MANIPUR GAZETTE

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No. 291(A) **Imphal, Wednesday, December 9, 2020** **(Agrahayana 18, 1942)**

HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION

Imphal, the 9th December, 2020

No.HCM/P-65/2019-Estt.(I)/: 17420 In exercise of the power conferred by Article 229 (1) and (2) of the Constitution of India, Hon'ble the Chief Justice, 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) Rules, 2020"** regulating the appointment of persons to and conditions of service of persons serving in the establishment of the High Court of Manipur.

The Rules relating to salaries, allowances etc. as mentioned in Schedule-I has been approved by the Governor of Manipur vide Letter No. 16/7/2019-Law(MHC) dated 16th November, 2020 of the Secretary (Law), Government of Manipur with prior approval of the State Cabinet decision taken on 15.10.2020 and with the concurrence of Finance Department (PIC), Government of Manipur vide U.O. No. 165/2020-2021/FD(PIC) dated 13.11.2020.

It shall come into force from the day it is notified in the Manipur Gazette Extra Ordinary.

BY ORDER,

A. GUNESHWAR SHARMA
Registrar General
High Court of Manipur.

HIGH COURT OF MANIPUR OFFICERS AND EMPLOYEES RECRUITMENT AND CONDITION OF SERVICE (CLASSIFICATION, CONTROL, APPEAL AND CONDUCT) RULES, 2020

In exercise of the powers conferred by Articles 229 (1) and (2) of the Constitution of India, and of all other powers hereunto enabling, and in supersession of all the existing Rules on the subject, the Chief Justice, hereby makes the following Rules, regulating the appointment of persons to and conditions of service of persons serving on the establishment of the High Court of Manipur.

PART – I
GENERAL

1. **Short title and extent**: These Rules may be called the **High Court of Manipur Officers and Employees Recruitment and Condition of Services (Classification, Control, Appeal and Conduct of Service) Rules, 2020***. It shall come into force from the date of publication in the Official Gazette and remain in force until amended or superseded by an order of Hon'ble the Chief Justice of the said High Court.

2. **Definitions**: In these Rules, unless there is anything repugnant in the subject or the context-

   (1) "Constitution" means the Constitution of India.

   (2) "High Court" means the High Court of Manipur.

   (3) "Chief Justice" means Hon'ble the Chief Justice of the High Court of Manipur including Acting Chief Justice.

   (4) "Cadre" means the sanctioned strength of the Service specified in Schedule – I.

   (5) "The Service of the High Court" includes Gazetted post, Ministerial posts, Specially designated and classified posts like Court Manager, System Analyst, Computer Programmer, System Officer, System Assistants, all Subordinate Service Posts.

   (6) "Employees" means all the Officers and Staff of the High Court of Manipur.

(7) "State" means the State of Manipur.

** Approved by the Governor of Manipur vide Letter No. 16/7/2019-Law(MHC) dated 16.11.2020 of the Secretary (Law), Government of Manipur with prior approval of the State Cabinet on 15.10.2020 and with the concurrence of Finance Department (PIC), Government of Manipur vide U.O. No. 165/2020-2021/FD(PIC) dated 13.11.2020.*

(8) "Appointed to the Service" means a person is said to be "appointed to the service" when, in accordance with this Rules or in accordance with the Rules applicable at the time, as the case may be, he discharges, for the first time the duties of a post borne on the cadre of the Service of commences the probation prescribed for the members thereof.

(9) "Approved Probationer" means a member of the Service who has satisfactorily completed his probation and awaits appointment as a Full Member of the Service, in any class, category, sub-category or post, as the case may be.

(10) "Other Backward Classes" shall have the same meaning as may be notified as such other backward classes by the Government of India or by the State of Manipur from time to time.

(11) "Scheduled Castes/Scheduled Tribes' shall have the same meaning as given to these expressions by Articles 341 and 342 of the Constitution of India respectively or as defined by the State of Manipur from time to time.

(12) "Duty": A person is said to be "on duty" as a member of the Service.

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

(ii) When he is on joining time; or

(iii) 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.

(iv) When he is waiting for posting orders, after reporting for duty, on return from leave or on transfer or on repatriation.

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

(14) "Law Degree" means a Law Degree granted by a recognised University in India and recognised by the Bar Council of India for admission as an advocate or an Attorney of an Indian Court.

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

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

(17) "Promotion" means the appointment of a member of any class to a higher class including promotion form a grade in the class to a higher grade in the same class.

(18) "Recruited Direct": A candidate is said to be "recruited direct" to the Service, when at the time of his first appointment thereto, he is neither a full member nor an approved probationer in any other Service other than the High Court of Manipur Service.

(19) "Contract Employee": Contract employee is an employee appointed against post created by the State Government on contractual basis from time to time.

(20) "Contingent Employee": Contingent employee is an employee engaged with the approval of the Hon'ble Chief Justice to meet administrative exigency of the Registry from time to time.

[Both the contractual and the contingent employees cannot claim regularisation and absorption or other service benefits admissible to the regular employees as a matter of right].

PART-II
Rules for appointment

3. Classification : The Services of the High Court shall consist of both the Gazetted and non-gazetted posts and shall be classified as follows:

(1) Gazetted Officers:

(i) The High Court Service – Class-I

(ii) The High Court Service – Class-II

(2) Non Gazetted Officers:

(i) The High Court Service – Class-II Grade-VI

(ii) The High Court Ministerial Service – Class-III

(3) The High Court Subordinate Service – Class-IV

4. General: Each category of the Service consists of so many and such posts as are set out in **Schedule – I** hereto annexed, subject to any addition thereto or any modification thereof as may, from time to time, be made by the Hon'ble Chief Justice, with the approval of the Governor of the State of Manipur where such approval is necessary.

5. Eligibility: No person shall be appointed as a member of the High Court establishment unless he is a citizen of India as defined in Articles 5 and 6 of the Constitution of India. Preference may, in appropriate cases, be given to the persons belonging to, residing in, or domiciled in the State of Manipur having sound knowledge of State official language.

6. Appointing authority:

(1) All appointments/promotions to the posts in the Services of the High Court gazetted rank shall be made by the Hon'ble Chief Justice.

(2) All appointments/promotions to the posts of Class II (Non Gazetted), Class III and Class IV of the High Court shall be made by the Registrar General.

7. Officers (Gazetted):

(1) **Registrar General, Registrar (Judicial) & Registrar (Vigilance)** shall be from the Manipur Judicial Service Grade – I.

(2) **Registrar (Admn./PM&P)** shall be filled up by promotion from **Joint Registrar (Admn./PM&P) / (Finance)** with 3 (three) years regular service in the grade.

(3) **Joint Registrar (Judicial)** shall be from the Manipur Judicial Service Grade – II.

(4) **Joint Registrar (Admn./PM&P) / (Finance)** shall be filled up by promotion from **Deputy Registrar (Admn.) / (Accounts & Planning) / (Protocol)** with 4 (four) years of regular service in the grade.

In case of promotion to **Joint Registrar (Finance),** the candidate should have completed **State Accounts Training** or should posses a degree in **Bachelor of Commerce**.

(5) **Deputy Registrar (Judicial)** shall be from the Manipur Judicial Service Grade – III.

(6) **Deputy Registrar (Admn.) / (Accounts & Planning) / (Protocol)** shall be filled up by promotion from **Assistant Registrar / Sr. Private Secretary / Secretary to Hon'ble Chief Justice** with 4 (four) years of regular service in the grade.

In case of promotion to **Deputy Registrar (Accounts & Planning),** the candidate should have completed **State Accounts Training** or should posses a degree in **Bachelor of Commerce**.

(7) **Language Officer** (**Special Officer**) shall be filled up by promotion from **Chief Translators** with 4 (four) years of regular service in the grade.

(8) **Assistant Registrar** shall be filled up by promotion from **Superintendent / Stamp Reporter / Court Officer / Protocol Officer** with 4 (four) years of regular service in the grade.

