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(Jyaishta 2, 1944)

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

NOTIFICATION

Imphal, the 17th of May, 2022

No. HCM/A-68/2013-RC : In exercise of the powers conferred by Sub-section (3) of Section 30 of the Manipur(Courts) Act, 1955, the **High Court of Manipur is pleased to amend Sub-rule(2) of Rule 6, Rule 7, Rule 14, Sub-rule(2) of Rule 19, Sub-rule(1) of Rule 21, Sub-rule(4)(iii) and Sub-rule(6) of Rule 25, Rule 32, Rule 33, and add Rule 11A and 33(A) to the Manipur State District Courts Service Rule, 2014(hereinafter referred to as the Principal Rule) and amend Schedule C and Schedule F of the Principal Rule.**

THE MANIPUR STATE DISTRICT COURTS SERVICE (FOURTH AMENDMENT) RULES, 2022

1. (1) These Rules may be called the Manipur State District Courts Service (Fourth Amendment) Rules, 2022.
(2) They shall come into force with effect from the date of publication in the Official Gazette.
2. The words “In case of posts not under his judgeship, the appointing authority shall be the concerned presiding officer of the Court/Tribunal.” shall be inserted after Sub-rule (2) of Rule No.6.
3. The words “ or Judicial officers of equivalent rank, past or present” shall be inserted after the words “*Selection Committee*” shall be constituted by the High Court consisting of 3 (three) District and Sessions Judges” appearing in Rule 7.
4. After Rule 11, the following Rule shall be inserted-
“11A. (1) Candidates who have donated land/buildings for setting up Courts/Tribunals/JJBs which are under the administrative control of the High

Court, or who are family members or descendants up to two generations of such donors, living or deceased, shall be given special preference in selection for appointment to Class-IV posts provided the candidates possess requisite qualifications prescribed for the posts.”

5. The words “The Selection Committee” appearing in the first line of Sub rule(1) of Rule 14 shall be substituted by “A committee of three members appointed by the High Court”.
6. The word “the High Court under sub-rule(1) shall” appearing at sub-rule(2) of Rule 19 shall be substituted by “the High Court under sub-rule (1) may”.
7. The words “ the date of dispatch of the order of appointment by registered post of the address given by the candidate.” appearing in the explanation to Rule 21 shall be substituted by “ the date of communication of the order by email or other electronic means or by any other suitable mode.”.
8. After sub-rule (4)(iii) of Rule 25, the words “For the purpose of this rule, an officer shall be deemed to have been promoted on the date the Selection Committee made the recommendation for the promotion though the promotion order is be issued later by the concerned authority on another date.” shall be inserted.
9. The word “appointing authority” appearing at sub-rule(6) of Rule 25 shall be substituted by “ Selection Committee”.
10. The words “transfer committee consisting of 3(three) District & Sessions Judges” appearing in Rule 32 shall be substituted by “transfer committee consisting of 3(three) Judicial Officers of the rank of District & Sessions Judges or equivalent”.
11. After the text of Rule 33, the following words shall be inserted as part of the rule

“Nothing in these Rules shall be deemed to affect the power of the High Court to make orders, from time to time, in regard to all matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as not have been sufficiently provided for.”

12. After Rule 33, the following rule shall be inserted-

“33 (A) The Selection Committee, with the approval of the High Court, shall have the powers to relax the qualifying service period for :-

- (i) promotion to any post in the service of the District Courts in the event of substantial vacancies in promotional posts, arising either

(a) because of creation of new promotional post following establishment of new Courts;

or

(b) because of unavailability of reasonable number of eligible employees in the feeder posts;

Such relaxation may also be made for other compelling reasons affecting the administration of justice.”

13. The Schedule-C of the Principal Rule shall be replaced by the following:

“ SCHEDULE – C
(See Rule 5)

	Category of posts	Method of Recruitment	Qualification etc.
1	Chief Administrative Officer	By promotion	Senior Sheristadars/Senior Superintendents who have rendered not less than 2(two) years of service in the grade.
2	Senior Sheristadar/ Senior Superintendent	By promotion	(i) Sheristadars/Superintendents/Bench Readers Grade-I who have rendered not less than 2(two) years regular service in the grade or Librarians who have rendered minimum of 11(eleven) years regular service in the combine grade of Bench Reader-II/Bench Reader-III/UDA/LDA, out of which (a) not less than 3 (three) years of regular service as Librarian if promoted from Bench Reader-II; (b) not less than 5 (five) years of regular service as Librarian, if initial promotion to Librarian was from Bench Reader-III/ UDA; (c) not less than 6 (six) years of regular service as Librarian if initial promotion to Librarian was from LDA; or (d) Librarians who have rendered 11(eleven) years of regular service in

			the grade if directly recruited: (ii) Must have passed Account Training conducted by the State Academy Training, Government of Manipur
3	Sheristadar/ Superintendent/ Nazir cum Superintendent (Accounts)	By promotion	(i) Bench Reader Grade-II with 3(three) years regular service in the Grade; failing which (ii) Bench reader Grade-III/UDA with 6(six) years regular service in the grade taken together (iii) Must have passed Account Training conducted by the State Academy Training, Government of Manipur
4	Private Secretary	By promotion	Assistant Private Secretaries who have rendered not less than 3(three) years of regular service in the cadre of Assistant Private Secretary
5	Assistant Private Secretary	By promotion	Stenographers Grade - I who have rendered not less than 3(three) years of service in the cadre of Stenographer - I
6	Stenographer Grade - I	By promotion	Stenographers Grade - II who have rendered not less than 3(three) years of service in the grade and have qualified the required speed and typing test given in Schedule - D
7	Stenographer Grade-II	By promotion	Stenographers Grade-III with 3(three) years regular service in the grade and who have qualified the required speed and typing test given in Schedule - E
8	Stenographer Grade-III	By direct recruitment	(i) Graduate/Degree from a recognized University/ Institute. (ii) Must have passed short hand examination conducted by a recognized Institute; (iii) Must have basic knowledge of computer operation.

