

¹SCHEDULE

(Part I)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
1	Secretary General	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher Judicial Service of a State or Union Territory	Minimum 7 years service in the Higher Judicial Service of a State or Union Territory.
2	Registrar	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher judicial Service of a State or Union Territory OR By promotion from amongst Additional Registrars by the process of selection on the basis of merit.	Minimum 3 years service in the Higher Judicial Service of a State/Union Territory, in case of deputation; OR Minimum 3 years experience in the feeder cadre, in case of promotion.
3	Registrar (Courts) (Ex-cadre)	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.	By deputation from Higher Judicial Service of a State or Union Territory	Minimum 3 years service in the Higher Judicial Service of a State/ Union Territory, in case of deputation;
4	Additional Registrar	A degree in Law of a recognized University in India. ² EXPLANATION : In case of a Court servant, a degree in Law of a recognized University in India for the purpose of this category would include BGL/LL.B(Academic) degree from a recognized University in India provided that he/she has obtained it on or before 14-12-2007. In other cases, a degree in Law would mean a degree in Law of a University in India recognized by Bar Council of India or by any State Bar Council for enrolment as an Advocate Degree of a recognised University in case of direct recruitment.	³ By deputation from Judicial Service of a State/Union Territory OR ³ By promotion from amongst Deputy Registrars by the process of selection on the basis of merit. OR By Direct Recruitment	³ Minimum 7 years service in Judicial Service of a State/ Union Territory, in case of deputation; OR Minimum 3 years experience in the feeder cadre of Deputy Registrar, in case of promotion OR Suitable experience in required field in case of direct recruitment.

¹ Substituted by Notification dated 6-12-2007

² Inserted by Notification dated 11-2-2008

³ Substituted by Notification dated 28-8-2008

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 4A	Additional Registrar (Library) (Ex-cadre)	<p>1. A degree in Law of a university in India recognised by the Bar Council of India or by any State Bar Council for enrolment as an Advocate;</p> <p>2. Master's Degree in Library Science of a recognised University.</p> <p>3. A Ph.D degree in Library Science/Information Science with a consistently good academic record.</p> <p>4. Diploma in Computer Application recognised by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources</p> <p>5. Knowledge of Computer operation. It includes (i) knowledge and experience of working with any standard 'Library Automation Software' for House Keeping activities in the library such as cataloging, acquisition and circulation etc. (ii) knowledge and experience of computerised search both of on-line and off-line databases including of retrieval of desired information through various search engines/ processes and (iii) knowledge and experience of any software for developing in-House databases for documentation work. Specialised knowledge in: (i) Conducting research work regarding legal matters. (ii) Documentation work (iii) Preparing of bibliography of cases. (iv) Examination and dissemination of legal articles published in various law journals.</p>	<p>By Direct Recruitment</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>By promotion of Director (Library) on the basis of merit</p>	<p>Minimum 5 years service in Management of Library, in case of direct recruitment.</p> <p>OR</p> <p>Officers holding analogous post in Central/State Govt./ High Court in case of deputation.</p> <p>OR</p> <p>Minimum 4 years experience in required field in the feeder cadre in case of promotion</p>
² 4B	³ Director [Additional Registrar (Research)]	³ Doctorate in Law or equivalent; and	On deputation basis	³ 10 years or more of relevant professional or academic or judicial experience (or in combination thereof).

¹ Inserted by Notification dated 31-10-2014

² Inserted by Notification dated 26-10-2018

³ Substituted by Notification dated 29-7-2021 (previously Inserted by Notification dated 26-10-2018)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 5(deleted)				
6	² Additional Registrar (Editorial) (Ex-cadre)	A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. Knowledge of computer operation.	By direct recruitment OR By deputation OR ³ By promotion of Editor(Supreme Court Reports) on the basis of merit	Minimum 5 years experience of Editorial Management and should have sufficient knowledge of legal terminology, experience and expertise in preparing Head notes of the Judgments delivered by the Court and compilation of Case Law. OR ³ Minimum 5 years of experience in the required field in the feeder cadre in case of promotion
7	² Additional Registrar (Security) (Ex-cadre)	Degree of a recognized University Knowledge of computer operation.	By direct recruitment OR By deputation	Minimum 7 years experience in maintenance and supervision of security of large buildings; OR Minimum 3 years service in the rank of Asstt. Commissioner of Police or equivalent post in a police or Para Military Organisation.
8	Additional Registrar (Finance & Accounts) (Ex-cadre)	Essential:- 1. The candidate must be a member of Indian Audit and Accounts Service and must have rendered at least 10 years service as a member of Indian Audit and Accounts Service. 2. Desirable:- MBA(Finance) or a qualified Chartered Accountant or Cost Accountant.	By direct recruitment OR By Deputation	At least 7 years experience of handling finance and accounts matters in Ministry/ Department of Central Government or its subordinate offices.

