

THE HIGH COURT OF GUJARAT
(RECRUITMENT AND CONDITIONS OF SERVICE
OF OFFICERS AND STAFF) RULES, 2011
(Amended as on 06.02.2026)

NOTIFICATION BY THE HIGH COURT OF GUJARAT AT AHMEDABAD
(For insertion in the Gujarat Government Gazette, Part-IV-C)

No. C-1325/2011

P R E F A C E

The High Court of Gujarat was established on 1st May, 1960 pursuant to the Bombay Re-organization Act, 1960. Since its inception number of posts for the Officers and Ministerial Staff of the High Court of Gujarat were created by the State of Gujarat from time to time. Under Clause (1) of Article 229 of the Constitution of India, appointments of Officers and servants of the High Court shall be made by the Chief Justice of the Court or such other Judge or Officer of the Court, who may be directed by the Chief Justice. Under Clause (2) of Article 229 of the Constitution of India, service conditions of the Officers and servants of the High Court shall be such as may be prescribed by Rules made by the Chief Justice of the High Court.

For the first time the Rules relating to conditions of service of Officers and Ministerial staff of the High Court were framed in the year 1964 viz. The High Court of Gujarat (Recruitment and Conditions of Service of Staff) Rules, 1964, which were repealed in the year 1992 by the new Rules viz. The High Court of Gujarat (Recruitment and Conditions of Service of Staff) Rules, 1992.

Since 1960 large number of gazetted ²²[Group-A] posts which were not specified for the Judicial Officers were used to be filled up by promotion of officers and staff of the High Court. For the first time when the High Court of Gujarat (Recruitment & Conditions of Service of Staff) Rules, 1964, were framed under Article 229 of the Constitution of India, provisions were made to fill up gazetted ²²[Group-A] posts of Registrars, Additional Registrars, Special Officer (Inspection), etc. by promotion of officers and staff of the High Court or by transfer of Judicial Officers not below the rank of District Judge or by nomination. The High Court of Gujarat (Recruitment and Conditions of Service of Staff) Rules, 1964, were repealed by 1992 Rules where-under provisions were made to fill up the posts of Registrar General, Registrar (Administration), Registrar (Judicial), etc., either by promotion from the establishment of the High Court or by transfer of Judicial Officers or by nomination or re-employment. It is also provided under the 1992 Rules that

for appointment to the posts of Registrar General, Registrar (Administration), Registrar (Judicial) etc., a candidate must have the qualification for eligibility for appointment as a District Judge as prescribed in Article 233 of the Constitution of India. It is also provided in 1992 Rules to fill up the posts of Registrar (Vigilance), Registrar (Infrastructure and Information Technology), Registrar (Law & Inquiry), Registrar (Legal), Registrar (Inspection), Registrar (Recruitment) and Registrar (Publication and Protocol) by transfer of Judicial Officers of the cadre of District Judge. These posts were originally created with the designations of Registrar, Additional Registrars, Special Officers, Officer on Special Duty Law Officer, etc. for the Officers and Ministerial Staff of the High Court. However, in view of the provisions made in 1992 Rules, the Officers and Ministerial Staff of the High Court were deprived of their promotions to gazetted ²²[Group-A] posts to which they were entitled to. Though, provisions have been made in 1992 Rules to give promotions to the Private Secretaries to the higher posts of Additional Registrar-cum-Principal Private Secretary to the Chief Justice, Secretary and Additional Secretaries to the Chief Justice in the pay scale of Rs.37400-67000/-, other Officers and Ministerial staff are promoted only up to the rank of Deputy Registrar or equivalent posts in the pay scale of Rs.15,600-39,100, and thereby they have been deprived of promotion to the higher post in the pay scale of Rs.37,400-67,000 as are available to the Private Secretaries.

Taking into consideration such anomalous situation, it is decided to frame the Rules in such a manner to ensure that majority of the Officers and Ministerial staff, who at present are getting promotions only upto the rank of Deputy Registrar or equivalent posts in the pay scale of Rs.15,600-39,000, may also get due promotions to higher posts in the present scale of Rs.37,400-67,000/-, which were originally created for them. For example, post of Registrar (now known as Registrar (Administration)); Additional Registrar (now known as Registrar (Judicial)); Special Officer (Inspection Branch) (now known as Registrar (Inspection), all created by Notification dated 9th May, 1960; Special Officer (now known as Registrar (Finance)), created by the Notification dated 22nd September, 1970; another post of Special Officer (now known as Additional Registrar (Judicial)), created by the Notification dated 13th May, 1978; Law Officer (now known as Registrar (Legal), created by the Notification dated 31st January, 1979; Officer on Special Duty (now known as

Registrar (Infrastructure and Information Technology), created by the Notification dated 11th July, 1983; another post of Special Officer (Inspection) (now known as Registrar (Publication and Protocol), created by the Notification 22nd December, 1989; Law Officer (now known as Registrar (Law and Inquiry), created by the Notification dated 8th March, 1991; Registrar General, created by the Notification dated 25th October, 2004 and Registrar (Recruitment), created by the Notification dated 4th May, 2007, which are in the pay scale of Rs.37,400-67,000/-, though created for Officers and Ministerial staff of the High Court, are being filled up by deputation of Judicial Officers.

