

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

UNION OF INDIA

India

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Rule

THE-SUPREME-COURT-LEGAL-SERVICES-COMMITTEE-GROUP-C-AND-D-POSTS-RECRUITMENT-RULES-2001

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

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 selection by merit or selection-cum-seniority or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for recruitment
1	2	3	4	5	6	7
1. Upper Division Clerk	Two* (2001) (Subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs.4,000-100-6,000	Non-selection	No.	Not applicable
In case if recruitment by promotion/deputation/absorption, grades from absorption to be made.			If Department Promotion Committee exists what is its composition		Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	
12 Promotion:			13		14	
8 years regular service as Lower Division Clerk in the scale of Rs.3,050-75-3,950-80-4,590			Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the Committee)-----Chairman		Not applicable.	
Deputation/Absorption: (i) Officers of Central Government or Public Sector Undertakings holding analogous post on regular basis; or						

(ii) with 8 years regular service in the grade of Lower Division Clerk or equivalent. Member Supreme Court Legal Service Committee - Member

Desirable:

Knowledge of filing work, noting drafting, Secretary, Supreme Court Legal Services Committee – Member.
Basic Knowledge of Computer typing.

Note.- The period of deputation shall not ordinarily exceed three years.

The maximum age limit shall not exceed 56 years as on the closing date of receipt of the application.

Name of post	Number of posts	Classification	Scale of pay	Whether selection by merit or Selection-cum-seniority or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 19
					6
1	2	3	4	5	6
	One* (2001) (Subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs.4,000-100-6,000	Non-selection	No.
2. Upper Division Clerk-cum-Accountant-cum-clerk					
Age limit for direct recruits	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
7	8	9	10	11	
Not applicable	Not applicable	Not applicable	Nil	100 per cent by promotion failing	

		which by deputation or absorption.
In case if recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption to be made.	If Departmental Promotion Committee exists, what is its composition.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
12	13	14
Promotion:		
8 years regular service as Lower Division Clerk in the scale of Rs.3,050-75-3,950-80-4,590.	Department Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Services Committee [nominated by Chairman 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) Maintenance and reconciliation of accounts etc; and	Member, Supreme Court Legal Service Committee – Member Secretary, Supreme Court Legal Service Committee - Member	
(e) Basic knowledge of Computer/typing		
Deputation/Absorption:		
A. (i) Officer holding analogous post of Upper Division Clerk-cum-Cashier under the Central Government or; under Public Sector Undertakings on regular basis, or		
(ii) with 8 years regular service in the grade of Lower Division Clerk or equivalent; and		
B. (i) Knowledge of preparation of Balance-sheet, cash book etc.		
(ii) Knowledge of Financial Rules;		
(iii) Maintenance and reconciliation of accounts etc.		

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

Name of post	Number of posts	Classification	Scale of pay	Whether selection by merit or selection-cum-seniority or non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
1	2	3	4	5	6
4. Lower Division Clerk	Four* (2001) to variation dependent on workload)	Central Service Group 'C' Non-Gazetted Ministerial	Rs.3,050-75-80-4,500	Not-applicable	No.
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
7	8	9	10	11	
Not-applicable	Not-applicable	Not-applicable	Not-applicable	100 per cent by promotion failing which by deputation/absorption.	
In case if recruitment by promotion/deputation/absorption, grades from absorption to be made.			If Department Promotion Committee exists what is its composition		Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
12			13		14
Promotion:					

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

Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the Committee)----Chairman

Deputation:

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

Member, Supreme Court Legal Service Committee –
Member Secretary, Supreme Court Legal Service Committee –
Member

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

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

Name of post	Number of posts	Classification	Scale of pay	Whether selection by merit or selection-cum-seniority or non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
1	2	3	4	5	6
5. Daftry	One* (2001) (Subject to variation dependent on workload)	General Central Service Group 'D' (Non-Gazetted)	Rs.2,610-60-3,150-3,540	Non-selection	Not-applicable
Age limit for direct recruits	Educational and other qualifications required for	Whether age and educational qualifications prescribed for	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and	

	direct recruits	direct recruits will apply in the case of promotees	percentage of the vacancies to be filled by various methods.
7	8	9	10
Not-applicable	Not-applicable	Not-applicable	Not-applicable
			11
			100 per cent by promotion failing which by deputation/absorption.
			Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
	In case if recruitment by promotion/deputation/absorption, grades from absorption to be made.	If Department Promotion Committee exists what is its composition.	
12		13	14
Promotion:			
	Peon in the Supreme Court Legal Service Committee with not less than five years regular service in that grade.	Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Service Committee [nominated by Chairman of the (Committee)].---Chairman	Not-applicable.
	Deputation:		
	Officers of Central Government/Public Sector		
	Undertakings :		
	(ii) Holding analogous posts on regular basis; and		
	(iii) Who have passed 8th class from a recognised School/Board/Institution.	Member, Supreme Court Legal Service Committee – Member Secretary, Supreme Court Legal Services Committee [nominated by Chairman of the (Committee)]---Chairman	
	Note.- The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing date of receipt of application.		
Name of post	Number of posts	Classification	Scale of pay
			Whether selection by merit or selection-cum-seniority or non-selection post.
			Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension)

Rules, 1972

1	2	3	4	5	6
6.	Three (2001)(Subject to variation dependent on workload)	General Central Service Group 'D' (Non-Gazetted)	Rs.2,550-55-2,660-60-3,200	Non-applicable	Not-applicable
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
7	8	9	10	11	
Not-applicable	Not-applicable	Not-applicable	Not-applicable	100 percent by promotion failing which by deputation/absorption.	
In case if recruitment by promotion/deputation/absorption, grades from absorption to be made.		If Department Promotion Committee exists what is its composition.		Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	
12		13		14	
Deputation/Absorption:					
Officers of Central Government/Public Sector Undertakings : (i) holding analogous posts on regular basis; and (ii) who have passed 8th class from a recognised school/Board/Institution.		Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Service Committee [nominated by Chairman of the (Committee).]---Chairman		Not applicable.	
Note.- The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing of receipt of the application.		Member, Supreme Court Legal Service Committee – Member Secretary, Supreme Court Legal Service Committee - Member			
Name of post	Number of posts	Classification	Scale of pay	Whether selection by merit or	Whether benefit

					selection-cum-seniority or non-selection post.	of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
1	2	3	4	5	6	
7.	*One (2001) (Subject to variation dependent workload).	General Central Service Group 'D' (Non-Gazetted)	Rs.2550-55-2,660-60-3,200	Not-applicable		Not-applicable
Farash						
	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
7	8	9	10	11		
Not-applicable	Not-applicable	Not-applicable	Not-applicable	100 percent by promotion failing which by deputation/absorption.		
						Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
	In case if recruitment by promotion/deputation/absorption, grades from absorption to be made.		If Department Promotion Committee exists what is its composition.			
12			13		14	
Absorption:						
	A. Officer of Central Government/Public Sector Undertakings :		Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Service Committee [nominated by Chairman of the (Committee).]---Chairman		Not applicable.	

(ii) who have passed 8th class from a recognised school/Board/Institution. (ii) The maximum age limit shall not exceed 56 years on the closing date of receipt of application.

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

Note.- The period of deputation shall not ordinarily exceed three years.