¹ Deleted by Notification dated 28-8-2008

² Substituted by Notification dated 28-8-2008

³ Substituted by Notification dated 7-4-2021

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
18A	Additional Registrar (Computer)	<p><u>For promotion and direct recruitment</u></p> <p>Master's or Bachelor's degree in Computers or IT or B.Tech in Computers from a recognized University or equivalent</p>	<p>On deputation basis</p> <p>OR</p> <p>By Direct Recruitment</p> <p>OR</p> <p>By promotion of Deputy Registrar (Computer) on the basis of merit-cum-seniority</p>	<p><u>For direct recruitment/ deputation from Government department</u></p> <p>(i) Minimum 10 years' experience under the Central/State Govt./ Universities/ recognized research Institutes or any High Court: Holding analogous posts on regular basis in the parent cadre/ department, in case of deputation</p> <p>Experience of working in Linux/Unix/Windows Administration with expertise in Web Server, DHCP, DNS Configuration</p> <p>Experience of working in client-server and web-based technologies, LAN/WAN Network Administration (CCNA, CCNP Certification preferred).</p> <p>Experience in Development in C++, Java, Python, PHP, My SQL, database administration, Postgres SQL, Oracle, System Analysis, and Design. Knowledge of all the stage PLC for Software development and open source technology.</p> <p><u>For promotion</u> Minimum 5 years' experience in the feeder cadre, in case of promotion.</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
9.	Deputy Registrar	A degree in Law of a recognized University in India in case of promotion or deputation. ¹ EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/ LL.B(Academic) degree from a recognized University in India. Degree of a recognized University in case of direct recruitment.	² By promotion of: 1. Assistant Registrar(Non-Short hand); OR 2. Assistant Registrars (Shorthand)/ AR-cum-PS to Hon'ble Judges By the process of selection on the basis of merit. OR 3. By posting of :- Deputy Registrars (Shorthand) (Ex-cadre) OR By deputation OR By direct recruitment.	² Minimum 3 years experience as Assistant Registrar (Non-Shorthand)/ Assistant Registrar (Shorthand) AR-cum-PS to Hon'ble Judges in case of promotion; OR Minimum 5 years service in Judicial service of a State/ Union Territory in case of deputation; OR Suitable experience in required field in case of direct recruitment.
³ 9A	Deputy Registrar (Shorthand) (Ex-cadre)	A Degree in Law of a recognized University in India Explanation : A Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India	By promotion of Assistant Registrars (Shorthand)/ AR-cum-PS to Hon'ble Judges. By the process of selection on the basis of merit	Minimum 3 years experience in the feeder cadre
⁴ 9B	⁵ Deputy Registrar (Research)-cum-Senior Fellow	⁵ (i) Doctorate in Law or equivalent. (ii) Persons holding the post of Assistant Professor or equivalent in National Law Universities/ State Law Universities/Other Central/State Universities on regular basis. OR A Judicial Officer having Master's	On deputation basis	⁵ Minimum 7 years service on the post of Assistant Professor OR

¹ Inserted by Notification dated 11-2-2008

² Substituted by Notification dated 10-9-2012 & 11-4-2013

³ Inserted by Notification dated 10-9-2012

⁴ Inserted by Notification dated 26-10-2018

⁵ Substituted by Notification dated 29-7-2021 (previously Inserted by Notification dated 26-10-2018)

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>degree in Law.</p> <p>Desirable:</p> <p>(i) Excellent writing skills.</p> <p>(ii) Knowledge of IT skills including familiarity with data analysis and preparation of excel spreadsheets and power point presentation.</p> <p>(iii) Excellent legal skills and familiarity with legal databases, legal information website and capacity to legal research.</p>		5 years or more of relevant professional or academic or judicial experience (or in combination thereof); and has also written some paper published including book/dissertation/thesis.
10.	Deputy Registrar (Ex-cadre)	<p>Degree of a recognized university.</p> <p>Knowledge of computer operation.</p>	By promotion from amongst Non Law Graduate Assistant Registrar (Non Shorthand) on the basis of merit.	¹ Minimum 5 years experience in the cadre of Assistant Registrar(Non-Shorthand)
11.	Deputy Registrar (Computer) (Ex-cadre)	<p>Master's Degree in Computer Applications or B.E. in Computers or IT or B.Tech in Computers as well as technical qualifications higher than MCA/BE/B.Tech in Computers or IT.</p> <p>Degree in Law from a recognized University will be desirable.</p>	<p>By Direct recruitment</p> <p>OR</p> <p>By deputation</p> <p>OR</p> <p>²By promotion of Assistant Registrar (Computer) on the basis of merit-cum-seniority</p>	At least 5 years experience in the field of Computerisation.
12.	Editor Supreme Court Reports	<p>1. A degree in Law of a Statutory University in India recognized by the Bar Council of India or any State Bar Council for enrolment as an Advocate.</p> <p>2. Knowledge of Computer</p>	By Direct recruitment.	Should be an Advocate enrolled in the territory of India and must have actually practiced in a High Court/ Supreme Court for

¹ Substituted by Notification dated 10-9-2012

² Substituted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		Operation.		a continuous period of not less than 5 years or must have held a judicial appointment for not less than 5 years; OR Should be a Reader or Lecturer in Law of a recognized University for not less than 5 years; OR Minimum 3 years service in a Class 1 Gazetted post in Government service.
13.	Director (Library) (Ex-cadre)	¹ 1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. 2. Master's Degree in Library Science of a recognized University. 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 4. Knowledge of computer operation. It includes - (i) knowledge and experience of working with any standard "Library Automation Software" for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes and (iii) knowledge and experience of any software for developing In-House databases for documentation work.	By Direct recruitment	² Minimum 4 years experience as Chief Librarian or in an equivalent post (in Level 12 of the Pay Matrix) in any prestigious library preferably Law Library; OR Minimum 7 years composite experience with at least 2 years experience as Chief Librarian or in an equivalent post (in Level 12 of the Pay Matrix) and as Librarian (in Level 11 of the Pay Matrix) or in an equivalent post in any prestigious library preferably Law Library.

