

HIGH COURT OF CHHATTISGARH: BILASPUR

Court Manager on Contract Basis

Adv. No. 01/S & A Cell/2013

Date : 10/05/2013

**Last date & time for receipt of
application in the Registry**

Date : 10/06/2013

Time: 5.00 pm

One- Vacancy and Pay Scale :-

Applications are invited for the post of Court Manager purely on contract basis in the consolidated pay of Rs. 50000 (Rupees Fifty thousand) per month, with increase of 10% after 12 (twelve) month of continuous

	Particulars	(a) Total No. of Vacant Posts	(b) Total No. of posts Reserved for <u>women</u> out of total vacancies in (a)
(a)	Unreserved	07	02
(b)	Scheduled Caste	02	01
(c)	Scheduled Tribe	06	02
(d)	Other Backward Classes	03	01
(f)	TOTAL	18	06

service. Recruitment to these posts and conditions of service shall be governed by the Chhattisgarh High Court (Appointment and Conditions of Service of Court Managers) (Chhattisgarh) Rules 2012.

Note:- No. of posts may vary.

Two- Eligibility :-

- (A) No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he/she possesses the following qualifications:

- (i) A Bachelor Degree with Masters in Business Administration or Advanced Diploma in General Management from a UGC recognized University or Institution in India.
- (ii) 5 (five) years experience / training in systems and process management or 5 (five) years experience / training in I.T. Systems Management / Human Resources management / Financial Management.
- (iii) Excellent communication skills in Hindi, English and official languages of the State of Chhattisgarh.
- (iv) Excellent Social skills.
- (v) Excellent computer application skills and
- (vi) Preference will be given to Candidates having qualification and experience in the field of Law.
- (B) **Age :-** Between 25 (twenty-five) to 35 (thirty-five) years as on the last date fixed for receipt of applications. The upper age limit for candidates belonging to Scheduled Castes and Scheduled Tribes of the State of Chhattisgarh, as per circular issued by State Government of Chhattisgarh from time to time.

Relaxation in upper age limit:-

- (a) The upper age limit shall be relaxable upto a maximum limit of 5 years only for the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes as notified in relation to the State of Chhattisgarh.
- (b) The upper age limit shall be relaxable upto a maximum limit of 10 years in case of woman candidates belonging to each category namely Scheduled Caste, Scheduled Tribe, Other Backward Classes and Unreserved.
- (c) The upper age limit for Government servant whether permanent or temporary, shall be relaxable upto further 3 years in addition to the relaxations available as above.
- (C) The person selected by the Selection Committee shall not be appointed --
 - (i) Unless he/she is of good character and is in all respect suitable for appointment to the service; and
 - (ii) Unless he/she is certified by the medical authority specified by the High Court that he/she is medically fit to discharge the duties of the post for which he/she is selected.

NOTE:-

- (i) The benefits of reservation for **Scheduled Caste, Scheduled Tribe and Other Backward Classes shall be available only to the bonafide residents of Chhattisgarh State.**

The applicants, who are bonafide residents of other states and recognized as Scheduled Caste, Scheduled Tribe and Other Backward Classes in their own states, shall be considered only against unreserved posts.

- (ii) The candidates of OBC under creamy layer shall not be entitled for the benefit of reservation.

Three - Application form & testimonials:

Candidates interested in and who are eligible to be considered for the post, should submit their applications in the format available on the website, along with duly attested certificates / testimonials relating to their date of birth, caste, qualification, domicile and experience.

Four – Instruction / Information for filling the application form.

Application form for the Court Manager Examination 2013 is available on our website i.e. www.cghighcourt.nic.in.

- (a) The bonafide residents of Chhattisgarh belonging to Scheduled Caste, Scheduled Tribe or Other Backward Classes should specify their category in the application form.
- (b) Applications should be:-
- (i.) duly filled in and signed,
 - (ii.) along with Identity Sheet,
 - (iii.) with 1 photograph on application form, 1 on Identity Sheet and 2 extra stapled at the space provided on the application. Photographs should be recent and identical,
 - (iv.) with self attested copies of:
 - 10th marksheet,
 - 12th marksheet,
 - Graduation Certificate or marksheets,
 - Degree/marksheet of MBA or
 - Advance Diploma in General Management,
 - Experience Certificate,
 - Any other Certificate of qualifications as required. (see rule 4 of Chhattisgarh High Court (Appointment & Conditions of Service of Court Managers) Rules, 2012)

- (v.) with 2 self addressed envelopes (11" X 5") having postal stamps of Rs. 25.00 affixed on each envelope, addressed to Registrar General, High Court of Chhattisgarh, Bilaspur,
- (vi.) submitted and received in the Registry of High Court on or before 10/06/2013 till 5:00 P.M.

Application form should be submitted in a 14" X 10" sized envelope and **"APPLICATION FOR COURT MANAGER EXAMINATION 2013 WITH ADVT. NO. 01/S & A CELL/2013"** must be written on top of the address.