With a view to remove such anomalies, provide suitable promotional avenues to Officers and Ministerial staff, who could be promoted against such non - specified posts as originally created by Notifications issued by the State Government, without compromising with the work culture, confidentiality and administrative exigencies, and to utilize the services of District Judges and other Judicial Officers on judicial side rather than posting a large number of Judicial Officers in the Registry of the High Court and to provide benefits to the rest of the Officers and Ministerial staff of the High Court, for whom these posts were originally created by the Government, it is decided to repeal, the High Court of Gujarat (Recruitment and Conditions of Service of Staff) Rules, 1992 and in exercise of powers conferred on me under Article 229 of the Constitution of India to frame “The High Court of Gujarat (Recruitment and Conditions of Service of Officers and Staff) Rules, 2011.

It is hoped that these Rules will encourage the Officers and Ministerial staff of the High Court to work with more dedication and interest and to serve the litigant public in general and the High Court in particular.

Date : 14th June, 2011.

Sd/-
(**S. J. Mukhopadhyaya**)
Chief Justice.

**THE HIGH COURT OF GUJARAT (RECRUITMENT AND CONDITIONS
OF SERVICE OF OFFICERS AND STAFF) RULES, 2011**

In exercise of the powers conferred by Article 229 of The Constitution of India and all other enabling provisions in this behalf and in supersession of all Rules, Regulations, Notifications, Orders, etc. on the subject, the Honourable The Chief Justice of the High Court of Gujarat hereby makes the following Rules with respect to recruitment and conditions of service, of persons serving on the establishment of the High Court of Gujarat.

PART -I

1. Short title and commencement:-

- (1) These Rules shall be called "The High Court of Gujarat (Recruitment and Conditions of Service of Officers and Staff) Rules, 2011."
- (2) They shall come into force with effect from 15th June, 2011.
- (3) They shall apply to the members of the establishment and the members of the staff appointed on the establishment of the High Court.

2. Definitions:-

In these Rules, unless the context otherwise requires:-

- (a) '**Board**' means any recognized Board/Institution conducting examinations upto Secondary School and Higher Secondary School Certificate or awarding Diplomas by State Government or as may be declared by the Chief Justice to be so recognized for the purpose of these Rules.
- (b) '**Chief Justice**' means The Chief Justice of the High Court of Gujarat.
- (c) '**Constitution**' means The Constitution of India.
- (d) '**Court**' means the High Court of Gujarat.
- (e) '**Establishment**' means and includes all Offices, Departments, Sections, Branches and other ancillary Cells, Units and Wings of the High Court of Gujarat.
- (f) '**Governor**' means The Governor of the State of Gujarat.

- (g) **‘Member of the establishment’** means a person appointed in accordance with these Rules or the Rules or orders in force prior to the commencement of these Rules, but does not include Officers appointed by way of deputation as specified in **Schedule “A”, “B” and “C”**.
- (h) **‘Member of the staff’** means and includes the ²²[Group-C & D] employees working on the establishment of the High Court of Gujarat.
- (i) **‘Officers’** means ²²[Group-A & B] Officers appointed from amongst the members of the Staff of the Court, and also include Judicial Officers on deputation.
- (j) **‘Schedule’** means the Schedules appended to these Rules.
- (k) **‘Scheduled Caste’** means such castes, races or tribes or parts of groups within such castes, races or tribes as are deemed to be Scheduled Castes in relation to the State of Gujarat under Article 341 of The Constitution of India.
- (l) **‘Scheduled Tribe’** means such tribes or tribal communities or parts of groups within such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Gujarat under Article 341 of The Constitution of India.
- (m) **‘Socially and Educationally Backward Class’** means such castes, classes and groups as may be determined by the State Government as socially and Educationally Backward Classes from time to time.
- (n) **‘State Government’** means the Government of Gujarat.
- (o) **‘University’** means any University incorporated by law in India and recognized as such by University Grants Commission of India or any other University /Institution which is declared by The Chief Justice to be University, for the purpose of these Rules.

