## The Supreme Court Legal Services Committee (Group 'C' And 'D' Posts) Recruitment Rules, 2001

UNION OF INDIA India

# The Supreme Court Legal Services Committee (Group 'C' And 'D' Posts) Recruitment Rules, 2001

#### Rule

## THE-SUPREME-COURT-LEGAL-SERVICES-COMMITTEE-GROUP-C-AN of 2001

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The Supreme Court Legal Services Committee (Group 'C' And 'D' Posts) Recruitment Rules, 2001Published vide Notification Gazette of India, Extraordinary, Part 2, Section 3(i), dated 8th August, 2001 (w.e.f. 8th August, 2001).

#### 1926.

G.S.R. 584(E), dated 8th August, 2001 - In exercise of the powers conferred by sub-sections (5) and (6) of Section 3A read with Cl. (h) of sub-section (2) of Section 27 of the Legal Services Authorities Act, 1987 (Act 39 of 1987), the Supreme Court Legal Services Committee, in consultation with the Chief Justice of India, hereby makes the following rules regulating the method of recruitment to Groups 'C' and 'D' posts in the Committee, namely;

#### 1. Short title and commencement.

(1)These rules shall be called the Supreme Court Legal Services Committee (Group 'C' and 'D' Posts) Recruitment Rules, 2001. They shall come into force on the date of their publication in the Official Gazette.

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#### 2. Application.

- These rules shall apply to the posts specified in Col. 1 of the Schedule annexed hereto.

#### 3. Initial Constitution.

- All persons appointed at the commencement of these rules holding the post of Upper Division clerk, Upper Division Clerk-cum-Accountant Clerk, Junior Stenographer, Lower Division Clerk, Daftry, Peon, and Farash on regular basis shall be deemed to have been appointed as such under these rules. The services rendered by them before the commencement of these rules shall be taken into account for deciding the eligibility for promotion etc. to the next higher grade.

#### 4. Number of posts, classification and scale of pay.

- The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in Cols. (2) to (4) of the Schedule aforesaid.

#### 5. Method of recruitment age limit and other qualifications, etc.

- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in Cols. (5) to (14) of the said Schedule.

#### 6. Disqualification.

- No person--(a)who has entered into or contracted a marriage with a person having a spouse living; or(b)who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post: Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

#### 7. Power to relax.

- Where the Central Government is to the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing and in consultation with the Chief Justice of India, relax any of the provisions of these rules with respect to any class or category of persons.

#### 8. Saving.

- Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Castes and the Scheduled Tribes, Other Backward Classes, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

### **Schedule**

Name of post	Number of posts	Classification	Scale of pay	Whether select merit or selection-cum- or non-selection	seniority	Whether benefit ofadded years of service admissible under Rule 30 of the CentralCivi Service (Pension) Rules, 1972	r l
1	2	3	4	5		6	7
1. Upper DivisionClerk	Two* (2001)(Sub to variation dependent on workload)	j <b>&amp;</b> eneral CentralService Group 'C' Non-Gazetted Ministerial	Rs.4,000-100-6,000	Non-selection		No.	N a
In case ifrecruitment by promotion/deputation/absorption, grades from absorption to be made.			If DepartmentPromotion Committee Corbe composition			tances the Union ervice sion is to lted g ent.	
12			13		14		
Promotion:							
8 years regularservice as Lower Division Clerk in the scale of Rs.3,050-75-3,950-80-4,590			DepartmentalPromotion Committee, One Ex-officio member of the ExecutiveCommittee of Supreme Court Legal Services Committee (nominated byChairman of the Committee)Chairman				
Deputation/Al	bsorption:						
(i) Officers of C Public Sector U							

holdinganalogous post on regular basis; or

Age la fordia recru

Not appli (ii) with 8 years regular service in the grade of Lower Division Clerk orequivalent.

Member SupremeCourt Legal Service Committee - Member

#### Desirable:

Knowledge offiling work, noting drafting, Basic Knowledge of Computer ortyping.

Secretary, SupremeCourt Legal Services Committee - Member.

Note.- Theperiod of deputation shall not ordinarily exceed three years.

Themaximum age limit shall not exceed 56 years as on the closingdate of receipt of the application.

Name of post		Number of posts	Classification	Scale of	pay	Whether selectionby merit or Selection-cum-seniority or non-selection post	Whether benefit of added years of service admissib under Ru 30 of the Central C Service (Pension Rules, 19	
1		2	3	4		5	6	
		One*						
		(2001)(Sub	<del>Sa</del> neral					
2. Upper		to	CentralService					
DivisionClerk-	-cum-Acc	e <b>vari</b> tetintn	Group 'C' Rs.4,000-100-6,000			Non-selection	No.	
clerk		dependent	Non-Gazetted					
		on	Ministerial					
		workload)						
Educational Age limit andother fordirect qualifications recruits required for dir recruits.		r ations I for direct	Whether age andeducational qualifications prescribed for direct recruits willapply in the case of promotees.		Period ofprobation	Method ofrecruitment whether by direct recruitment or by promotion or bydeputation/absorption and percentage of the vacancies to befilled by various methods.		
7 8			9		10	11		
Not Not applicable		licable	Not applicable		Nil	100 per cent		
applicable	- <b>-</b>		-			bypromotion failing		

13

which by deputation or absorption.