(9) **Sr. Private Secretary** (formerly Senior Grade Stenographer) / **Secretary to Hon'ble Chief Justice** (equivalent to Assistant Registrar) shall be filled up by promotion from **Private Secretary** with 4 (four) years of regular service in the grade.

(10) **Librarian cum Research Officer** shall be filled up by promotion from **Librarian** with 4 (four) years of regular service in the grade.

(11) **Chief Translator** shall be filled up by promotion from **Senior Grade Translator** with 4 (four) years of regular service in the grade.

(12) **Private Secretary** (formerly Stenographer Grade – I) shall be filled up 50% by Direct Recruitment and 50% by Promotion:

(i) **Qualification and Experience for Direct Recruitment:**

a) Bachelor's degree from a recognized University/Institute;

b) Certificate of Stenography in English from a recognised institute with minimum speed of 120 w.p.m. in shorthand and 50 w.p.m. in computer typing;

c) Candidates possessing Degree in Bachelor of Law shall be given preference.

(ii) In case of none availability of eligible candidates by direct recruitment, the post shall be filled up by promotion.

(iii) **Qualification and Experience for Promotion:**

a) **Sr. Personal Assistant** with 4 (four) years of regular service in the grade;

b) Candidate should possess minimum speed of 120 w.p.m. in shorthand and 50 w.p.m. in computer typing;

c) Candidates possessing Degree in Bachelor of Law shall be given preference.

(13) **Superintendent / Stamp Reporter / Court Officer / Protocol Officer** shall be filled up by promotion from **Court Master, Assistant Protocol Officer / Sr. Judicial Assistant** (including **Commissioner of Affidavit, Record Keeper, Editor Paper Book, Accountant and Cashier**) with 4 (four) year of regular service in the grade.

(14) **Senior Grade Translator** shall be filled up by promotion from **Junior Grade Translator** with 4 (four) years of regular service in the grade.

(15) **Librarian** shall be filled up by promotion from **Assistant Librarian** with 4 (four) years of regular service in the Grade.

(16) **Court Master** shall be filled up by selection, on the basis of merit-cum-seniority, from **Sr. Judicial Assistant** (including **Commissioner of Affidavit, Record Keeper, Editor Paper Book, Accountant and Cashier**) with **4 (four)** years of regular service as Sr. Judicial Assistant or **6 (six)** years of regular service as Sr. Judicial Assistant & Judicial Assistant combined. Preference will be given to Sr. Judicial Assistant possessing a Degree in Bachelor of Law from any recognized University/Institute.

(i) **Nature of appointment**: The appointment to the post of Court Master will be temporary and subject to review every year. Selection and appointment of an employee as Court Master will not be treated as his/her promotion. Pay Scale as specified in **Schedule – I**.

(ii) **Seniority**- Seniority of an employee, holding the post of Court Master, will be maintained in the original post/cadre of the employee concerned, irrespective of his/her placement in the Select List prepared for appointment as Court Master. Holding of the post of Court Master, by itself, will not entitle an employee to claim any promotion over his/her senior in the original post/cadre.

(iii) **Reversion**: Prayer for reversion to the original post, if made by an employee, holding the post of Court Master, may be allowed at the discretion of the authority concerned. When a Court Master is reverted to the cadre of Sr. Judicial Assistant, he/she shall be entitled to the original appropriate scale in that cadre.

(17) **Assistant Protocol Officer** shall be filled up by promotion form **Sr. Judicial Assistant** (including **Commissioner of Affidavit, Record Keeper, Editor Paper Book, Accountant and Cashier**) with 4 (four) years of regular service in the grade.

(18) **Principal Secretary** to the Chief Justice may be either a gazetted officer in the High Court Service belonging to Manipur Judicial Service or Sr. Private Secretary or any other person, considered suitable by the Chief Justice.

** Pay to be personal to the person who is posted on the choice of the Chief Justice.*

8. Officers (Non Gazetted):

(1) **Junior Grade Translator (Manipuri/English)** shall be filled up by direct recruitment:

Qualification and Experience:

a) In case of **Junior Grade Translator (Manipuri),** Master's Degree from a recognized University/ Institute in Manipuri with proficiency in English.

b) In case of **Junior Grade Translator (English),** Master's degree from a recognized University in English/ Linguistics with proficiency in official language of the State.

c) Proficiency in the use of Computer;

d) Candidates possessing Degree in Bachelor of Law shall be given preference.

(2) **Sr. Judicial Assistant** (formerly Senior Administrative Assistant) shall be filled up by promotion from **Judicial Assistant** with 4 (four) years of regular service in the grade.

(3) **Assistant Librarian** shall be filled up by promotion from **Library Assistant** having 4 (four) years of regular service in the grade.

(4) **Sr. Personal Assistant** (formerly Stenographer Grade – II) will be filled up by direct recruitment:

Qualification and Experience:

a) Bachelor's degree from a recognized University / Institute;

b) Certificate of Stenography in English from a recognised institute with minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. on computer typing;

c) Candidates possessing Degree in Bachelor of Law shall be given preference.

(5) **Judicial Assistant** (formerly Junior Administrative Assistant) shall be filled up as under:

(i) 60% by Direct Recruitment:

Qualification and Experience:

a) Bachelor's degree from a recognized University / Institute;

b) Should have knowledge of Computer.

(ii) 30% of the total vacancies by Promotion from **Computer Assistant** with 4 (four) years of regular service in the grade.

-- Promotion shall be made subject to qualification of a Limited Departmental Examination

(iii) 10% of the total vacancies by Promotion from **Record Assistant** with 7 (seven) years of regular service as **Record Assistant** & **Class IV** combined or **Class – IV** (except Masalchi) with 7 (seven) years of regular service in the grade and possessing a Bachelor's Degree.

-- Promotion shall be made on the basis of Limited Departmental Examination.

(6) **Library Assistant** shall be filled up by direct recruitment:

Qualification and Experience:

a) Degree/Diploma in Library Science from a recognised University / Institute;

b) Candidates having proficiency in use of computer shall be given preference.

(7) **Computer Assistant** (formerly Typist/Computer Operator) shall be filled up by direct recruitment:

Qualification and Experience:

a) Bachelor's degree from a recognized University / Institute;

b) Diploma/Certificate in computer operation;

c) Experience in execution of works such as data entry & DTP works and basic hardware maintenance is necessary.

(8) **Telephone Operator** (formerly Intercom Operator) shall be filled up by direct recruitment:

Qualification and Experience:

a) Bachelor's degree from a recognized University / Institute;

b) Proficiency in English, Hindi and Official Language of the State of Manipur;

c) Candidate possessing minimum 2 (two) years experience as a Telephone Operator in a reputed organisation will be given preference.

(9) **Chauffeur** (formerly Driver) shall be filled up by direct recruitment:

Qualification and Experience:

a) Matriculate (Class – X passed) from a Recognised Board;

b) Valid Driving License for motor cars;

c) Experience of driving motor cars for 3 (three) years or more;

d) Working knowledge of Hindi, English and Manipuri;

e) Candidate should have knowledge of minor defects in automobile and repairing of the same.

(10) **Record Assistant** (formerly Record Arranger) shall be filled up by promotion from Class-IV (except Masalchi) with 5 (five) years of regular service in the grade.

-- Promotion shall be made on the basis of Limited Departmental Examination.

(11) **Head Cook** shall be filled up by promotion from **Cook** with 4 (four) years regular service in the grade

(12) **Cook** shall be filled up as under:

(i) **50% by direct recruitment**:

Qualification and Experience:

a) Matriculate (Class – X passed) from a Recognised Board;

b) 5 (five) years experience in cooking in a high rated Hotel/Restaurants/Canteens/Officers' Mess;

c) Experience in preparation of Continental, Chinese, North and South Indian dishes, both Vegetarian & Non-Vegetarian;

d) Working knowledge of Hindi and English;

e) Must be free from contagious diseases and have a sound health.

(ii) **50% by promotion** from **Masalchi (Junior Cook)** with 4 (four) years of regular service in the grade.