Address for sending the application :-

**Registrar General
High Court of Chhattisgarh
at Bodri, Bilaspur [C.G.]
Pin - 495220**

- (c) The application form must be submitted in the appended format and must be computer printed or downloaded in A4 size paper.
- (d) Last date for submission of application is **10/06/2013 till 5:00 P.M.** It is the responsibility of the applicant that his/her application must reach the Registry office by 5:00 p.m. on the last date. The applications can also be submitted by dropping it in the **"Box"** kept therefor in the Registry office during the office hours i.e. from 10.00 a.m. to 5.00 p.m. on every working day till the last date. The applications received in the Registry office by post till 5:00 p.m. on the last date shall only be entertained. Registry will not be responsible for any postal delay.

Five - Examination Fees

- (a) Rs. 300/- for the candidates who are bonafide residents of Chhattisgarh state belonging to Scheduled Caste, Scheduled Tribe or Other Backward Classes as notified for the State of Chhattisgarh.
- (b) Rs. 500/- for all the candidates belonging to Unreserved Category and for all the candidates who are not the residents of Chhattisgarh state irrespective of their categories.

Examination Fee will be accepted only in the form of Demand Draft with SBI branches in favor of Registrar General, High Court of Chhattisgarh at Bodri, Bilaspur(C.G.) payable at SBI,High Court Branch, Bilaspur (Branch Code:10465). Therefore, original copy of Demand Draft must be attached along with application form.

Most important-

Note-

- (a) The applications received after expiry of the last date of submission, shall not be entertained.
- (b) Fee shall not be refunded in any case.
- (c) *In case of receipt of application after expiry of the last date or in case of rejection of the application the fee shall not be refunded.*
Therefore, the candidates are advised that instead of waiting for the last date, it would be in their interest to send the application form well in time.

Six - Incomplete Application :

The application shall be summarily rejected if it is found to be deficient in any respect or/and is not accompanied by the requisite documents as mentioned above.

Seven - Selection Procedure :-

- (i) The decision on holding the examination, either by written examination and interview both or interview only, will be taken on the basis of number of applications submitted, which shall be intimated by notification on the website of High Court www.cghighcourt.nic.in
- (ii) In case of written examination, candidates will be called for interview in the ratio of 1:3 on the basis of merit of their performance in the written examination.
- (iii) It will be open to the selection committee to select the candidates on the basis of written examination and interview or on the basis of interview only.
- (iv) The selection Committee shall prepare the list of selected candidates in the order of merit after holding appropriate examination. The names of selected candidates shall be recommended to the Chief Justice for appointment.
- (v) A candidate selected for appointment shall be required to undergo medical examination of physical fitness by a Medical Board before he/she is appointed. Every candidate who appears before medical board shall pay the Medical Examination fee which in no case shall be refundable.

Eight- Admit-card/Call letter:-

Admit card/Call letter will be made available only on the website of our High Court i.e. www.cghighcourt.nic.in 15 days prior to the date of written examination or interview, Candidates can download & print the admit cards from our website.

Nine - Incomplete or false information :-

- (a) If any of the particulars furnished in application and enclosures are found to be false within the knowledge of the candidate or if the candidate is found to have willfully suppressed any material fact, he/she, if appointed, shall be liable to be dismissed from service.
- (b) The candidates are required to fill in the application form with correct and complete information carefully as per the directions given in the advertisement. If any incomplete or false information is given, the candidate shall be responsible and on the basis of the false and incomplete information, the application shall be rejected at any stage of the selection without giving any prior notice.

Note :- The candidates remaining absent in the interview shall be disqualified for the selection.

Ten- (A) Tenure

- (i) All appointment to the post of Court Manager shall be purely on contract basis, which can be terminated at any time without any prior notice.
- (ii) The tenure of service may be for the plan period of 13th Finance Commission i.e. till 31-03-2015.

(B) Relinquishing Service :-

In case the Court Manager absents himself from duty continuously for 15 days or more without any information or prior sanction of leave, it shall be deemed that the Court Manager has left or relinquished/abandoned the service.

(C) Transfer :-

- (i) The post of Court Manager shall be transferable throughout the State of Chhattisgarh.
- (ii) The appointing authority shall have the prerogative to transfer a Court Manager from one place to another, at any time.
- (iii) The Court Managers may be transferred from one district court to another or from High Court to Subordinate District

Court or vice versa, by the Chief Justice or any other Judge nominated by the Chief Justice.

- (D) **Lien :-** The holder of the post of Court Manager cannot claim lien over any of the posts in any service including the High Court Services.
- (E) **Reservation:-** The reservation policy as applicable to the High Court Service under the Chhattisgarh High Court (Appointment, Condition of Service & Condition) Rules, 2003 shall be applicable.
- (F) **Training:-** Every person appointed to the post of Court Manager shall undergo training as may be prescribed by the High Court from time to time.

Eleven- No correspondence with regard to the examination will be entertained.

In-charge S & A Cell