14

In case ifrecruitment by promotion/deputation/absorption, grade from whichpromotion/deputation/absorpation to be made.

If DepartmentalPromotion Committee exists, what is its composition. Circumstances inwhich the Union Public Service Commission is to be consulted inmaking recruitment.

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**Promotion:** 

8 years regularservice as Lower Division Clerk in the scale of Rs.3,050-75-3,950-80-4,590. DepartmentPromotion Committee, One Ex-officio member of the ExecutiveCommittee of Supreme Court Legal Services Committee [nominated byChairman of the (Committee)]----Chairman

Not applicable

- (b) Knowledge of Maintaining Cashbook and Balance-sheet
- (c) Knowledge of preparation of receipt and payment statement and Budget;
- (d) Maintenanceand reconciliation of accounts etc; and
- (e) Basicknowledge of Computer/typing Deputation/Absorption:

A. (i) Officerholding analogous post of Upper Division Clerk-cum-Cashier underthe Central Government or; under Public Sector Undertakings onregular basis, or

- (ii) with 8 yearsregular service in the grade of Lower Division Clerk orequivalent; and
- B. (i) Knowledgeof preparation of Balance-sheet, cash book etc.
- (ii) Knowledge of Financial Rules;
- (iii) Maintenanceand reconciliation of accounts etc.

Member, SupremeCourt Legal Service Committee – Member Secretary, SupermeCourt Legal Service Committee - Member Note.- Theperiod of deputation shall not ordinarily exceed three years. Themaximum age limit shall not exceed 56 years as on the closing ofreceipt of the application.

Name of post	Number of Cl	lassification Sc	cale of pa	ay	m se	Vhether sele nerit or election-cun r non-select	n-seniority	Whether benefit ofadded years of service admissible under rule 30 of the CentralCivil Service (Pension) Rules, 1972
1	2 3	4			5			6
4. Lower DivisionClerk		entralService	ge	75-80-4,500	N	Method of	recruitmen	
Age limit fordirect recruits	andother qualifications required for direct recruit	direct recr	for uits n the	Period ofprobation	tion	whether by direct recruor by promotion or bydeputation/absorption percentage of the vaca befilled by various metals.		tion and ancies to
7	8	9		10		11		
Not-applicable Not-applicable Not-appli		ole Not-applic	icable Not-applica		100 per cent byprome ble failing which by deputation/absorption			
In caseif recruitment by promotion/deputation/absorption, gr from absorption to be made.		rption, grades	IfDepartment Pron n, grades Committee exists w composition				Circumsta which the Public Ser Commissi be consult making recruitme	Union vice on is to redin
12			13				14	
Promotion:								

With 8years of regular Service in the post of Daftry/Peon/Farashpossessing matriculation or equivalent qualifications from arecognised Board or University from a recognised Board orUniversity and a typing speed of 30 words per minute in English.

#### Deputation:

(i)Officers of Central Government or Public Sector Undertakingsholding analogous post on regular basis; or

(ii)Matriculation or equivalent from a recognised Board or Universitywith speed of 30 words per minute in (English typing)

Note.- The period of deputation shall not ordinarily exceed threeyears. The maximum age limit shall not exceed 56 years as on the closing of receipt of the application.

DepartmentalPromotion
Committee, One Ex-officio
member of the
ExecutiveCommittee of Supreme
Court Legal Services Committee
(nominated byChairman of the
Committee)----Chairman

Member, Supreme Court Legal Service Committee – MemberSecretary, Supreme Court Legal Service Committee -Member