(13) **Masalchi (Junior Cook)** shall be filled up by direct recruitment:

Qualification and Experience:

a) Matriculate (Class – X passed) from a recognised Board;

b) 3 (three) years experience in cooking in a high rated Hotel/Restaurants/Canteens/Officers' Mess;

c) Working knowledge of Hindi, English and Manipuri;

d) Experience of Housekeeping in Kitchen;

e) Must be free from contagious diseases and have a sound health.

(14) **Usher** (formerly Jamadar) **/ Court Keeper** (formerly Duftry) shall be filled up by promotion from Class-IV (except Masalchi) with 5 (five) years of regular service in the grade.

-- Promotion shall be made on the basis of Limited Departmental Examination.

(15) **Electrician** shall be filled up by direct recruitment:

Qualification and Experience:

a) Matriculate (Class – X passed) from a Recognised Board;

b) Trade Certificate for Electrician from ITI/Polytechnic/ Government recognised Institute;

c) Minimum 2 (two) years experience in the Electrical works in all fields, including repairing, servicing and operation of Air-Condition plant.

(16) **Lawn Attendant** (formerly Mali) shall be filled up by direct recruitment:

Qualification and Experience:

a) Matriculate (Class – X passed) from a Recognised Board;

b) Knowledge of gardening including growing of flower/fruit plants;

c) Working knowledge of Hindi, English and Manipuri;

d) Candidate with Diploma in gardening / floriculture from a recognized Institute or 3 (three) years experience as a Gardener in a reputed garden/farm will be given preference.

(17) **Court Attendant** (formerly Attender)**/ Chowkidar/ Pumpman/ Sanitation Attendant** (formerly Sweeper) **/Orderly/Farash** shall be filled up by direct recruitment:

Qualification and Experience:

a) Matriculate (Class – X passed) from a recognised Board;

b) Working knowledge of Hindi, English and Manipuri.

9. Age for Direct Recruitment:

Maximum age for Direct Recruitment shall be 38 years and minimum age shall be 18 years on the last date of the receipt of the application. Maximum age relaxable by 5 (five) years in case of candidates belonging to Schedule Castes/ Schedule Tribes and by 3 (three) years in case of candidates belonging to Other Backward Classes.

10. Method of appointment:

(1) Promotion to the post of **Superintendent/Equivalent** and above shall be by selection on the basis of merit-cum-seniority.

(2) Promotion to any post below the Grade of **Superintendent/Equivalent** shall be on the basis of seniority-cum-merit.

(3) For those Promotion Criteria which includes Limited Departmental Examination / Qualifying Examination shall be governed by Scheme of Examinations defined in Schedule – III.

(4) Appointment to a post by Direct Recruitment shall be as per the merit list of the Recruitment Examinations prepared by the respective Selection Committee / Board

11. A candidate for appointment must in any case satisfy the following conditions.

(1) That he/she is of sound health, active habits and free from bodily defects or their infirmity rendering him unfit for service; and

(2) That his/her character and antecedents are such as to qualify him for his service.

12. All officers, who have any dealing with public money or held posts of particular trust, shall on appointment, furnish such security as the Registrar General may, from time to time prescribe under the orders of the Hon'ble Chief Justice.

13. **Scheduled Castes, Scheduled Tribes, Other backward classes:** Reservation of post for candidates belonging to Schedule Castes, Schedule Tribes and Other Backward Classes etc. shall be as per the Rules framed by the Government of Manipur in this regard as far as practically applicable to the employees of the High Court of Manipur.

Part III
Conditions of Service

14. **Cadre and pay:** The cadres of the different classes of service in the Court including the number and character of posts and the scale of pay attached to them, shall be those as set out in Schedule-I hereto.

15. Hon'ble the Chief Justice may from time to time leave unfilled or hold in abeyance any vacant posts.

16. Registrar General, Registrar, Joint Registrar and Deputy Registrar:

(i) The Post of Registrar of all grades when posted from Manipur Judicial Service, will carry a special pay of 10% of minimum of the pay-in-pay band in the Grade in addition to the grade pay as admissible to the members of the Manipur Judicial Service, Grade – I, II and III.

(ii) Other conditions of service of the Registrar including the grant of leave, pensions etc., shall be a applicable to members of the Manipur Judicial Service , but the Hon'ble Chief Justice will be the competent authority to regulate the conditions of the service under these service rules and relax the same in appropriate cases.

17. Probation:

(i) Every person, on appointment to the High Court Service, shall be on probation for a period of 2 (two) years unless otherwise ordered by the Chief Justice.

(ii) Pay during the period of probation – A person on probation, if he is not already in service of the State, shall draw, during the period of probation, the minimum of the scale of pay to which he is appointed during the first year and increments as they accrue provided that if the period of probation is extended for failure to give satisfaction, the extended period shall not be counted for increment unless the Chief Justice directs otherwise.

18. Confirmation:

(i) On completion of the period of probation, a member of the High Court Service Class I and Class II (Gazetted) shall stand confirmed in the post to which he/she has been appointed or promoted, unless otherwise ordered by the Hon'ble Chief Justice.

(ii) On completion of the period of probation, a member of the subordinate service Class II (Non Gazetted), Class III and Class IV shall stand confirmed in the post to which he/she has been appointed or promoted unless otherwise ordered by the Registrar General.

19. If it appears at any time during or at the end of the period of probation that any such person has not made sufficient use of his opportunities, or if he has otherwise failed to give satisfaction, the Hon'ble Chief Justice may without entitling him to any compensation, dispense with his services after giving him one month notice, unless he holds a substantive appointment of government in which the case he may be reverted thereto.

20. The appointment and confirmation of every member holding a Gazetted post in the High Court Service shall be notified in the Gazette.

21. Increment: The establishment of High Court is on a time scale, but periodical increment shall not be given to an official unless his conduct has been good and work satisfactory. Gazetted Officers shall, however, draw their increment as a matter of course, unless they are withheld by Hon'ble the Chief Justice.

22. Seniority:

(i) Seniority of an employee in a particular grade shall be fixed from the date of his/her substantive/regular appointments in the grade;

(ii) Seniority amongst direct recruits or promotees shall be as per the merit list prepared by the respective Selection Committee / Board;

(iii) Inter se seniority between direct recruits and promotees shall be fixed according to the roster of their quota of the vacancies of a recruitment year. While preparing the roster, a promotee shall be placed first.

23. Leave, Pension, etc.

(i) In regard to pay, allowances, leave, leave salary or Pension, the rules and regulations, applicable to the members of the services

under the rule making power of the Government of Manipur shall apply mutatis mutandis to persons serving in this High Court and subject also to such amendments and variations as may be made by the Chief Justice from time to time with the approval of the Governor of the State where such approval is necessary.

Provided that the powers exercisable under the said rules and orders by the Governor of the State or by any authority subordinate to the Governor of Manipur shall be exercisable by Hon'ble the Chief Justice or by such persons as he may, by special or general order direct.

(ii) Any question arising as to which rules or orders are applicable to the case of any person serving on the staff attached to the High Court shall be decided by Hon'ble the Chief Justice.

(iii) If anything is specifically not mentioned in this Rule, relevant rules of CCS will be applicable.

24. Age of Superannuation: A member of the High Court Service Class I, II, III and IV is liable to retire at the age as prescribed for the members of the State Government and all rules made by the State Government in this regard shall apply mutatis mutandis to the High Court Service.

25. Retirement in Public Interest:

The Hon'ble Chief Justice or any Officer authorised by him in this regard shall, if it is of the opinion that it is in the Public Interest to do so, have the absolute right to retire any employee of the High Court by giving him/her notice of not less than 3 (three) months' in writing or 3 (three) months' pay and allowances in lieu of such notice:

(i) If the employee is in the Class – I or Class – II (Gazetted) service or post in a substantive, quasi-permanent or temporary capacity

and had entered the service before attaining the age of 35 years, after it has attained the age of 50 years.

(ii) In any other case, after the employee has attained the age of 55 years.

Provided that nothing in this Rule shall prevent from imposing compulsory retirement upon an employee at any time other than those mention in this Rule.