¹ Substituted by Notification dated 22-7-2010

² Substituted by Notification dated 16-9-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		Specialized knowledge in : (i) Conducting research work regarding legal matters, (ii) Documentation work. (iii) Preparing of bibliography of cases, (iv) Examination and dissemination of legal articles published in various law journals.		
14.	Assistant Registrar (Non-Shorthand)	¹ A degree in Law of a recognized University in India with 2 years regular service in the cadre of Branch Officer/ Court Master(Non-shorthand) OR A degree of a recognised University in India with 5 years regular service in the cadre of Branch Officer/Court Master (Non-shorthand), in case of promotion. Degree of a recognised University in case of direct recruitment. ² EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India	¹ By promotion from amongst Branch Officer/ Court Master (NS) either holding Degree in Law with 2 years of regular service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre on the basis of merit; OR By limited departmental examination from amongst Branch Officer/Court Master (Non-Shorthand) holding Degree in Law and having 2 years service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre; OR By Direct Recruitment	Suitable experience in required field in case of direct recruitment
15.	PPS to Hon'ble the Chief Justice of India	¹ A degree in Law of a recognized University in India with 2 years regular service in the cadre of Branch Officer/ Court Master(Non-shorthand)	¹ By promotion from amongst Branch Officer/Court Master (NS) either holding	Suitable experience in required field in case of direct recruitment.

¹Substituted by Notification dated 10-12- 2008 (previously Substituted by Notification dated 9-5-2008)

²Inserted by Notification dated 11-2-2008

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>OR</p> <p>A degree of a recognised University in India with 5 years regular service in the cadre of Branch Officer/Court Master (Non-shorthand), in case of promotion.</p> <p>Degree of a recognised University in case of direct recruitment.</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India</p>	<p>Degree in Law with 2 years of regular service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre on the basis of merit;</p> <p>OR</p> <p>By limited departmental examination from amongst Branch Officer/ Court Master (Non-Shorthand) holding Degree in Law and having 2 years service in the feeder cadre or a degree of a recognized University in India and having 5 years regular service in the said cadre;</p> <p>OR</p> <p>By Direct Recruitment</p>	
16.	Assistant Registrar (Shorthand)	<p>A degree in Law of a recognized University</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India.</p>	By posting of the senior most AR-cum-PS available for such posting.	
17.	Assistant Registrar-cum-Private Secretary	<p>A degree in Law of a recognized University in India</p> <p>¹EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India</p>	By promotion of Court Masters (Shorthand) on the basis of merit.	Minimum 2 years experience as Court Master [Shorthand]
18	Assistant Registrar (Caretaking) (Ex-cadre)	Degree of a recognized University, with Diploma in Sanitary or Public Hygiene from a recognized Institute.	By direct recruitment	Minimum 10 years experience in supervision of caretaking of large buildings and house-keeping jobs.

¹ Inserted by notification dated 11-2-2008

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
19.	Assistant Registrar (Ex-cadre)	Degree of a recognized University, Knowledge of computer operation.	By direct recruitment	Suitable experience in the required field
20.	¹ Assistant Registrar (Research)-cum-Assistant Fellow	² Persons holding the post of Assistant Professor or equivalent in National Law Universities/ State Law Universities/ Other Central/ State Universities on regular basis. OR A Judicial Officer having Master's degree in Law. Desirable: (i) Excellent writing skills. (ii) Knowledge of IT skills including familiarity with data analysis and preparation of excel spreadsheets and power point presentation. (iii) Excellent legal skills and familiarity with legal databases, legal information website and capacity to legal research.	³ On deputation basis	² Minimum 3 years service on the post of Assistant Professor or equivalent. OR 3 years or more of relevant professional or academic or judicial experience (or in combination thereof); and has also written some paper published including book/dissertation/ thesis.
⁴ 20A	Assistant Registrar (Computer)	Master's or Bachelor's degree in Computer Applications or B.E. in Computers or IT or B.Tech in Computers from a recognized University or equivalent	On deputation basis OR By Direct Recruitment OR By promotion of Branch Officer on the basis of merit-cum-seniority	<u>For direct recruitment/ deputation</u> (i) Minimum 5 years' experience under the Central/ State Govt./ Universities/ recognized Research Institute or any High Court: Holding analogous posts on regular basis in the parent cadre/ department, in case of deputation and direct recruitment

¹ Substituted by Notification dated 29-7-2021

² Substituted by Notification dated 29-7-2021 (previously Substituted by Notification dated 26-10-2018)

³ Substituted by Notification dated 26-10-2018

⁴ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
				<p>Experience of working in Linux/Unix/Windows Administration with expertise in Web Server, DHCP, DNS Configuration</p> <p>Experience of working in client-server and web-based technologies, LAN/WAN Network Administration (CCNA, CCNP Certification preferred).</p> <p>Experience in Development in C++, Java, Python, PHP, My SQL, database administration, Postgres SQL, Oracle, System Analysis, and Design. Knowledge of all the stage PLC for Software development and open source technology</p> <p><u>For promotion</u></p> <p>Minimum 4 years' experience in the feeder cadre, in case of promotion</p>
21.	Assistant Editor Supreme Court Reports	<p>1. A degree in Law of a University in India recognized by the Bar Council of India or any State Bar council for enrolment as an Advocate.</p> <p style="text-align: center;">OR</p> <p>Must be a member of the English Bar</p> <p style="text-align: center;">OR</p> <p>An Attorney of High Court in the territory of India</p> <p>2. Knowledge of computer operation.</p>	By direct recruitment	<p>Minimum practice as an Advocate in any High Court/ Supreme Court of India for a continuous period of not less than 3 years.</p> <p style="text-align: center;">OR</p> <p>Must have held judicial post for not less than 3 years</p> <p style="text-align: center;">OR</p> <p>Must have research experience for not less than 3 years in</p>