Name of post	Number of posts	Classification	Scale of pay		Whether selectionby merit or selection-cum-seniority or non-selection post	benefit ofadded years of service admissible under rule 30 of the CentralCivil Service (Pension) Rules, 1972
1	2	3	4		5	6
5. Daftry	One* (2001)(Subto variation dependent on workload)	CentralService Group 'D'	Rs.2,610-60-3,1	50-3,540	Non-selection	Not-applicable
Age lin fordire recruit	ect an	dother a	Thether age ndeducational ualifications	Period ofprobatio	Method ofrecruitn on whether by direct i or by promotion or	recruitment

prescribed for

required for

bydeputation/absorption and

Whether

The Supreme Court Legal Services Committee (Group 'C' And 'D' Posts) Recruitment Rules, 2001

direct recruits direct recruits percentage of the vacancies to befilled by various methods. willapply in the case of promotees 8 7 9 10 11 100 per cent bypromotion Not-applicable Not-applicable Not-applicable Not-applicable failing which by deputation/absorption. Circumstancesin which the Union In caseif recruitment by IfDepartment Promotion Committee Public Service promotion/deputation/absorption, exists what is its composition. Commission is to be grades from absorption to be made. consultedin making recruitment 12 13 14 **Promotion:** Departmental Promotion Committee, One Ex-officio member of the Peon in the Supreme Court Legal Service ExecutiveCommittee of Supreme Committee with not less than fiveyears Not-applicable. Court Legal Service Committee regular service in that grade. [nominated by Chairman of the (Committee)].---Chairman Deputation: Officers of Central Government/Public Sector **Undertakings:** (ii) Holdinganalogous posts on regular basis; and Member, SupremeCourt Legal Service Committee - MemberSecretary, (iii) Who havepassed 8thclass from a SupremeCourt Legal Services Committee recognisedSchool/Board/Institution. [nominated by Chairman of the(Committee)]---Chairman Note.- The period of deputation shall not ordinarily exceed three years. Themaximum age limit shall not exceed 56 years as on the closingdate of receipt of application. Name Number of Classification Scale of pay Whether selectionby of posts

whether selection by whether by whether by merit or of added y selection-cum-seniority of service or non-selection post.

Whetherbenefit of added years of service admissible under rule 30 of theCentral Civil Service (Pension)

post

1	2	3	4			5		Rules, 1972
6. Peon	ιο variation	Group 'D'	Rs.2,550	0-55-2,66	50-60-3,200	Non-applical	ole	Not-applicable
	workload	i)						
Agelimit for direct recruits  Educational and education of the education o		education qualificati prescribed direct recr	Vhetherage and ducational qualifications rescribed for irect recruitswill pply in the case of promotees		Methodof recruitment whether by direct recruitment or by promotion orby deputation/absorption and percentage of the vacancies to befilled by various methods.		cruitment y on and cancies to	
7		8	9		10	11		
Not-applicable Not-applicable Not-applic			deputation/absor			ich by	on.	
In case ifrecruitment by promotion/deputation/absorption, grades from absorption to be made.			If DepartmentPromotion Public Committee exists what is its composition. Committee consolium be c			inwhich to Public Se Commiss be consulting inmaking recruitments.	sion is to Ited S	
12				13			14	
Depu	tation/Ab	sorption:						
Officers of Central Government/Public Sector Undertakings :(i) holding analogous posts on regular basis; and(ii) who havepassed 8th class from a recognised school/Board/Institution.				Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Not applicable. Court Legal Service Committee [nominated by Chairman of the (Committee).]Chairman			icable.	
Note Theperiod of deputation shall not ordinarily exceed three years. Themaximum age limit shall not exceed 56 years as on the closing ofreceipt of the application.				Member, SupremeCourt Legal Service Committee –				
	e Numbe st posts	er of Classification	n Scale o	of pay		Whether sel	lectionby	Whether benefit

					selection-c or non-sele	•	ofadded years of service admissible under rule 30 of the CentralCivil Service (Pension) Rules, 1972
1 2	3	4			5		6
*One (2001) 7. to variate dependence worklo	lent (Non-Gazett	10.2	550-55-2,6	60-60-3,200	Not-applic	able	Not-applicable
Agelimit for direct recruits	Educationaland other qualifications required for direct recruits	education qualification prescribidirect re	ations oed for ecruitswill othe case of	Periodof probation f	whether or by pro deputation percentage	f recruitment by direct recruitment motion orby on/absorption ge of the vaca by various met	uitment a and ncies to
7	8	9		10	11		
Not-applicable	Not-applicable	Not-app	olicable	Not-applicab	le failing wl	ent by promot nich by on/absorption	
In caseif recrui promotion/dep fromabsorption	outation/absorption	on, grades	_			Circumstand which the U Public Service Commission be consulted making recruitment	nion ce i is to lin
12			13			14	
Absorption:  A.Officer of Central Government/Public Sector Undertakings:			Committee of the Exe Supreme Committee byChairm	entalPromotio ee, One Ex-offi ecutiveCommi Court Legal Se ee [nominated aan of the tee).]Chairn	icio member ttee of ervice	Notapplicab	le.

(ii)who have passed 8thclass from a recognisedschool/Board/Institution.(ii)The
Service Committee –
Service Committee – maximum age limit shall not exceed 56 years on the closingdate of receipt of application.

Note.- The period of deputation shall not ordinarily exceed threeyears.

MemberSecretary, Supreme Court Legal Service Committee - Member