26. Suspension:

(1) The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Hon'ble Chief Justice, by general or special order, may place an employee under suspension –

(i) where a disciplinary proceeding against him is contemplated or is pending; or

(ii) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

(iii) where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

(2) An employee shall be deemed to have been place under suspension by an order of Appointing Authority:

(i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsory retired consequent to such conviction.

EXPLANATION – the period of forty-eight hours referred to in Clause (i) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force, on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the an employee shall be deemed to have been place under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders :

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going to the merits of the case.

(5) (a) Any order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so,

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

PART – IV
CONTROL AND DISCIPLINE

27. Penalties:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely:

Minor Penalties:

(i) censure;

(ii) withholding of his promotion;

(iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the High Court by negligence or breach of orders;

(iv) reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;

(v) withholding of increments of pay.

Major Penalties:

(vi) save as provided for in Clause (iv), reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(vii) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the employee during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period-

(a) the period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and

(b) the employee shall regain his original seniority is the higher time-scale of pay, grade, post or service.

(viii) compulsory retirement;

(ix) removal from service which shall not be a disqualification for future employment under the High Court;

(x) dismissal from service which shall ordinarily be a disqualification for future employment under the High Court;

Provided that, in every case in which [the charge of possession of assets disproportionate to known sources of income or the charge of acceptance] from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any

official act is established, the penalty mentioned in Clause (ix) or Clause (x) shall be imposed:

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

EXPLANATION.- The following shall not amount to a penalty within the meaning of this rule, namely:

(i) withholding of increment of an employee for his failure to pass any departmental examination in accordance with the rules or orders governing the Service to which he belongs or post which he holds or the terms of his appointment;

(ii) stoppage of an employee at the Efficiency Bar in the time-scale of pay on the ground of his unfitness to cross the Bar;

(iii) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;

(iv) reversion of an employee officiating in a higher Service, grade or post to a lower Service,

(v) reversion of an employee appointed on probation to any other Service, grade or post, to his permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;

(vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;

(vii) Termination of the services-

a) of an employee appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation, or

b) of a temporary employee in accordance with the provisions of sub-rule (1) of Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or

c) of an employee, employed under an agreement, in accordance with the terms of such agreement.

(viii) Any compensation awarded on the recommendation of the Complaints Committee established by the Hon'ble High Court for enquiring into the complaints of Sexual Harassment.

28. Disciplinary Authorities:

The Hon'ble Chief Justice or any Officer authorised by him may impose any of the penalties specified in Rule 27 on any employee of the High Court.

PROCEDURE FOR IMPOSING PENALTIES

29. Procedure for imposing major penalties specified in Clauses (vi -x) of Rule 27 and Rule 30:

(1) No order imposing any of the penalties specified in Clauses (vi -x) of Rule 27 shall be made except after an inquiry held, as far as may be, in the manner provided in this Rule and Rule 30.

(2) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself inquire into, or appoint an authority to inquire into the truth thereof:

(3) Where it is proposed to hold an enquiry against an employee under this Rule and Rule 30, the Disciplinary Authority shall draw up or cause to be drawn up :

(i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain –

a) a statement of all relevant facts including any admission or confession made by the employee;

b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(4) The Disciplinary Authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article or charges is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his/her defence and state whether he/she desires to be heard in person.

(5) (a) On receipt of the written statement of defence, the Disciplinary Authority may itself inquire into such of the articles of charge as are not admitted, or, if it considers it necessary to do so, appoint under sub-rule(2), an Inquiring Authority for the purpose, and where all the articles of charge have been admitted by the employee in his written statement of defence, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule 30.

(b) If no written statement of defence is submitted by the employee, the Disciplinary Authority may itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-rule(2), an Inquiring Authority for the purpose.

(c) Where the Disciplinary Authority itself inquires into any article of charge or appoints an Inquiring Authority for holding any inquiry into such charge, it may, by an order, appoint an employee or a legal practitioner, to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(6) The Disciplinary Authority shall, where it is not the Inquiring Authority, forward to the Inquiring Authority –

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour.

(ii) a copy of the written statement of the defence, if any, submitted by the employee;

(iii) a copy of the statements of witnesses, if any, referred to in sub-rule(3);

(iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the employee; and

(v) a copy of the order appointing the "Presenting Officer".

(7) The employee shall appear in person before the Inquiring Authority on such day and at such time within ten working days from the date of receipt by the Inquiring Authority of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the Inquiring Authority may, by notice in writing, specify, in this behalf, or within such further time, not exceeding ten days, as the Inquiring Authority may allow.

(8) If the employee who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the Inquiring Authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(9) The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(10) The Inquiring Authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his/her defence –

(i) inspect within five days of the order or within such further time not exceeding five days as the Inquiring Authority may allow, the documents specified in the list referred to in sub-rule (3);

(ii) submit a list of witnesses to be examined on his behalf;

(iii) give a notice within ten days of the order or within such further time not exceeding ten days as the Inquiring Authority may allow, for the discovery or production of any documents which are in the possession of High Court but not mentioned in the list referred to in sub-rule (3).

(11) The Inquiring Authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Inquiring Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-rule (12), every authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiring Authority.

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the Inquiring Authority accordingly and the Inquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by if for the production or discovery of documents

(13) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witnesses as it thinks fit.

(14) When the case for the Disciplinary Authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded, and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any appointed.

(15) The evidence on behalf of the employee shall then be produced. The government employee may examine himself in his own behalf if he so

prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring Authority accordingly to the provisions applicable to the witnesses for the Disciplinary Authority.

(16) The Inquiring Authority may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(17) The Inquiring Authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the employee, or permit them to file written briefs of their respective case, if they so desire.

(18) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with the provision of this rule, the Inquiring Authority may hold the inquiry ex parte.

(19) Whenever any Inquiring Authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiring Authority which has, and which exercise, such jurisdiction, the Inquiring Authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself.

Provided that if the succeeding Inquiry Authority is of the opinion that further examination of any of the witnesses whose evidence has already been

recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

(20) (i) After the conclusion of the inquiry, a report shall be prepared and its shall contain-

(a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(b) the defence of the employee in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge;

(d) the findings on each article of charge and reasons therefore.

(ii) The Inquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority the records of inquiry which shall include –

(a) the report prepared by it under Clause (i);

(b) the written statement of defence, if any, submitted by the employee;

(c) the oral and documentary evidence produced in the course of the inquiry;

(d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry; and

(e) the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

30. Action on the inquiry report:

(1) The Disciplinary Authority, if it is not itself the Inquiring Authority may, for reasons, to be recorded by it in writing, remit the case

to the Inquiring Authority for further inquiry and report and the Inquiring Authority shall thereupon proceed to hold the further inquiry.

(2) The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority or where the Disciplinary Authority is not the Inquiring Authority, a copy of the report of the Inquiring Authority together with its own tentative reasons for disagreement, if any, with the finding of Inquiring Authority on any articles of charge to the employee who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favourable or not to the employee.

(3) The disciplinary authority shall consider the representation under sub-rule(2), if any, submitted by the employee and recorded its findings before proceeding further in the matter as specified in sub-rules(4) an (5).

(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in Clauses (i) to (v) of Rule 27 should be imposed on the employee, it shall, not withstanding anything contained in Rule 30, make an order imposing such penalty.

(5) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties

specified in Clauses (vi) to (x) of Rule 27 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed;

31. Procedure for imposing minor penalties:

(1) Subject to provisions of sub-rule 4 of Rule 30, no order imposing on an employee any of the penalties specified in Clause (i) to (v) of Rule 27 shall be made except after –

a) informing an employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him reasonable opportunity of making representation as he may wish to make against the proposal;

b) holding an inquiry in the manner laid down in sub-rules (3) to (23) of Rules 29, in every case in which the Disciplinary Authority is of the opinion that such inquiry is necessary;

c) recording a finding on each imputation or misconduct or misbehaviour,

(2) The record of the proceedings in such cases shall include-

(i) a copy of the intimation to the employee of the proposal to take action against him;

(ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the inquiry;

(v) the findings on each imputation of misconduct or misbehaviour; and

(vi) the orders on the case together with the reasons thereof;

32. Free copy of order – When any orders of punishments have been passed, the member of the services of the High Court who is punished, shall be entitled to receive a copy or such order free of cost, and shall also be allowed to take a copy of the reminder of the record, paying for it at the usual copy-rates or providing his own paper and copyist. But he is not entitled to have copies of reports, letter of rules which do not form part of the record.