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
				<p>the field of Law in any recognized University, Indian Law Institute or any other institution connected with study in Law;</p> <p>OR</p> <p>Must have rendered a minimum service of 3 years as a Law Reporter or on the Editorial staff of reputed Law reports/ journals;</p> <p>OR</p> <p>Minimum 3 years experience in the post of Lecturer in Law of a recognized University</p> <p>OR</p> <p>Minimum service of 7 years of which minimum 4 years in a Class-II Gazetted post in the Supreme Court/High Court or collectively in High Court and Supreme Court.</p>
22.	Chief Librarian	<p>¹1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate.</p> <p>2. Master's Degree in Library Science of a recognized University.</p> <p>3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources</p> <p>4. Knowledge of Computer Application in Library work. It includes - (i) knowledge and experience of working with any standard "Library Automation Software" for House keeping</p>	<p>By Direct Recruitment</p> <p>OR</p> <p>By Deputation</p> <p>OR</p> <p>By Promotion from amongst Librarians.</p>	<p>Minimum 5 years experience as a Librarian in a Library of a recognized University/Govt. Department/ Statutory Body/ Public Sector Undertaking, with knowledge of legal documentation and Bibliographical work.</p>

¹ Substituted by Notification dated 22-7-2010

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes and (iii) knowledge and experience of any software for developing In-House databases for documentation work.		
23.	Branch Officer	Degree of a recognized University.	By promotion from amongst Senior Court Assistant/ Editor of Paper Book/Court Associate on the basis of merit OR By limited departmental examination from amongst the Senior Court Assistants/Editor of Paper Books/ Court Associates having 5 years regular service in the said cadre.	
¹ 23A	Branch Officer (System Administrator)	Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognised University or equivalent. OR Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognised University or equivalent. OR M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.	On deputation basis OR ² By promotion of Senior Court Assistant-cum-Senior Programmer	Officers under the Central/State Government/ Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/Department or with 5 years service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department. Specialization and

¹ Inserted by Notification dated 25-1-2011

² Substituted by Notification dated 12-8-2017

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>OR</p> <p>B.Sc in Computer Science or BCS with First Class or at least 60% marks in aggregate or equivalent</p> <p>OR</p> <p>Master's degree with First Class or at least 60% marks or equivalent with Post Graduate Diploma in Computer Science (from a government recognised Institution/University) with First Class or at least 60% marks or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>		<p>suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years experience in case of promotion.</p>
		<p>OR</p> <p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognised University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p>	By direct recruitment	Minimum 6 years experience in the relevant field
		<p>OR</p> <p>B.Sc. in Computer Science or BCS with first Class or at least 60% marks in aggregate or equivalent. Degree in law will be preferred and considered as an additional qualification</p>	By direct recruitment	Minimum 7 years experience in the relevant field
		<p>OR</p> <p>Master's Degree with First Class or at least 60% marks or equivalent with Post Graduate Diploma in Computer Science (from a government recognized Institution/University) with First Class or at least 60 % marks or equivalent</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	By direct recruitment	Minimum 8 years experience in the relevant field

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 23B	Branch Officer (Network Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/ State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		OR		
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	<p>By direct recruitment</p>	<p>Minimum 3 years of experience in the relevant field. Experience of working in LAN/WAN Network Administration (CCNA, CCNP Certification preferred).</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 23C	Branch Officer (Web Server Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		OR		
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent.</p> <p>OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	By direct recruitment	<p>Minimum 3 years' experience in IT/Software Development/ IT System Projects/ Website Management/ Mobile Application Development with minimum 3 years' experience in Website/ Mobile Application development for IT Projects.</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 23D	Branch Officer (Database Administrator)	<p>Master's Degree in Engineering/ Master of Technology in Computer Science or Information Technology from a recognized University or equivalent. OR</p> <p>Master's Degree in Computer Application/Bachelor of Engineering/Bachelor of Technology in Computer Science/Information Technology from a recognized University or equivalent. OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in Law will be preferred and considered as an additional qualification.</p>	<p>On deputation basis</p> <p>OR</p> <p>By promotion of Sr. Court Assistant -cum- Sr. Programmer</p>	<p>Officers under the Central/ State Government/ Universities/ Recognized Research Institutes or any High Court: Holding analogous post on regular basis in the parent cadre/ department or with 5 years' service in the grade rendered after appointment thereto on a regular basis in Group 'B' post or equivalent in the parent cadre/ department.</p> <p>Specialization and suitable experience in the field of computerization in case of deputation.</p> <p>OR</p> <p>Minimum 3 years' experience in case of promotion.</p>
		OR		
		<p>Master's Degree in Engineering/Master of Technology in Computer Science or Information Technology from a recognized University or equivalent. OR</p> <p>Master's Degree in Computer Application/ Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognized University or equivalent. OR</p> <p>M.Sc. in Computer Science with First Class or at least 60% marks in aggregate or equivalent.</p> <p>Degree in law will be preferred and considered as an additional qualification</p>	By direct recruitment	<p>Minimum 3 years' experience in the IT/Software Development/ IT System Projects/ Website Management/ Mobile Application Development with minimum 3 years' experience in Database Admin</p>

