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**HIGH COURT OF MANIPUR
AT IMPHAL**

NOTIFICATION NO....

Imphal, the 29th March, 2023

No. HCM/P-65/-Estt.(I)/(Pt.I) :In exercise of the powers conferred under Articles 229 Clauses (1) & (2) of the Constitution of India, Hon'ble The Acting Chief Justice of the High Court of Manipur is pleased to notify **“High Court of Manipur Officers and Employees Recruitment and Condition of Service (Classification, Control, Appeal and Conduct) (Second Amendment) Rules, 2023”**.

It shall come into force with effect from the date of publication in the official gazette.

By Order,

GOLMEI GAIPHULSHILLU,
Registrar General.

In exercise of the powers conferred under Articles 229 Clauses (1) & (2) of the Constitution of India, Hon'ble The Acting Chief Justice of the High Court of Manipur is pleased to make the following Rules so as to amend the "**High Court of Manipur Officers and Employees Recruitment and Condition of Service (Classification, Control, Appeal and Conduct) Rules, 2020**".

HIGH COURT OF MANIPUR OFFICERS AND EMPLOYEES RECRUITMENT AND CONDITION OF SERVICE (CLASSIFICATION, CONTROL, APPEAL AND CONDUCT) (SECOND AMENDMENT) RULES, 2023

1. Short title and commencement:

- (i) These Rules shall be called as "**High Court of Manipur Officers and Employees Recruitment And Condition of Service (Classification, Control, Appeal and Conduct) (Second Amendment) Rules, 2023**"
- (ii) These Rules shall come into force with effect from the date of publication in the Official Gazette of Manipur.

2. After sub-rule 11 of Rule 7, the following sub rules shall be inserted:

"(11A) **Court Manager** shall be filled up by direct recruitment:

(i) **Qualification and Experience:**

- a) A full time Master's degree in Business Administration (MBA) or equivalent degree from a recognized University
- b) Two years' working experience in general management
- c) Excellent communication skills
- d) Should possess knowledge of the State official language i.e. Manipuri
- e) Desirable: Proven experience in the field of Information Technology

- (ii) Court Managers may be posted in the High Court of Manipur or in the District Courts under the jurisdiction of the High Court of Manipur.

(iii) **Promotional Avenue for Court Managers:**

- a) Court Manager after 5 years of regular service in the grade shall be entitled to get the pay scale of Court Manager Gr – II.
- b) Court Manager Gr - II after 5 years of regular service in the grade shall be entitled to get the pay scale of Court Manager Gr – I.

Note: Granting of pay scale of Court Managers Gr – II & Court Managers Gr – I would not give rise to any actual vacancies and the pay scale of the Court Manager Gr – I and Gr – II shall remain personal to the incumbent.

(11B) **System Analyst** shall be filled up by promotion from Computer Programmer with 4 years of regular service in the grade. Failing which, by way of direct recruitment having the following qualifications:

Qualification and Experience :

- (i) MCA with 2 years relevant working experience or BE/B.Tech(Computer Science)/IT with 2 years relevant working experience, OR
- (ii) Any Masters Degree with PGDCA with 3 years relevant working experience, OR
- (iii) M.E/M.Tech(Computer Science)/IT"

3. After sub-rule 12 of Rule 7, the following sub rule shall be inserted :

"(12A) **Computer Programmer** shall be filled up by promotion from System Officer with 4 years of regular service in the grade. Failing which, by way of direct recruitment having the following qualifications:

Qualification and Experience :

- (i) MCA or BE/B.Tech.(Computer Science)/IT or BE/B.Tech.(any branch) with 1 year relevant working experience in computer programming, OR
- (ii) Any Masters Degree with DCA or Any Masters degree with 1 year experience in programming. "

4. After sub-rule 17 of Rule 7, the following sub rule shall be inserted :

"(17A) **System Officer** shall be filled up by promotion from System Assistant with 4 years of regular service in the grade. Failing which, by way of direct recruitment having the following qualifications:

Qualification and Experience :

- (i) MCA or B.E./B. Tech. in Computer Science/IT or Masters Degree in Computer Science/IT, OR
- (ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR
- (iii) BCA or B. Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 3 years relevant working experience.

5. After sub-rule 5 of Rule 8, the following sub rule shall be inserted :

" (5A) **System Assistant** shall be filled up by direct recruitment.

Qualification and Experience:

- (i) MCA or B.E./B. Tech. in Computer Science/IT or Masters Degree in Computer Science/IT, OR

- (ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR
- (iii) BCA or B. Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 1 year relevant working experience.