33. Reasons for not instituting criminal prosecution should be recorded – In cases in which it is considered inexpedient to undertake the prosecution of members of the services of the High Court who are dismissed on account of offences for which they are liable to be criminally prosecuted, the reasons which "render inexpedient to undertake a criminal prosecution should be recorded at the time the order of dismissal is passed. When there is no objection to such a course the reasons should be included in the order of dismissal, of which the dismissed servant may receive a copy.

34. Appeal:

(i) Every person or the staff attached to the High Court shall be entitled to appeal to the Hon'ble Chief Justice against any order passed by the Registrar General or by any authorised Officer which imposes upon him/her any of the penalties specified in Rule 27 within 60 days from the date of communication of the order to the concerned employee.

(ii) The order of the Hon'ble Chief Justice passed in the Appeal shall be final and shall not be questioned in any court.

OTHER CONDITIONS OF SERVICES

35. Subject to the provisions of these rules, all the rules and orders for the time being in force and applicable to the Government servant of corresponding classes in the service of the State shall mutatis mutandis regulate the service of persons serving on the staff attached to this High Court;

Provided that the powers exercisable under the said rules and orders by the Governor of the State of Manipur or by any authority subordinate to the Governor of the State of Manipur shall be exercisable by the Chief Justice or any such person as he may, by special or general order direct.

36. Any question arising at to which rules or orders are applicable to the case of any person serving on the staff attached to the High Court shall be decided by the Hon'ble Chief Justice.

37. Chief Justice's power with regard to Officers and Staff from other Departments:

(i) The Hon'ble Chief Justice may, in any case, where it appears to him that the circumstances so require, suspend any officer or servant lent for service on the staff attached to this Court, and may order an enquiry to be made into the conduct of that officer or servant.

Provided that the Chief Justice shall without delay inform the lending authority of the circumstances in which the lent Government servant was placed under suspension.

(ii) If after enquiry the Chief Justice is of opinion that the officer or servant should be punished by removal from his office or by dismissal from the service, he shall direct that the officer or servant shall revert to the lending

authority before any such enquiry as aforesaid is held and except where he considers it necessary to recommend removal or dismissal, shall consult that authority before imposing any penalty other than suspension.

38. A character roll shall be maintained for each Gazetted Officer and each member of the ministerial establishment. Entries shall be made therein annually by the Registrar General on the basis of his own personal knowledge and of annual confidential reports submitted to him by the Superintendents, Assistant Registrar, Deputy Registrar, Joint Registrar and Registrar. Remarks of the Hon'ble Chief Justice will also be incorporated in the character rolls.

39. Service rolls shall be maintained for the employees of the inferior grade:

Entries will be made therein annually by the Deputy Registrar and the Assistant Registrar on the basis of their own personal knowledge and of reports submitted by the Court Officer.

PART – V
CONDUCT

40. General:

(i) Every members of the High Court Service shall at all times maintain absolute integrity and devotion to duty.

(ii) No member of the High Court Service shall be in a manner prejudicial to discipline and good order in the Registry.

41. Absence from duty:

(1) Every member of the High Court Service shall be punctual in attendance and shall not absent himself from duty without previous permission except as provided under Sub. Rule (ii).

(2) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, a member of the High Court Service shall give information thereof to the office without delay.

(3) All applications for leave for more than three days on grounds of ill-health shall be supported by a medical certificate from a registered medical practitioner, provided that the member of the High Court Service may be called upon to produce a medical certificate from his authorised medical attendant or the Civil Surgeon.

42. Taking part in politics and election:

(1) No person employed in the High Court Service shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner; any political movement or activity.

(2) No person employed in the High Court Service shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature or local authority:

(i) Provided that : A member of the High Court Service qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(ii) A member of the High Court Service shall not be deemed to have contravened the provisions of this rule by reasons only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

43. Connection with electronic, print and social media:

(1) No person employed in the High Court Service shall, except with the previous permission of the Registrar General wholly or in part, conduct or participate in the editing or managing of any newspaper or other periodical publication.

(2) No person employed in the High Court Service shall, except with the previous permission of the Registrar General or in the bonafide discharge of his duties, participate in electronic, print and social media or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, educational or cultural character.

44. Evidence before committees:

(1) No person employed in the High Court Service shall, except with the previous permission of the Chief Justice, give evidence before any public committee.

(2) Nothing in this rule shall apply to:

(a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or

(b) evidence given before an authority holding any judicial or departmental inquiry.

45. Unauthorised communication of information:

No member employed in the High Court Service shall, except in accordance with any general or special order of the Chief Justice or the Registrar General or in the performance in good faith of the duties assigned to him communicate directly or indirectly to any other member of the High Court Service or to a Government servant or to any private person or to the press, any document or information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of those duties.

46. Collecting subscription for public causes:

(1) No person employed in the High Court Service shall without the permission of the Registrar General, circulate amongst other members of the High Court Service or persons connected with the business of the High Court, appeals for subscriptions for public causes or raise any subscriptions by exerting his official position or influence.

(2) No person employed in the High Court Services shall assist any outsider to have access for such purposes to any High Court room or the Registry.

47. Gifts:

Save as otherwise provided under these rules no person employed in the High Court Service shall, except with the previous permission of the Registrar General, accept from any person directly or indirectly or permit any member of his family to accept any gift, gratuity or reward of more than trifling value.

Provided that gift of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

48. Private trade or employment:

No person employed in the High Court Service shall, except with the previous permission of the Registrar General, engage directly or indirectly, in any trade or business or undertake any employment:

Provided that a member of the High Court Service may, without such permission, undertake honorary work of a social or charitable nature or occasional work of all literary, artistic, scientific, educational or cultural character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake or shall discontinue such work, if so directed by the Registrar General.

Explanation – Canvassing by a member of the High Court Service in support of the business of insurance agency, commission agency, etc. Owned or managed by his wife or any other member of his family shall be deemed to be breach of this rule.

49. Investments, lending and borrowing:

(1) No person employed in the High Court Service shall speculate in any investment.

EXPLANATION – The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this sub-rule.

(2) No person employed in the High Court Service shall make or permit his wife to make any investment like to embarrass or influence him in the discharge of his official duties.

(3) No person employed in the High Court Service engage himself in the business of money lending.

(4) No person employed in the High Court Service shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealing nor shall he permit any member of his family, except with the previous permission of the Registrar General, to enter into any such transaction:

Provided that a member of the High Court Service may accept a purely temporary loan of small amount from a personal friends or relative or operate a credit account with a bona fide tradesman.

50. Insolvency and habitual indebtedness:

A member of the High Court Service shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A member of the High Court Service who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts thereof to the Registrar General.

51. Movable, immovable and valuable property:

(1) No person employed in the High Court Service shall, except with the previous knowledge of the authority mentioned in the Explanations below, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.

(2) A member of the High Court Service who enters into any transaction concerning any movable property exceeding one thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the authority specified below.

EXPLANATION – The authority for the purposes of sub – Rule (1) and (2) above shall be –

(i) The Chief Justice in the case of the Registrar General and other members of the High Court Service holding a gazetted post.

(ii) The Registrar General in the case of all other members of the High Court Service.

(3) The Chief Justice may, at any time by general or special order require a member of the High Court Service to submit, within a period specified in the order, a full and complete statement of such movable and immovable

property held or acquired by him or by any members of his family as may be specified in the order. Such statement shall, if so required include details of the means by which, or the source from which property was acquired.