¹ Inserted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
24.	Court Master (Non-shorthand)	Degree of a recognized University	By Promotion from amongst Senior Court Assistant/ Editor of Paper Book/Court Associate on the basis of merit. OR By limited departmental examination from amongst the Senior Court Assistants/Editor of Paper Books/ Court Associates having 5 years regular service in the said cadre.	
25.	Branch Officer (Security) (Ex-cadre)	Degree of a recognized University	By Direct Recruitment OR By Deputation	Minimum 5 Years experience in maintenance and supervision of security of large buildings; OR Minimum 3 years service in the rank of a Sub Inspector or equivalent Post in a Police or para Military Organisation
26	Branch Officer (Caretaking) (Ex-cadre)	Degree of a recognized University with Diploma in Sanitary or Public Hygiene from a recognized Institute.	By Direct Recruitment	Minimum six years experience in Caretaking and Supervision of Office Building.
¹ 26A	Branch Officer (Translation) (Ex-cadre)	(i) Master's Degree of a recognized University (ii) Diploma/Certificate Course in translation from Hindi to English and vice versa from University/Institute recognized by the Government Knowledge of Computer Operation	By promotion from amongst Senior Court Assistant (Senior Translator) on the basis of merit	Minimum 3 years service as Senior Court Assistant (Senior Translator)
² 26B	Assistant Director (Ex-cadre)	Master's Degree in Museology with Ist Class of recognised University. Knowledge of Indian	By Direct Recruitment	Minimum 5 years research experience with documentary

¹ Inserted by Notification dated 21-11-2014

² Inserted by Notification dated 1-5-2015

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	Supreme Court Museum	antiquities, Museum techniques, publications and educational activities. Knowledge of Computer Operation in related field	OR By deputation OR By promotion from amongst Senior Court Assistant (Ex cadre), Supreme Court Museum	evidence of published work in a Museum of standing or a comparable institution (In case of direct recruitment) Officers holding analogous posts in Central/State Govt. (In case of deputation) Minimum 4 years regular service as Senior Court Assistant (Ex cadre) Supreme Court Museum (In case of promotion)
27.	Court Master (Shorthand)	A degree in Law of a recognized University in India Proficiency in Shorthand with a speed of 120 w.p.m. in Shorthand(English) Knowledge of computer operation with a typing speed of 40 w.p.m. on computer. ¹ EXPLANATION : For the purpose of this category, a Degree in Law of a recognized University in India would include BGL/LL.B(Academic) degree from a recognized University in India	By Direct recruitment OR ² By Promotion from amongst Senior Personal Assistants/ PS to Additional Registrar/PS to Registrar subject to qualifying in Limited Departmental Examination	Minimum 5 years regular service in the cadre of Private Secretary/Senior PA/PA/ Senior Stenographer in Government/Public Sector undertakings/ Statutory bodies. ² Minimum 5 years regular service or 5 years collective regular service in the cadres of Senior Personal Assistant/ PS to Additional Registrar/PS to Registrar.
28.	Librarian	³ 1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. 2. Degree in Library Science from a recognized university 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and	By direct recruitment OR ⁴ By promotion from amongst Assistant Librarian on the basis of merit subject to fulfillment of prescribed	⁵ 5 years relevant experience as Assistant Librarian or in equivalent post in a Library of recognized University/Law Library in case of direct recruitment OR Minimum 5 years

¹ Inserted by Notification dated 11-2-2008

² Inserted by Notification dated 8-5-2013

³ Substituted by Notification dated 22-7-2010

⁴ Substituted by Notification dated 14-12-2018 (previously Substituted by Notification dated 29-9-2016)

⁵ Substituted by Notification dated 14-12-2018

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		Information Resources 4. Knowledge of Computer Operation in Library work. It includes – (i) knowledge and experience of working with any standard “Library Automation Software” for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes. Desirable :- Master’s Degree in Library Science of a recognized University	qualification.	experience in the feeder cadre- Assistant Librarian
29.	PS to Registrar	1. Degree of a recognized University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of computer operation with a typing speed of 40 w.p.m. on computer.	By promotion from amongst PS to Additional Registrars on the basis of merit subject to passing a qualifying test in English shorthand at a speed of 110 w.p.m.	
30.	PS to Additional Registrar	1. Degree of a recognized University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of computer operation with a typing speed of 40 w.p.m. on computer.	By promotion from amongst Senior PAs on the basis of merit subject to passing a qualifying test in English shorthand at a speed of 110 w.p.m.	
¹ 31.				
32.	Assistant Accounts Officer (Concurrent Audit)	Degree of a recognized University.	By deputation of an Officer holding analogous post under Controller General of Accounts Organisation.	
33.	Senior Court Assistant	1. Degree of a recognised University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.	By promotion of Court Assistants on the basis of merit-cum-seniority. OR	