6. The following words shall be inserted after the text of Rule 8(5)(ii), Rule 8(5)(iii), Rule 8(10) and also after Rule 8(14):

“All eligible candidates of the High Court as prescribed under the Rules shall be allowed to compete in the Limited Departmental Examination”

7. The text of Sl. No. 7 of Gazetted Officers Class-II in Schedule – I shall be replaced by the following :

“

Sl. No.	Name of Post	Existing Strength	Classification of post	Scale of Pay Pay Band + Grade Pay
7	Court Manager	7 (seven)	Grade – I	Rs. 9300-34800+5400 Rs. 15600-39100+6600 (Court Manager Gr – II after 5 (five) years of regular service in the Grade) 7600 (Court Manager Gr – I after completion of 5 (five) years of regular service in the Grade of Court Manager – II) <i>*with approval of the state government vide letter No. Judl-1/14/2021-SEC-LAW dated 13.07.2022</i>

”

8. In schedule-III, the following words shall be inserted after the text of Sl. No. 1(A)(ii)(c), Sl. No. 1(A)(iii)(c), Sl. No. 1(B)(ii), Sl. No. 3 (ii)(c) and also after Sl. No. 3 (iii) (c):

“Provided that the permissible error percentage for transcribed words in the above Stenography Skill Test is 25% (twenty five percent)”

9. After Serial No. 15 of Schedule III, the following shall be inserted :

16. Court Manager:

- | | | | |
|---------|---|----------|------------------|
| (i) (a) | Written Examination | - | 300 marks |
| | Group Discussion & Personal Interview/Viva-voce | - | 50 marks |
| | Total | - | 350 marks |
- (b) Selection of candidates will be on the basis of the overall marks obtained in the above two tests.
- (ii) **Written Examination** - **300 marks**
- | | | | |
|-----|---|---|-----------|
| (a) | English | - | 100 marks |
| | <i>(Grammar, Reading Comprehension, Essay, Drafting Note)</i> | | |
| (b) | Quantitative Aptitude | - | 20 marks |
| | Reasoning | - | 20 marks |
| | General Awareness | - | 40 marks |
| | Data Interpretation | - | 20 marks |
| (c) | General Management | - | 100 marks |
- (d) Keeping in view of the performance made by the candidates in the written examination held in this regard, a list of candidates in appropriate number and in order of merit shall be recommended and issued notification inviting them to appear in the Group Discussion & Personal Interview.
- (iii) **Group Discussion and Personal Interview/Viva-voce** - **50 marks**

17. Criteria for granting the pay scale of Court Manager Gr-I and Court Manager Gr-II

- (i) From Court Manager to Court Manager Gr-II
The Officer must have at least three 'Very Good' grading during the last five ACRs
- (ii) From Court Manager Gr-II Scale to Court Manager Gr-I
The Officer must have at least three 'Very Good' grading during the last five ACRs

Provided that there should not be any adverse entry in the ACRs considered by the Selection Committee/Assessment Committee.

18. System Analyst & Computer Programmer:

- | | | | |
|-----|-------------------------|----------|------------------|
| (i) | (a)Written Examination | - | 100 marks |
| | (b) Computer Aided Test | - | 100 marks |
| | (c) Viva Voce/Interview | - | 50 marks |
| | Total | - | 250 marks |
- (ii) **Written Examination** - **100 marks**
- | | |
|-----|--|
| (a) | Information Technology/Computer related Topics |
| (b) | English Language |
| (c) | General Knowledge |

- (d) Numerical & Mental Ability
- (e) Analytical & Reasoning Skills

(iii) **Computer Aided Tests** - **100 marks**
The syllabus shall be notified in the advertisement from time to time as per the requirement

(iv) **Viva Voce/Interview** - **50 marks**

Candidates in the ratio of 3:1 of the total number of vacancies will be called for the Viva Voce/Interview on the merit of the Written Examination and Computer Aided Tests

19. System Officer & System Assistant

(a)	Written Examination	-	140 marks
(b)	Practical Examination	-	30 marks
(c)	Viva Voce/Interview	-	30 marks

Total - **200 marks**

(i) **Written Examination:** - 140 marks

(a) English - 20 marks
(This section will test the proficiency in English language and will be of the 12th standard)

(b) Quantitative Aptitude & Reasoning - 30 marks
(This section will test the speed, reasoning, intelligence and accuracy of the candidate)

(c) General Knowledge & Current Affairs - 20 marks
(This section will test the general intelligence along with matters of national and international affairs)

(d) Professional Knowledge - 70 marks
(The syllabus shall be notified in the advertisement from time to time as per the requirement)

(ii) **Practical Examination** - 30 marks

Candidates in the ratio of 5:1 of the total number of vacancies will be called for the practical exam on the merit of the Written Examination

(iii) **Viva Voce/Interview** - 30 marks

Candidates in the ratio of 3:1 of the total number of vacancies will be called for the Viva Voce/Interview on the merit of the Written Examination & Practical Examination."

10. The “High Court of Manipur (Appointment, Duties And Conditions of Service of Court Managers) Rules, 2019” and “The High Court of Manipur IT Cadre Service (Appointment and condition of service) Rules, 2018” given at Appendix-32 and Appendix- 33 respectively of the High Court of Manipur Rules, 2019 are hereby repealed; provided nothing herein contained shall affect any actions taken under the Rules so repealed.

BY ORDER

IN THE NAME OF HON’BLE THE ACTING CHIEF JUSTICE

GOLMEI GAIPHULSHILLU,
Registrar General,
High Court of Manipur.