52. Seeking of redress from Court in respect of service matters:

(1) A member of the High Court Service may seek redress from the Registrar General or from the Chief Justice with the permission of the Registrar General in the matter of grievance arising out of his employment or conditions of service.

(2) A member of the High Court Service who resorts to a Court of law, even in cases where such remedy is legally admissible without first exhausting all the remedies available to him under the rules regulating his conditions of service, shall render himself liable to disciplinary action under the rules in **Part IV** of these rules.

53. Demonstrations and strikes:

No person employed in the High Court Service shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

54. Joining of Association by High Court servants:

No person employed in the High Court Service shall join or continue to be a member of a Service Association which has not, within a period of six months from the date of these rules of from its formation obtained the recognition of the Chief Justice, or recognition in respect of which has been refused by the Chief Justice.

55. Arrests on a criminal charge:

It shall be the duty of a member of the High Court Service who has been arrested on criminal charge made or a proceeding taken against him in connection with his position as a member of the High Court Service or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Registrar General promptly in writing even though he might have subsequently been released on bail. Failure on the part of the member of the High Court Service concerned to so inform will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

56. High Court property:

No person employed in the High Court Service shall take out any article or property belonging to the High Court outside the High Court house or premises without the express permission of the Registrar General.

57. Contravention of laws and conviction by a Court of law:

Any contravention of any law by a member of the High Court Service which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a Court of law, the member of the High Court Service may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.

58. Contravention of the rules:

(1) Any member of the High Court Service contravening the provisions of any of the rules in this Part shall render himself liable to disciplinary action under the rules in Part IV of these rules.

(2) The Chief Justice shall have the power to take any action against the Registrar General and Registrars for contravention of the rules in this Part. In relation to matters pertaining to the conduct of the Registrars, the Chief Justice shall be the competent authority for granting the requisite permission to the Registrar General in respect of anything which is required to be done with the previous permission of superior authority under any of the rules in this Part.

PART-VI
(MISCELLANEOUS)

59. Residuary Power:
Nothing in these rules shall be deemed to affect the power of the Chief Justice to make such orders, from time to time as he may deem fit in regard to all matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as heave not been sufficiently provided for.

Provided that if any such order relates to salaries, allowance, leave or pensions of members of the High Court Service, the same shall be made with the approval of the Governor of the State of Manipur.

60. The Chief Justice shall have powers to relax age or qualifications for appointment to the service of the High Court in appropriate cases according to his discretion.

61. The Chief Justice, if he is of opinion that it is absolutely necessary in the exigencies of service, may re-employ a retired Gazetted Officer in the service of the High Court.

62. All questions relating to the interpretations of these rules shall be referred to the Chief Justice whose decision thereon shall be final:

Provided that all question relating to the interpretation of any rule in Parts II and III of these rules in so far as it relates to salaries, allowances, leave or

pensions shall be decided by the Chief Justice with the approval of the Governor of the State of Manipur.

63. (i) The Gauhati High Court (The High Court of Assam, Nagaland, Meghalaya, Manipur and Tripura) Services (appointment, condition of service and conduct) Rules, 1967 as amended, in their application to the High Court of Manipur, are hereby repealed.

(ii) Notwithstanding such adoption of the new Rules, any appointment made, order issued, action taken or anything whatsoever done under the old Rules shall be deemed to have been made, issued, taken or done under the corresponding provisions of the new rules.

BY ORDER IN THE NAME OF HON'BLE CHIEF JUSTICE

REGISTRAR GENERAL

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"SCHEDULE – I"

CADRE AND PAY OF HIGH COURT SERVICE AND POSTS

GAZETTED OFFICERS
CLASS – I

Sl. No	Name of the post	Existing strength	Classification of post	Scale of pay		
				Pay Band	Pay Band	Grade Pay
1.	Registrar General	1	Grade – I		Scale of MJS Grade - I	
2.	Registrar (for short Reg.) (i) Reg.(Judicial) (ii) Reg. (Vigilance)	2	Grade – I		Scale of MJS Grade – I	
3.	Registrar (Admn.PM & P)	1	Grade – II	PB-3	Rs. 37400-67000	8700
4.	Joint Registrar (Judl.)	1	Grade – II		Scale of MJS Grade - II	
5.	Joint Registrar (for short Jt. Reg.) (i) Jt. Reg. (Admn. PM & P) (ii) Jt. Reg. (Finance)	2	Grade – III	PB-3	Rs. 15600-39100	7600
6.	Deputy Registrar (Judl.)	1	Grade – III		Scale of MJS Grade -III	
7.	Deputy Registrar (for short Dy. Reg.) (i) Dy. Reg(Admn.) (ii) Dy. Reg. (Accounts /Planning) (iii) Dy. Reg. (Protocol)	3	Grade –IV	PB-2	Rs. 15600-39100	6600
8.	Language Officer (Special Officer)	1	Grade – IV	PB-2	Rs. 15600-39100	6600

GAZETTED OFFICERS
CLASS – II

Sl. No	Name of the post	Existing strength	Classification of post	Scale of pay		
				Pay Band	Pay Band	Grade Pay
1.	Assistant Registrar	7	Grade - I	PB-2	Rs. 9300-34800	5400
2.	Principal Secretary to Chief Justice	1	Grade - I		Pay to be personal to the person who is posted on deputation on the choice of Chief Justice	
3.	Secretary to Hon'ble Chief Justice (equivalent to Asst. Registrar)	1	Grade - I	PB-2	Rs. 9300-34800	5400
4.	Sr. Private Secretary	2	Grade - I	PB-2	Rs. 9300-34800 (Plus Dress allowance of Rs. 10,000 per annum)	5400
5.	Library-cum-Research Officer	1	Grade - I	PB-2	Rs. 9300-34800	5400
6.	Chief Translator	1	Grade - I	PB-2	Rs. 9300-34800	5400
7.	Court Manager	7	Grade - I	PB-2	Rs. 9300-34800	5400
8.	System Analyst	1	Grade - I	PB-2	Rs. 9300-34800	5400
9.	Private Secretary	16	Grade - II	PB-2	Rs. 9300-34800 (Plus Dress allowance of Rs. 10,000 per annum)	4800
10.	Computer Programmer	1	Grade - III	PB-2	Rs. 9300-34800	4400
11.	Superintendent Stamp Reporter Court Officer Protocol Officer	14	Grade - IV	PB-2	Rs. 9300-34800	4400
12.	Senior Grade Translator	1	Grade - IV	PB-2	Rs. 9300-34800	4400
13.	Librarian	1	Grade - IV	PB-2	Rs. 9300-34800	4400

14.	Court Master	6	Grade - V	PB-2	Rs. 9300-34800 (Plus Dress allowance of Rs. 10,000 per annum)	4300
15.	Assistant Protocol Officer	1	Grade - V	PB-2	Rs. 9300-34800	4300
16.	System Officer	11	Grade - V	PB-2	Rs. 9300-34800	4200

MINISTERIAL ESTABLISHMENT (NON-GAZETTED)

CLASS – II

Sl. No	Name of the post	Existing strength	Classification of post	Scale of pay		
				Pay Band	Pay Band	Grade Pay
1.	Jr. Grade Translator	2	Grade – VI	PB-2	Rs. 9300-34800	4200

MINISTERIAL ESTABLISHMENT (NON-GAZETTED)