PART-II

3. High Court Establishment:-

- (1) The establishment of the High Court shall comprise various posts classified and categorized in the **Schedules** appended to these Rules.
- (2) The Chief Justice may from time to time create additional number of posts in any ²²**[Group]** or category with the prior approval of the State Government.

4. Appointing Authority:-

- (1) The Chief Justice shall be the Appointing Authority for all ²²**[Group-A, Group-B]** and other Gazetted posts on the establishment of the Court.
- (2) The Registrar General shall be the Appointing Authority with respect to all other posts (including Fixed Wages and Daily Wages employees). However, such appointment shall be made by the Registrar General with the prior approval of the Chief Justice.

5. Classification of Services and Posts :-

The Services and posts on the establishment of the Court shall be classified as follows:

- (i) ²²**[Group-A]** Gazetted
- (ii) ²²**[Group-B]** Gazetted
- (iii) ²²**[Group-C]** Non-Gazetted
- (iv) ²²**[Group-D]** Non-Gazetted.

⁷**6. Appointment of Persons on the establishment of the High Court:**

Appointment of persons on the establishment of the High Court shall be in any of the following modes:-

- (i) By direct recruitment (other than for the posts which are to be filled in by judicial officers on deputation); or
- (ii) By promotion (wherever quota for promotion is prescribed, that quota shall be adhered to); or
- (iii) By deputation; or

(iv) By absorption;

In the manner as indicated against every such post of any ²²**[Group]** or category in the **Schedules**.

[A] Direct Recruitment:

Every post of any ²²**[Group]** or category in the Schedules wherein 'Direct Recruitment' is the only mode of appointment, in every such post, 'Direct Recruitment' should be given first priority for making appointment of persons on the establishment of the High Court' and Deputation or Absorption or Promotion should be resorted to only in exceptional circumstances and reasons to be recorded in writing.

For 'Direct Recruitment', the following procedure shall be followed:

(i) Application shall be invited from the eligible candidates;

¹⁰**[(ii) A.** For all the posts in the cadre of ²²**[Group-A and Group-B]** except Post of Private Secretary (English Stenographer Grade-I) ²²**[Group-B]**, assessment of ability of the candidates shall be made by written test followed by interviews, For the purpose,

(a) Written Test shall be of 60% marks and

(b) Interviews shall be of 40% marks.

B. For the Post of Private Secretary (English Stenographer Grade-I) ²²**[Group-B]**, assessment of ability of the candidates shall be made as follows;

(a) A Preliminary Test (Objective Type-MCQs type), of 100 Marks with a qualifying bar of 50% with negative Marking of 0.33 Mark for each Wrong/ Multiple Answer. Marks obtained in the Preliminary Test (Objective Type-MCQs type) may not be considered for determining the merits, for preparing the Final Merit List.

(b) Those shortlisted, may advance for the Stenography / Skill Test of 60 Marks with a qualifying bar of 60%.

(c) Again, those shortlisted, may advance for a Viva-voce Test (Oral Interview) of 40 Marks with a qualifying bar of 40%.

The Select List ²³**[Deleted]** may be prepared strictly on the basis of Aggregate Marks obtained in the Stenography /Skill Test & the Viva voce Test (Oral Interview).]

⁹**[(iii)]** For all the posts in the cadre of ²²**[Group-C and Group-D]**, assessment of ability of the candidates shall be made by written test.

However, in a special case/circumstance, personal interview may be conducted for ascertaining the special ability required for a particular post and in such case, assessment of the candidates shall be made as provided in (ii) above.]

³⁰**[(iv)]** The Select List may be prepared strictly on the basis of Aggregate Marks obtained in the Written Test and/or the Stenography/Skill Test and /or the Viva voce Test (Oral Interview), whichever is applicable.

The Wait List shall be prepared in respect of Group-C and Group-D posts, which shall remain in force for a period of 03(Three) months from the date of its publication and may be operated only in case, the candidate/s of the Select List does not accept the offer of appointment within the time limit.]

²¹**[[B] Promotion:**

²⁵[For the posts to be filled in by Promotion, eligible candidates shall be called for consideration as under:

- (a) For Merit-cum-Seniority/Merit, minimum three times the number of vacancies, shall be called for consideration, meaning thereby, for one post, minimum three candidates shall be called for consideration.
- (b) For Seniority-cum-Merit, minimum one and half (1.5) times the number of vacancies, shall be called for consideration.