¹ Deleted by Notification dated 14-12-2018

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
			By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.	
¹ 33A	Senior Court Assistant (Senior Translator) (Ex-cadre)	(i) Master's Degree of a recognized University (ii) Diploma/Certificate Course in translation from Hindi to English and vice versa from University/Institute recognized by the Government; OR 3 years experience in translation work from Hindi to English and vice versa in Central/State Government offices/ Parliament/ State Legislature Secretariats or Central/State Public Sector Undertakings/ High Courts/ Supreme Court of India Knowledge of Computer Operation	By Direct Recruitment (40% of vacancies) By promotion from amongst Court Assistant (Junior Translator) on the basis of merit-cum-seniority (60% of vacancies)	Minimum 3 years service as Court Assistant (Junior Translator) in case of promotion
² 33B	Senior Court Assistant-cum-Senior Programmer	Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent. OR B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On deputation basis OR By promotion of Court Assistant [Technical Assistant-cum-Programmer] on the basis of merit-cum-seniority	Officers under the Central/State Govt./Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/department, in case of deputation. Minimum 3 years service as Court Assistant [Technical Assistant-cum-Programmer] in case of promotion.
		OR		
		Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR	On contract basis OR By direct recruitment	6 years' experience in the field of computerization in case of direct recruitment/ contract basis.

¹ Inserted by Notification dated 21-11-2014

² Inserted by Notification dated 12-8-2017

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent.</p> <p>Degree in Law from a recognised University will be preferred and considered as an additional qualification</p>		
		OR		
		<p>B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent.</p> <p>Degree in Law from a recognised University will be preferred and considered as an additional qualification</p>	<p>On contract basis OR By direct recruitment</p>	<p>7 years' experience in the field of computerization in case of direct recruitment/ contract basis.</p>
34.	Court Associate	<p>1. Degree of a recognized University.</p> <p>2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.</p>	<p>By promotion of Court Assistants on the basis of merit-cum-seniority.</p> <p>OR</p> <p>By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.</p>	
35.	Editor of Paper Books	<p>1. Degree of a recognised University.</p> <p>2. Knowledge of computer operation with a typing speed of 35 w.p.m. on computer.</p>	<p>By promotion of Court Assistants on the basis of merit-cum-seniority</p> <p>OR</p> <p>By limited departmental examination from amongst Court Assistants having 5 years regular service in the said cadre.</p>	
36.	Sr. Court Assistant (Ex-Cadre) for Supreme Court Museum	<p>1. Master's Degree in Museology with high II Class (minimum 55% marks) of a recognized University,</p> <p>2. Knowledge of Computer Operation.</p>	By Direct Recruitment	Minimum 2 years research experience in the field of Museology preferably in organizing exhibitions and

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
				conducting educational programmes. OR Minimum 2 years working experience in any Museum in the post of Assistant Curator or above
37.	Senior Personal Assistant	1. Degree of a recognised University. 2. Proficiency in Shorthand (English) with a speed of 110 w.p.m. 3. Knowledge of Computer Operation with typing speed of 40 w.p.m.	By Direct Recruitment OR ¹ By Limited Departmental Examination	
		OR		
			² By promotion of Personal Assistants on the basis of seniority (To the extent of 10% of the cadre strength of Senior Personal Assistants)	² Minimum 20 years experience in the cadre of Personal Assistant in case of promotion.
38.	Assistant Librarian	³ 1. Degree in Library Science from a recognized university 2. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources 3. Knowledge of Computer operation in Library work. It includes – (i) knowledge and experience of working with any standard “Library Automation Software” for House keeping activities in the library such as cataloging, acquisition and circulation etc., (ii) knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes	By Direct Recruitment.	Minimum 2 years relevant experience in a library of recognised University/Law Library.

¹ Inserted by Notification dated 8-5-2013

² Substituted by Notification dated 21-12-2016

³ Substituted by Notification dated 22-7-2010

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
39.	Proof Reader	1. A degree in Law of a recognized University in India recognised by the Bar Council of India or by any State Bar Council for enrolment as an Advocate. Knowledge of computer operation.	By Direct Recruitment	3 years experience as Proof Reader.
40.	Building Supervisor	¹ Degree of a recognized University AND Diploma in sanitation or Public Hygiene from a recognized Institute OR National Trade Certificate as Health Sanitary Inspector from a recognized Institute	By Direct Recruitment	Minimum 3 years experience in supervision of Office Building
		OR		
		² Bachelor of Hotel Management from a recognized Institute/ University		² Minimum 3 years experience in supervision of a prestigious Hotel/ Office Building
41.	Accountant	1. Degree of a recognized University. 2. Proficiency in Accounts work. 3. Knowledge of G.F.Rs and Treasury Rules etc.	By Direct Recruitment OR By Deputation	Minimum 3 years experience in the relevant field.
42.	Cashier	1. Degree of a recognized University. 2. Proficiency in Accounts and Cash handling. 3. Knowledge of G.F.Rs and Treasury Rules, etc.	By Direct Recruitment OR By Deputation	Minimum 3 years experience in the relevant field.
43	Court Assistant	1. Degree of a recognised University. 2. Knowledge of computer operation with a typing speed of 35 w.p.m. in computer.	By Promotion of Junior Court Assistant on the basis of seniority-cum-merit. OR By limited departmental examination from amongst the Junior Court Assistants with 5 years regular service in the said cadre.	