CLASS – III

Sl. No	Name of the post	Existing strength	Classification of post	Scale of pay		
				Pay Band	Pay Band	Grade Pay
1.	Commissioner of Affidavit Accountant Editor Paper Book Cashier Record Keeper	5	Grade – I	PB-1	Rs. 5200-20800	2800
2.	Sr. Judicial Assistant	15	Grade – I	PB-1	Rs. 5200-20800	2800
3.	Assistant Librarian	2	Grade – I	PB-1	Rs. 5200-20800	2800
4.	Sr. Personal Assistant	7	Grade – I	PB-1	Rs. 5200-20800	2800
5.	Head Cook	1	Grade – I	PB-1	Rs. 5200-20800	2000
6.	Judicial Assistant	24	Grade – II	PB-1	Rs. 5200-20800	2400
7.	System Assistant	11	Grade – II	PB-1	Rs. 5200-20800	2400
8.	Library Assistant	4	Grade – II	PB-1	Rs. 5200-20800	2400
9.	Cook	7	Grade – II	PB-1	Rs. 5200-20800	1900
10.	Computer Asst.	14	Grade – III	PB-1	Rs. 5200-20800	2000
11.	Telephone Operator	1	Grade – III	PB-1	Rs. 5200-20800	2000
12.	Record Asst.	3	Grade – III	PB-1	Rs. 5200-20800	2000
13.	Chauffeur	14	Grade – III	PB-1	Rs. 5200-20800	1900 2400 (after 10 years) 2800 (SG after 24 yrs) [Essential qualification to be Matriculate]
14.	Electrician	1	Grade – II	PB-1	Rs. 5200-20800	1900

HIGH COURT SUBORDINATE SERVICE

CLASS – IV

Sl. No	Name of the post	Existing strength	Classification of post	Scale of pay		
				Pay Band	Pay Band	Grade Pay
1.	Court Keeper	2	Grade – IV	PB-1	Rs. 5200-20800	1800
2.	Usher	5	Grade – IV	PB-1	Rs. 5200-20800	1800
3.	Court Attendant	42	Grade – V	PB-1S	Rs. 4440-7440	1300
4.	Lawn Attendant	4	Grade – V	PB-1S	Rs. 4440-7440	1300
5.	Chowkidar	4	Grade – V	PB-1S	Rs. 4440-7440	1300
6.	Pumpman	2	Grade – V	PB-1S	Rs. 4440-7440	1300
7.	Sanitation Attendant	3	Grade – V	PB-1S	Rs. 4440-7440	1300
8.	Orderly	6	Grade – V	PB-1S	Rs. 4440-7440	1300
9.	Masalchi	3	Grade – V	PB-1S	Rs. 4440-7440	1300
10.	Farash	4	Grade – V	PB-1S	Rs. 4440-7440	1300

* The proposed Scale of Pay in respect of employees of High Court of Manipur shall be implemented as per terms and conditions given below:

(v) Revision of pay may be made with notional effect from 23-03-2013 and actual cash payment be made prospectively.

(vi) Pay protection should be given to all the existing employees both prior to and after establishment of a separate High Court as one time measure in such a way that any reduction in Grade Pay may be added to Pay in Pay Band.

(vii) Any loss/reduction in Pay on account of Promotion during the period from establishment of separate High Court of Manipur to the adoption of State Scale of Pay may be protected as personal pay.

(viii) High Court Service will carry High Court Allowance @ 10% of the minimum of Pay Band.

** Vide Memorandum No.HCM/P-58/2020-F&A/16765 dated 30th November, 2020 (**Annexure – I**) the following posts in column – II has been re-designated as in column – III.

SL.NO. (I)	NAME OF THE POST (II)	RE-DESIGNATED AS (III)
1.	Senior Grade Stenographer	Sr. Private Secretary
2.	Stenographer Grade – I	Private Secretary
3.	Senior Administrative Assistant	Sr. Judicial Assistant
4.	Stenographer Grade – II	Sr. Personal Assistant
5.	Junior Administrative Assistant	Judicial Assistant
6.	Typist/Computer Operator	Computer Assistant
7.	Intercom Operator	Telephone Operator
8.	Record Arranger	Record Assistant
9.	Driver	Chauffeur
10.	Duftry	Court Keeper
11.	Jamadar	Usher
12.	Attender	Court Attendant
13.	Mali	Lawn Attendant
14.	Sweeper	Sanitation Attendant

HIGH COURT OF MANIPUR

AT IMPHAL

MEMORANDUM

Imphal, the 30th November, 2020

Endt. No.HCM/P-58/2020-F&A/

Vide Order No. HCM/P-58/2020-F&A/16613 dated 25/11/2020 (enclosed as **Annexure**), the Hon'ble Chief Justice is pleased to accord approval, in adopting the Schedule-I, Cadre and Pay of High Court Service and Posts mentioned in the Letter No. 16/7/2019- Law(MHC), Government of Manipur, Secretariat: Law & Legislative Affairs Department dated 16/11/2020 and fixation will be done, in accordance with the procedure as laid down in the Manipur Services (Revised Pay) Rule, 2010 mutatis mutandis.

Further the following posts of this Registry has been re-designated as follow:

SL.NO	NAME OF THE POST	RE-DESIGNATED AS
1.	Senior Grade Stenographer	Sr. Private Secretary
2.	Stenographer Grade-I	Private Secretary
3.	Senior Administrative Assistant-	Sr. Judicial Assistant
4.	Stenographer Grade -II	Sr. Personal Assistant
5.	Junior Administrative Assistant	Judicial Assistant
6.	Typist/Computer Operator	Computer Assistant
7.	Intercom Operator	Telephone Operator
8.	Record Arranger	Record Assistant
9.	Driver	Chauffeur
10.	Duftry	Court Keeper
11.	Jamadar	Usher
12.	Attender	Court Attendant
13.	Mali	Lawn Attendant
14.	Sweeper	Sanitation Attendant

By order etc.

Sd/-

REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt.No.HCM/P-58/2020-F&A/16766-79 Dated 30-11-2020

Copy to

1. The Registrar (Judl.), High Court of Manipur.
2. The Joint Registrar (Judl.)/(Admn./PM&P), High Court of Manipur.
3. The Deputy Registrar (Accounts/Planning)/(Admn.), High Court of Manipur.
4. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
5. The Assistant Registrar I & III/Library-cum-Research Officer/Chief Translator/Sr. Private Secretary/Court Manager/System Analyst.
6. The Private Secretary to Hon'ble Mr. Justice L.S. Jamir, High Court of Manipur.
7. The Private Secretary to Hon'ble Mr. Justice Kh. Nobin Singh, High Court of Manipur.
8. The Private Secretary to Hon'ble Mr. Justice M.V. Muralidaran, High Court of Manipur.
9. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
10. The Private Secretaiy to Registrar General, High Court of Manipur.
11. All Private Secretaries, High Court of Manipur.
12. All Supdts./Stamp Reporter/Court Officers/Protocol Officer/Sr. Grade Translator/Computer Programmer, High Court of Manipur.-
13. All Court Masters. High Court of Manipur.
14. Guard File.

REGISTRAR GENERAL
HIGH COURT OF MANIPUR

SCHEDULE – II

ASSESSMENT OF ACR

Fair	–	**1**
Average	–	**3**
Good	–	**5**
Very Good	–	**7**
Outstanding	–	**10**

N.B. Assessment of ACR shall be on the number of years of qualifying service for promotion.

"SCHEDULE – III"

SCHEME OF EXAMINATION

1. Private Secretary

A. by Direct Recruitment:

(i)	(a)	Preliminary Examination	-	100 marks
	(b)	Main Examination	-	150 marks
	(c)	Viva Voce/Interview	-	30 marks
				Total – 180 marks

(d) Selection of candidates will be on the basis of the overall marks obtained in the Main Examination and Viva Voce/Interview.

(ii)	**Preliminary Examination**		-	**100 marks**
	(a)	General English *(50 multiple choice question)*	-	50 marks
		- Cut-off/Pass marks	-	20 marks
	(b)	Duration of the Examination	-	60 minutes
	(c)	Stenography Skill Test *(Minimum speed 60 w.p.m. in shorthand)*	-	50 marks

(d) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination.

(iii)	**Main Examination**		-	**150 marks**
	(a)	Computer Typing Test *(Minimum speed of 50 w.p.m. on Computer)*	-	40 marks
	(b)	Only those candidates who qualify in Computer Typing Test will be eligible to appear in Stenography Skill Test.		
	(c)	Stenography Skill Test *(Minimum speed of 120 w.p.m. in shorthand)*	-	80 marks

(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination.