Provided that, when the value after decimal is equal to 0.5, then the number is rounded up to the next whole number.】

- (i) Mode of consideration for promotion to all the Technical Posts of Information Technology Cell shall be the same as that of direct recruitment i.e. assessment of ability of eligible candidates shall be made by written test followed by oral interview. For the said purpose,
 - (a) Written Test shall be of 60% marks,
 - (b) Interviews shall be of 20% marks and
 - (c) 20% marks shall be for Annual Confidential Reports.
- (ii) (a) Mode of consideration for promotion to the post of ²⁹【Chauffeur】 and Book Binder shall be made on the basis of Seniority-cum-Merit, in the manner prescribed in the Schedule-D.
- (b) Mode of consideration for promotion to the post of Deputy Section Officer ²⁶【and Office Assistant-cum-Clerk】 shall be made on the basis of Merit in the manner prescribed in the Schedule-D.
- ²⁴【(c) Mode of consideration for promotion to the post of ²⁹【Ceremonial Assistant/ Security Supervisor/ Judicial Process Assistant】 shall be made on the basis of Seniority-cum-Merit by assessment of Past Performance, subject to rejection if found unfit.】
- (iii) For remaining posts to be filled in by Promotion, the same shall be made on the basis of Seniority-cum-Merit, in following manner:
 - (a) 20% marks shall be for Oral Interview.
 - (b) 80% marks shall be for Past Performance/Annual Confidential Reports.】

~~¹⁸**[B] Promotion:-**~~

~~For the posts to be filled in by Promotion, eligible candidates, three times the number of vacancies, shall be called for consideration. Meaning thereby, for one post, minimum three candidates shall be called for consideration.~~

~~(i) Mode of consideration for promotion to the post of Additional Registrar, Deputy Registrar and all the Technical Posts of Information Technology Cell, except the post of Secretariats, shall be the same as that of direct recruitment, i.e. Assessment of ability of eligible candidates shall be made by written test followed by oral interview. For the purpose,~~

~~(a) Written Test shall be of 60% marks,~~

~~(b) Interviews shall be of 20% marks and~~

~~(c) 20% marks shall be for Annual Confidential Reports.~~

~~(ii) ²⁰**[(a)]** Mode of consideration for promotion to the post of Driver and Book Binder shall be made on the basis of Seniority cum-Merit, in the manner prescribed in the Schedule D.~~

~~²⁰**[(b)]** Mode of consideration for promotion to the post of Deputy Section Officer shall be made on the basis of Merit in the manner prescribed in the Schedule D.}]~~

~~(iii) For remaining posts to be filled in by Promotion, shall be made on the basis of Seniority cum-Merit, in following manner:~~

~~(a) 20% marks shall be for Oral Interview.~~

~~(b) 80% marks shall be for Past Performance/Annual Confidential Reports.}]~~

~~**[B] Promotion:-**~~

~~For the posts to be filled in by Promotion, eligible candidates, three times the number of vacancies, shall be called for consideration. Meaning thereby, for one post, minimum three candidates shall be called for consideration.~~

~~Mode of consideration shall be the same as that of direct recruitment, i.e. Assessment of ability of eligible candidates shall~~

~~be made by written test followed by oral interview. For the purpose,~~

~~(a) Written Test shall be of 60% marks,~~

~~(b) Interviews shall be of 20% marks and~~

~~(c) 20% marks shall be for Annual Confidential Reports.~~

~~In the matter of 'promotion' due weightage shall be given to past performance on the basis of Annual Confidential Reports.~~

¹¹~~[For the Post of Section Officer (Gazetted Officer Class-II) promotion shall be made as follows:—~~

~~By promotion of Deputy Section Officer, Assistant Protocol Officer, Translator, Campus Assistant, on the basis of Seniority-cum-Merit and Merit-cum-Seniority, in following manner:~~

~~(A) 30% of the vacancies, by Seniority-cum-merit.~~

~~While exercising the process for promotion by Seniority-cum-Merit, 24% posts of Section Officer shall be filled in from the cadre of Deputy Section Officer and 6% posts of Section Officer shall be filled in from the cadre of Translator.~~

~~—AND~~

~~(B) 70% of the vacancies, by Merit-cum-Seniority.]~~

7. Pay and Allowances:-

The persons born on the establishment of the Court shall draw such pay scale as are indicated in the **Schedules** or as may be fixed or prescribed from time to time by the Chief Justice after approval of the Governor.

8. Eligibility :-

A person shall not be eligible for appointment on the establishment of the Court on any post unless he or she possesses the qualifications and fulfills the requirements of such posts as are indicated in the **Schedules**.

9. Age :-

- (1) The lower and upper age limits of candidates for appointment by direct recruitment on the establishment of the Court shall be 18 years and 35 years respectively.