¹ Substituted by Notification dated 8-6-2020

² Substituted by Notification dated 8-6-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
¹ 43A	Court Assistant [Technical Assistant-cum-Programmer]	Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent. OR B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On deputation basis	Officers under the Central/State Govt./Universities/ Recognised Research Institutes or any High Court : Holding analogous posts on regular basis in the parent cadre/department, in case of deputation.
		OR		
		Bachelor of Engineering/ Bachelor of Technology in Computer Science/ Information Technology from a recognised University or equivalent. OR Master's degree in Computer Application/M.Sc in Computer Science from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On contract basis OR By direct recruitment	3 year experience in the field of computerization in case of direct recruitment/ contract basis.
		OR		
		B.Sc. in Computer Science/ Bachelor in Computer Application with First Class or atleast 60% marks in aggregate from a recognised University or equivalent. Degree in Law from a recognised University will be preferred and considered as an additional qualification	On contract basis OR By direct recruitment	4 years' experience in the field of computerization in case of direct recruitment/ contract basis
² 43B	Court Assistant (Ex-cadre) (Junior Translator)	(i) A Bachelor's Degree/Graduate with English and Hindi as subjects; AND (ii) A Diploma/Certificate Course	By Direct recruitment	

¹ Inserted by Notification dated 25-1-2011

² Substituted & Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		<p>in Translation from English to Hindi and vice-versa from University/Institute recognized by the Government or UGC.</p> <p>OR</p> <p>(iii) Two years experience in translation from Hindi to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts .</p> <p>(iv) Proficiency in computer operations and knowledge of relevant office packages viz., word processing in English and Hindi language.</p>		
¹ 43-C	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Assamese and vice-versa)	<p>(i) A Bachelor's Degree/Graduate with English and Assamese language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Assamese language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Assamese language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Assamese language.</p>	By direct recruitment	--
¹ 43-D	Court Assistant (Ex-cadre) (Junior Translator-for	<p>(i) A Bachelor's Degree/Graduate with English and Bengali language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	translation from English to Bengali and vice-versa).	in Translation from English to Bengali language and vice-versa from University/Institute recognised by the Government or UGC OR Two years experience in translation work from Bengali language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts. (iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Bengali language.		
¹ 43-E	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Telugu and vice-versa).	(i) A Bachelor's Degree/Graduate with English and Teulgu language as subjects; AND (ii) A Diploma/Certificate Course in Translation from English to Telugu language and vice-versa from University/Institute recognised by the Government or UGC OR Two years experience in translation work from Telugu language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts. (iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Telugu language.	By direct recruitment	--
¹ 43-F	Court Assistant (Ex-cadre) (Junior Translator-for	(i) A Bachelor's Degree/Graduate with English and Gujarati language as subjects; AND (ii) A Diploma/Certificate Course	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	translation from English to Gujarati and vice-versa).	<p>in Translation from English to Gujarati language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Gujarati language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Gujarati language.</p>		
¹ 43-G	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Urdu and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Urdu language as subjects;</p> <p>AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Urdu language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Urdu language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Urdu language.</p>	By direct recruitment	--
¹ 43-H	Court Assistant (Ex-cadre) (Junior Translator-for	<p>(i) A Bachelor's Degree/Graduate with English and Marathi language as subjects;</p> <p>AND</p> <p>(ii) A Diploma/Certificate Course</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	translation from English to Marathi and vice-versa).	<p>in Translation from English to Marathi language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Marathi language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Marathi language.</p>		
143-I	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Tamil and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Tamil language as subjects;</p> <p>AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Tamil language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Tamil language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Tamil language.</p>	By direct recruitment	--
143-J	Court Assistant (Ex-cadre) (Junior Translator-for	<p>(i) A Bachelor's Degree/Graduate with English and Kannada language as subjects;</p> <p>AND</p> <p>(ii) A Diploma/Certificate Course</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	translation from English to Kannada and vice-versa).	<p>in Translation from English to Kannada language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Kannada language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Kannada language.</p>		
143-K	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Malayalam and vice-versa).	<p>(i) A Bachelor's Degree/Graduate with English and Malayalam language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Malayalam language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Malayalam language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Malayalam language.</p>	By direct recruitment	--
143-L	Court Assistant (Ex-cadre) (Junior Translator-for	<p>(i) A Bachelor's Degree/Graduate with English and Manipuri language as subjects; AND</p> <p>(ii) A Diploma/Certificate Course</p>	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	translation from English to Manipuri and vice-versa).	in Translation from English to Manipuri language and vice-versa from University/Institute recognised by the Government or UGC OR Two years experience in translation work from Manipuri language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts. (iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Manipuri language.		
¹ 43-M	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Odia and vice-versa).	(i) A Bachelor's Degree/Graduate with English and Odia language as subjects; AND (ii) A Diploma/Certificate Course in Translation from English to Odia language and vice-versa from University/Institute recognised by the Government or UGC OR Two years experience in translation work from Odia language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/High Courts. (iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Odia language.	By direct recruitment	--
¹ 43-N	Court Assistant (Ex-cadre) (Junior Translator-for translation	(i) A Bachelor's Degree/Graduate with English and Punjabi language as subjects; AND (ii) A Diploma/Certificate Course in Translation from English to	By direct recruitment	--