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

B. by Promotion

(i)	ACR weightage	-	50 marks
(ii)	Stenography Skill Test *(Minimum speed of 120 w.p.m. in shorthand)*	-	30 marks
(iii)	Viva-Voce/Interview	-	20 marks
			Total – 100 marks

2. Jr. Grade Translator:

(i)	(a)	Written Examination	-	100 marks
		Computer Proficiency Test	-	20 marks
		Viva Voce/Interview	-	30 marks
				Total – 150 marks

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

(ii)	**Written Examination**		-	**100 marks**
	(a)	Translation from English to Manipuri Language and vice-versa	-	50 marks
	(b)	General English & General Awareness	-	50 marks
	(c)	Cut-off/Pass marks *(in aggregate)*	-	40 marks
	(d)	Duration of the Examination	-	150 minutes

(e) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.

(iii)	**Computer Proficiency Test**		-	**20 marks**
	(a)	Computer Proficiency Test • Basic Computer Operations • Operation of MS Words • Internet browsing & e-mailing		
	(b)	Cut-off/Pass marks *(in aggregate)*	-	10 marks
	(c)	Duration of the Examination	-	30 minutes
(iv)	**Viva Voce/Interview**		-	**30 marks**

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

3. Sr. Personal Assistant:

(i)	(a)	Preliminary Examination	-	100 marks
	(b)	Main Examination	-	150 marks
		Viva Voce/Interview	-	30 marks
				Total – 180 marks

(c) Selection of candidates will be on the basis of the overall marks obtained in the Main Examination.

(ii) **Preliminary Examination** - **100 marks**

(a) General English - 50 marks
(50 multiple choice question)
- Cut-off/Pass marks - 20 marks

(b) Duration of the Examination - 60 minutes

(c) Stenography Skill Test - 50 marks
(Minimum speed 50 w.p.m. in shorthand)

(d) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination.

(iii) **Main Examination** - **150 marks**

(a) Computer Typing Test - 40 marks
(Minimum speed of 40 w.p.m. on Computer)

(b) Only those candidates who qualify in Computer Typing Test shall be eligible to appear in Stenography Skill Test.

(c) Stenography Skill Test - 80 marks
(Minimum speed of 100 w.p.m. in shorthand)

(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination.

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

4. Judicial Assistant:

(i) (a)

Written Examination	-	150 marks
Computer Typing Test	-	20 marks
Viva Voce/Interview	-	30 marks
	Total	**– 200 marks**

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

(ii) **Written Examination** - **150 marks**

(a) English Language - 50 marks
(50 multiple choice question)

(b) General Awareness - 50 marks
(50 multiple choice question)

(c) Quantitative Aptitude - 50 marks
(50 multiple choice question)

(d) Cut-off/Pass marks
(in aggregate) - 60 marks

(e) Duration of the Examination - 150 minutes

(f) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.

(iii) **Computer Typing Test** - **20 marks**

(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.

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

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

A. by Promotion from Computer Assistant:

(i)	ACR Weightage	-	50 marks
(ii)	Qualifying Examination	-	50 marks
	(a) English	-	50 marks
	- Cut-off/Pass Mark	-	20 marks

C. by Promotion from Record Assistant & Class-IV (Except Masalchi)

(i)	ACR Weightage	-	50 marks
(ii)	General English	-	50 marks
	- Cut-off/Pass Mark	-	20 marks
(iii)	Computer Typing Test *(Minimum speed of 20 w.p.m on Computer)*	-	25 marks

5. Computer Assistant:

(i) (a) Written Examination - 30 marks
Computer Typing Test - 50 marks
Skill Test - 40 marks
Viva Voce/Interview - 30 marks

Total – 150 marks

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

(ii) **Written Examination**

(a) General English - **30 marks**
(30 multiple choice question)
- Cut-off/Pass marks - 30 marks

(b) Duration of the Examination - 12 marks

(iii) **Computer Typing Test** - 45 minutes

(a) The Computer Typing Test will be conducted for those candidates who qualify in the Written Examination. - **50 marks**

(b) Minimum net typing speed - 35 w.p.m.

(c) Candidates in the ratio of 10:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination and Computer Typing Test.

(iv) **Skill Test**

(a) Computer Skill Test - **40 marks**
- Data Entry and Peripheral works
- Basic Hardware maintenance including installation of peripheral device.
- DTP Works (MS Office, Pagemaker, Photoshop, Corel Draw etc.)
- Using utilities and application software
- Cut-off/Pass marks - 16 marks

(b) Duration of the Skill Test - 60 minutes

(c) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination, Computer Typing Test and Skill Test.

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

6. Chauffeur

(i) (a) Skill Test:

Written	-	40 marks
Practical	-	60 marks
(b) Viva Voce/ Interview	-	30 marks
		Total – 130 marks

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

(ii) **Written Test** - **40 marks**

(a) Road Sign Test	-	20 marks
(b) Identification of Parts	-	20 marks
(c) Cut off / Pass Marks *(in aggregate)*	-	20 marks
(d) Duration of the Examination	-	30 minutes

(iii) **Practical Test** - **30 marks**

(a) Reversing & Garaging	-	30 marks
(b) Road Test	-	30 marks
(c) Cut-off /Pass marks *(in aggregate)*	-	25 marks

(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.

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

7. Electrician

(i) (a) Written Examination - 50 marks
Practical - 30 marks
Viva Voce/Interview - 20 marks

Total – 100 marks

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

(ii) **Written Examination** - **50 marks**

(a) Written Examination - 50 marks
- Electrical Basics

(b) Cut off / Pass Marks - 20 marks
(in aggregate)

(c) Duration of the Examination - 90 minutes

(d) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.

(iii) **Practical Test** - **30 marks**

- Cut off / Pass Marks - 12 marks

(iv) **Viva Voce/Interview** - **20 marks**

Only those candidates who qualify in the Practical Test will be called for Viva Voce/Interview.

8. Cook

A. by Direct Recruitment

(i) (a) Skill Test - 80 marks
Viva Voce/ Interview - 20 marks
Total – 100 marks

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

(ii) **Skill Test** - **80 marks**

(a) Cooking Skill Test - 60 marks
(Preparation of Breakfast/ Lunch/Dinner, Manner, Cleanliness and Systematic Organization etc.)

(b) Preparation of vegetables/food items for cooking - 20 marks

(c) Cut off / Pass Marks *(in aggregate)* - 32 marks

(c) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.

(iii) **Viva Voce/Interview** - **20 marks**

B. by Promotion

(i) ACR Weightage - 80 marks

(ii) Viva Voce/Interview - 20 marks

Total - 100 marks

9. Masalchi (Jr. cook)

(i) (a) Skill Test - 80 marks
Viva Voce/ Interview - 20 marks
Total – 100 marks

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

(ii) **Skill Test** - **80 marks**

(a) Cooking Skill Test - 40 marks
(Preparation of Breakfast/ Lunch/Dinner, Manner, Cleanliness and Systematic Organization etc.)

(b) Preparation of vegetables/food items for cooking - 40 marks

(c) Cut off / Pass Marks *(in aggregate)*

(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.

(iii) **Viva Voce/Interview** - **20 marks**

10. Court Attendant/Chowkidar/Pumpman/Sanitation Attendant/Orderly/Farash

(i) **Personality Assessment Test** - **100 marks**

(Personal Interaction to access Personality, Knowledge of language specially Manipuri, Hindi, English, Integrity, Sincerity and Dedication)

- Cut off / Pass Marks - 40 marks

Select list will be prepared on the basis of marks obtained in Viva Voce/Interview.

11. Record Assistant/Usher

(i) ACR Weightage - 70 marks

(ii) General English - 30 marks

- Cut-off/Pass Mark - 12 marks

12. Assessment for **Promotion to Superintendent/Equivalent and its above** :

(i) ACR Weightage - 80 marks

(ii) Viva Voce/Interview - 20 marks *(to access suitability and compatibility of the candidate to the post)*

13. In case of promotion, if two or more candidates obtain the same marks, then promotion shall be given on the basis of seniority in the feeder post.

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