9	Librarian	By promotion failing which by direct recruitment	<p><u>In case of promotion:</u> Graduate Bench Reader Grade-II/Bench Reader Grade-III/UDA with 3(three) years regular service in the Grade and having a degree/diploma in Library Science from a recognized University/Institute.</p> <p><u>In case of direct recruitment:</u> (i) Graduate from a recognized University and (ii) Degree/Diploma in Library Science from a recognized University/ Institute.</p>
10	Protocol Officer	By posting	Any officer of the cadre post carrying scale of pay of Rs. 9300-34800+4300 (Grade Pay)
11	Bench Reader Grade - I	By promotion	(i) Bench Reader Grade – II with 3(three) years regular service in the grade; failing which (ii) Bench Reader Grade-III/UDAs with 6(six) years of regular service in the grade
12	Bench Reader Grade II	By promotion	Bench Reader Grade - III/ UDA with 3(three) years regular service in the grade
13	Bench Reader Grade III	By posting	UDAs who have rendered not less than three 3(years) of regular service in the grade.
14	Upper Division Assistant (UDA)/Record Keeper/Head Comparing Ass t./Assistant Nazir)	By promotion	LDAs who have rendered not less than 3(three) years of regular service in the grade.

1 5	Lower Division Assistant (LDA)	75% by direct recruitment and 25% by promotion	<p><u>In case of direct Recruitment:</u></p> <p>(i) Graduate/Degree holder from a recognized University/Institute. (ii) Must have basic knowledge of computer operation.</p> <p><u>In case of promotion :</u></p> <p>Peons, Sweepers, Malis, Chowkidars, Duftrys, Process Servers and Bailiffs who are</p> <p>(i) Graduate/Degree holder with 3 (three) years regular service in the grade; (ii) have passed PUC/Intermediate or its equivalent from a recognized University/Board with 5 (five) years regular service in the grade; or (iii) Matriculate/HSLC or its equivalent of a recognized University/Board with 7 (seven) years regular service in the grade.</p> <p><i>Explanation: In case of Bailiff, Process Server and Duftry, the number of years of regular service shall include the number of years in all past regular service.</i></p> <p>Note :</p> <p>(i) The crucial date of eligibility with regard to qualifying service for promotion to L.D.A. shall be counted from the date of passing the Examination (i.e. Degree/PUC/HSLC or equivalent as the case may be).</p> <p>(ii) For being promoted from Peon, Sweeper, Mali, Chowkidar, Duftry, Process Server and Bailiff to the post of LDA, the candidates shall pass a Computer Typing Test with a minimum speed of 20 words per minute. The scheme of examination shall consist of</p> <p>(a) Computer Typing Test (b) Examination of Service Records.</p>
16	Jamadar	By promotion	Bailiffs who have rendered not less than 3(three) years of regular service in the grade.

17	Bailiff	By promotion	Process Servers/Duftry (Judl.) who have rendered not less than 3(three) years of service in the cadre of Process Server/Duftry (Judl.)
18	Driver	By direct recruitment	(i) Class – X passed from a recognized Institute (ii) Driving Licence issued at least 3(three) years prior to the last date fixed for receipt of application; (iii) should have knowledge of minor defects in automobiles and repairing of the same. Desirable: Working knowledge of Manipuri & Hindi.
19	Process Server/Duftry (Judl.)	By promotion	Peons/ Chowkidars/ Sweepers/Malis who have rendered not less than 3(three) years of service in the cadre of Peon/Chowkidar/Sweeper/Mali.
20	Peon/Chowkidar/ Sweeper/Mali or equivalent post	By direct recruitment	Must have passed Class – X standard examination from a recognized Institute. Desirable: Driving experience with Driving Licence.

14. The Schedule-F of the Principal Rule shall be replaced by the following:

“ SCHEDULE -F

SYLLABUS FOR COMPETITIVE EXAMINATION FOR LOWER DIVISION ASSISTANT

(a) Written Exam	-	150
Computer Typing	-	20
Viva Voce	-	30

Total -200 marks

(b) Selection of candidates will be on the basis of the overall marks obtained in the above three tests.

Written Exam

(a) English Language (50 multiple choice question)	-	50
(b) General Awareness (50 multiple choice question)	-	50
(c) Quantitative Aptitude (50 multiple choice question)	-	50
(d) Cut-off (in aggregate)	-	60
(e) Duration of exam	-	150 minutes

(f) Candidates in the ratio of 5:1 of the total no. of vacancies will be shortlisted on the merit of the written exam.

Computer typing:

- (a) The computer typing test for 5 minutes will be conducted for those candidates who are shortlisted in the written examination.
- (b) Minimum net typing speed: 35 w.p.m.

Viva Voce/Interview

Only those candidates who qualify in the Computer Typing Test will be called for viva voce/interview. ”

GOLMEI GAIPHULSHILLU
Registrar General
High Court of Manipur