruitment by transfer or direct recruitment.	1.SSLC 2. Valid Light Motor Vehicle driving licence
9	1	Motor Car Mechanic Grade-II	Appointment by transfer, deputation or direct recruitment.	1.SSLC 2. Diploma or I.T.I certificate in Automobile Engineering. 3.Valid Light Motor Vehicle driving licence 4.Two years practical experience in repairs and maintenance of motor vehicles in a recognised automobile workshop
10	1	Clerical Assistant (Higher Grade)	Promotion from Clerical Assistant.	
10	2	Clerical Assistant	Appointment by transfer or direct recruitment under rule 11(2)	Plus Two or equivalent.
11	1	Telephone Operator	Appointment by transfer or direct recruitment under rule 11(2)	1.Plus Two or equivalent 2.Diploma in Electronics awarded by an Institution recognised by the Government 3. Six months experience as Telephone Operator/Receptionist and in Computer operation. 4. Fluency in English, Malayalam and Hindi
12	1	Photo Copier Operator	Promotion from Duplicator Operator.	1. S.S.L.C or equivalent 2. Experience in the operation of Photocopier or qualifications

				helpful in the operation of Photocopier.
12	2	Duplicator Operator	Appointment by transfer, deputation or direct recruitment under rule 11(2).	S.S.L.C or equivalent
13	1	Binder (Higher Grade)	Promotion from Binder	
13	2	Binder	Appointment by transfer or direct recruitment under rule 11(2)	1. Pass in Standard VIII or equivalent 2. Pass K.G.T.E in Book Binding(Lower) or equivalent ( In the absence of candidates possessing this qualification, persons with 18 months experience in book binding may be appointed, provided they prove their proficiency in book binding at a practical test.)
13	3	Electrician-cum-Plumber	Appointment by transfer, deputation or direct recruitment.	1.S.S.L.C or equivalent 2. I.T.I certificate in the trades of Electrician or Wireman and licence in plumbing.
13	4	Plumber	Appointment by transfer, deputation or direct recruitment.	1. S.S.L.C or equivalent 2. I.T.I. Certificate in plumbing and licence in plumbing.
13	5	Lift Operator	Appointment by transfer or direct recruitment under rule 11(2).	1. S.S.L.C or equivalent 2. Experience in the operation of lift or qualification helpful in the operation of lift
				1.Pass in Standard VIII or equivalent

13	6	Carpenter	Appointment by transfer or deputation or direct recruitment.	2. I.T.I certificate in the trade of Carpentry or equivalent qualification or ten years experience as Carpenter
14	1	Care Taker	Appointment by transfer or direct recruitment.	1.Plus Two or equivalent. 2.Degree or Diploma in Hotel and Catering Management awarded by a recognised institution. 3.Should be healthy and free from contagious diseases.
15	1	Attender Grade I	Promotion from Attender Grade II	
15	2	Attender Grade II	Appointment by transfer or direct recruitment.	S.S.L.C. or equivalent
<b>Division III</b>				
1	1	Civil Sergeant	Promotion from Duffadar	Studied upto S.S.L.C. or equivalent (preference will be given to those who possesses a good personality)
<b>Division IV</b>				
1	1	Head Gardener	Promotion from Gardener.	
1	2	Gardener	Appointment by transfer or direct recruitment under rule 11(2).	1.Studied upto S.S.L.C or equivalent 2. Diploma in Gardening (Preference will be given to those having experience in horticulture and/or experience of work in farm)
			Appointment by	1. SSLC or equivalent 2. I.T.I certificate in the trades of

1	3	Helper	transfer or direct recruitment.	Electrical or Mechanical Engineering or equivalent
1	4	Duffadar	Promotion from Court Keeper.	S.S.L.C
1	5	Court Keeper	Appointment by transfer	1.Studied upto S.S.L.C. or equivalent 2.Willingness to work day and night as directed 3.Good physique.
1	6	Higher Grade Peon/ Last Grade Employee Grade I	Promotion from Peon, Watchman, Vacuum Cleaner Operator, Sweeper-Cum- Peon, Sweeper, Sanitation Worker and Cook.	
1	7	Peon	Direct recruitment or Transfer from Sub Division 8 to 13 in Division IV or deputation or Direct recruitment under rule 11(2) or appointment under rule 20(2)(f). (On the application of a member belonging to the categories of Vacuum Cleaner Operator, Watchman, Cook, Sweeper-cum-Peon, Sweeper and Sanitation Worker, he shall be considered for appointment as Peon in the ratio of 1:3 between such appointment and direct recruitment provided he is	Pass in standard VIII

			found suitable and qualified to hold the latter post and has served for at least 5 years in any of the aforementioned categories. For such appointment qualifications prescribed in column 5 of this Annexure shall not be insisted)	
1	8	Vacuum Cleaner Operator	Appointment by transfer or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Good physique
1	9	Watchman	Appointment by transfer or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Good physique 3. Willingness to work day and night as directed.
1	10	Cook	Appointment by transfer or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Certificate in cookery from a reputed institution 3. Willingness to work day and night 4. Must be free from contagious diseases.
1	11	Sweeper-cum-Peon	Appointment by transfer from Sweeper or Sanitation Worker or recruitment by transfer from Parttime Sweeper or Part-time Sanitation Worker in the High Court or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Good physique 3. Willingness to work day and night.
			Appointment by transfer from	

1	12	Sweeper	Sweeper-cum Peon or Sanitation Worker or recruitment by transfer from Part-time Sweeper or Parttime Sanitation Worker or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Good physique
1	13	Sanitation Worker	Appointment by transfer from Sweeper-cum Peon or Sweeper or recruitment by transfer from Parttime Sweeper or Part-time Sanitation Worker or direct recruitment.	1. Pass in Standard VIII or equivalent 2. Good physique

#### ANNEXURE - II

Sl. No.	Penalty	Class of Officer	Authority which may impose Penalty
1	Censure	Division I - All categories Division II,III and IV- All categories	Chief Justice Registrar General
2	Fine (in the case of members of Division IV only)	Division IV – All categories	Registrar General
3	Withholding of increments	Division I – All categories Division II,III and IV- All categories	Chief Justice Registrar General
4	Withholding of promotion	All Divisions and all categories	Chief Justice
5	(a) Recovery from pay of pecuniary loss (b) Recovery from pay of increment withheld	All categories in Division I All other categories and Divisions	Chief Justice Registrar General
	Reduction to a lower rank		

6	in the seniority list or to a lower post or time scale or to a lower stage in the time scale	Division I and II – All categories Division III and IV – All categories	Chief Justice Registrar General
7	Reduction of pension	All categories in all Divisions	Chief Justice
8	Compulsory retirement	All categories in all Divisions	Chief Justice
9	Removal from service	All categories in all Divisions	Chief Justice
10	Dismissal from service	All categories in all Divisions	Chief Justice