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
	from English to Punjabi and vice-versa).	<p>Punjabi language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Punjabi language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/ State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Punjabi language.</p>		
143-O	Court Assistant (Ex-cadre) (Junior Translator-for translation from English to Nepali and vice-versa.	<p>(i) A Bachelor's Degree/Graduate with English and Nepali language as subjects;</p> <p>AND</p> <p>(ii) A Diploma/Certificate Course in Translation from English to Nepali language and vice-versa from University/Institute recognised by the Government or UGC</p> <p>OR</p> <p>Two years experience in translation work from Nepali language to English and vice-versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/ State Public Sector Undertakings/High Courts.</p> <p>(iii) Proficiency in computer operations and knowledge or relevant office packages viz., word processing in English language and Nepali language.</p>	By direct recruitment	--
44.	Personal Assistant	<p>1. Degree of a recognised University.</p> <p>2. Proficiency in Shorthand (English) with a speed of 100 w.p.m.</p>	By direct recruitment	

¹ Inserted by Notification dated 17-08-2019

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
		3. Working Knowledge of computer operation with a speed of 40 w.p.m.	OR ¹ By Limited Departmental Examination	
45.	Junior Court Assistant	Degree of a recognised University; Knowledge of computer operation with a typing speed of 35 w.p.m. in computer.	By Direct Recruitment OR By promotion on the basis of departmental test from amongst Class IV employees with 5 years regular service.	
² 45A	Jr. Court Assistant (Hardware Maintenance)	Minimum B.E./B.Tech/B.Sc. in Computer Science or IT/Bachelor in Computer Application with First Class or at least 60% marks in aggregate from a recognized University or equivalent. Additional: In addition to the basic qualification, a Diploma in Hardware Maintenance from a recognized Institute is preferred.	On contract basis OR By direct recruitment	3 years' experience in the field of maintenance of computer hardware
46	Chauffeur	³ X Standard examination conducted by any Board/Institute recognized by the Government and holding a valid driving licence to drive light motor vehicle (goods/passenger) with knowledge of motor vehicle mechanism.	By Direct Recruitment	³ Minimum 3 years experience of driving a light motor vehicle(goods/passenger)
47	Special Process Server	XII Standard examination conducted by any Board/Institute recognized by the Government and holding a valid driving licence to drive Motor Cycle and three Wheeler.	By Direct Recruitment	Minimum 3 years combined experience in driving Motor Cycle and three Wheeler
48	⁴ Photocopying/Digital Duplicating Machine Operator Grade-I	X Standard examination conducted by any Board/Institute recognized by the Government.	By promotion from amongst Photocopying/Digital Duplicating Machine Operator Grade-II based on seniority-cum-merit.	

¹ Inserted by Notification dated 1-10-2013

² Inserted by Notification dated 8-6-2020

³ Substituted by Notification dated 1-8-2018

⁴ Substituted by Notification dated 7-9-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
49.	Library Attendant Grade I	XII Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Library Attendants Grade II based on seniority-cum-merit. OR By Direct recruitment	Experience of having worked as Library Attendant Grade II or Junior Library Attendant.
50.	Restorer Grade I	XII Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Restorers Grade II based on seniority-cum-merit.	
51.	Restorer Grade II	XII Standard examination conducted by any Board/ Institute recognized by the Government.	¹ By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	
52.	Library Attendant Grade II	XII Standard examination conducted by any Board/ Institute recognized by the Government.	¹ By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	
53.	² Photocopying/Digital Duplicating Machine Operator Grade-II	X Standard examination conducted by any Board/ Institute recognized by the Government. Knowledge of Gestetnor operation.	¹ By posting of Senior Court Attendant on the basis of seniority subject to fulfillment of prescribed qualifications	
54.	Senior Court Attendant	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Junior Court Attendants based on seniority-cum-merit.	
55.	Usher	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Junior Court Attendants based on seniority-cum-merit.	

¹ Substituted by notification dated 7-12-2012

² Substituted by Notification dated 7-9-2020

Category No. (1)	Designation of the Post (2)	Qualification (3)	Method of Recruitment (4)	Experience, if any, prescribed for the post. (5)
56.	Jamadar Farash	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Chamber Attendants (R) based on seniority-cum-merit.	
57.	Jamadar Safaiwala	X Standard examination conducted by any Board/ Institute recognized by the Government.	By promotion from amongst Chamber Attendant (T) based on seniority-cum-merit.	
58.	Junior Court Attendant	X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment OR By Deputation.	
59	Chamber Attendant (R)	¹ X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment	
60	Chamber Attendant (T)	¹ X Standard examination conducted by any Board/ Institute recognized by the Government.	By Direct Recruitment	

¹ Substituted by Notification dated 22-2-2017

¹SCHEDULE
(Part II)

POSTS IN SUPREME COURT DEPARTMENTAL CANTEEN

S.No.	Designation of the Post	Qualification	Method of Recruitment	Experience, if any, prescribed for the post
1	General Manager	The qualifications shall be such as Hon'ble the Chief Justice of India may from time to time, by general or special order, specify	The method of recruitment shall be such as Hon'ble the Chief Justice of India may from time to time, by general or special order, specify	The experience shall be such as Hon'ble the Chief Justice of India may from time to time, by general or special order, specify
2	Manager-cum-Accountant	-do-	-do-	-do-
3	Assistant Manager-cum-Store-Keeper	-do-	-do-	-do-
4	Clerk	-do-	-do-	-do-
5	Halwai-cum-Cook	-do-	-do-	-do-
6	Assistant Halwai-cum-Cook	-do-	-do-	-do-
7	Tea/Coffee Maker, Bearer and Wash Boy (Merged and re-designated as Canteen Attendant)	-do-	-do-	-do-
8	Safaiwala	Services to be outsourced		

¹ Substituted by Notification dated 22-1-2015