²⁸[Provided that for the post of Court Manager, the lower and upper age limits of candidates shall be 25 years and 40 years respectively.]

- (2) Employees working in the ²²[District Judiciary] or any other High Court shall be allowed on a uniform basis relaxation of a maximum period of 5 years or to the extent of equal number of years for which service has been put in by him/her, whichever is less, in the upper age limit for the post to be filled in, by direct recruitment.

- ^{13&17}(3) The upper age limit may be relaxed in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons, Women, Ex-servicemen and Economically Weaker Sections (EWSs) as per the prevailing Government Rules/Orders.]

²⁷[The upper age limit for the post of Head Cook may be relaxed for a maximum period of 05 years for all candidates.]

10. Age of Retirement :-

- (1) The date of retirement of an employee of the Court is the date on which he/she attains the age of 60 years. He/She may be retained in service after the date of retirement by Honourable the Chief Justice on administrative ground, which may be recorded in writing.
- (2) The date of retirement of an employee of the Court will be the afternoon of the last date of the month in which the date of retirement falls, as explained below:

Explanation:-

Date of Birth	Date of retirement on attaining the age of 60 years or the prescribed age of superannuation.
(a) 1st of the Month	Afternoon of the last date of the

	preceding month
(b) Any other date of the Month	Afternoon of the last day of that month

11. Seniority :-

(A) The seniority of a Member of the Staff, or a Member of the Establishment, other than the Officers on deputation, shall be determined by the date of his/her first appointment in service, cadre, ²²[group] or category in which he/she is appointed.

Explanation : The words "date of first appointment" as occurring in this Rule means the date of first substantive appointment ; meaning thereby the date of first appointment on probation or otherwise, but on a clear vacancy, confirmation being subject to good work and conduct and / or passing of any Examination or Test, as may be prescribed.

(B) Inter se seniority of two or more persons appointed on the same post in a ²²[group] or category of the establishment simultaneously will, notwithstanding the fact that they may join or assume duty of their appointment on different dates, shall be determined :-

- (i) in the case of those promoted, by their relative seniority in the lower service, ²²[group], category or grade;
- (ii) in the case of those recruited directly, according to the positions attained by and assigned to them in order of merit in the Competitive Examination as is determined and declared by the Court, and
- (iii) in any ²²[group] or category of posts which provides for appointment, both by promotion as well as by direct recruitment, the promotees shall rank senior to direct recruits and inter se seniority of appointees in both groups would be subject to (i) and (ii) above.

(C) For the purpose of determination of seniority in the matter of promotion by Seniority-cum-Merit or Merit-cum-Seniority, if two or more persons belong to different cadres, their Inter-se-Seniority shall be determined as under:-

- (a) a person who is in a higher scale of pay shall rank higher to the person belonging to a lower scale of pay;
- (b) if two persons are in the same scale of pay and grade, then the person appointed earlier in the same scale of pay and grade shall rank higher to the person appointed later in the same scale of pay and grade;
- (c) if the scale of pay is same, but grade pay is different, then a person having higher grade pay shall rank higher to a person having lower grade pay.

Explanation : If any appointment is made by absorption, then for the purpose of determination of seniority, person appointed as such shall be treated as a fresh appointee by direct recruitment.

12. Probation:-

- (1) Notwithstanding anything contained in these Rules, a person appointed to ²²**[Group-A, Group-B, Group-C or Group-D]** service or post by direct recruitment, shall be on probation for a period of two years and in case of a promotion to any post or service, he / she shall be on probation for a period of one year.
- (2) If it appears at any time during or at the end of the period of probation that services of the employee concerned are not satisfactory, his / her services may be dispensed with or in case of any promotee, he / she may be reverted to his substantive post, without any prior notice.

13. Medical Examination:-

- (1) Each person appointed on the establishment of the High Court shall be required to produce a Medical Certificate of fitness from a Civil Surgeon or a Medical Officer or a Medical Board within two months from the date of his/her first appointment, which may be extended for further period upto six months in suitable cases.
- (2) The Chief Justice may condone any disqualifying medical defect reported in the case of any person on medical examination, if he is of

the opinion that such defect would not come in the way of efficient discharge of his / her official duty.

[14. Computer Examination:-

1. To be eligible for appointment to any post/ ²²**[Group]**, by direct recruitment on the establishment of the High Court of Gujarat, a candidate must possess a certificate regarding basic knowledge of computer as prescribed by the State Government from time to time.
2. The candidate appointed on the establishment of the High Court of Gujarat shall have to pass CCC/ CCC+ examination as prescribed by the State Government from time to time, as the case may be or as applicable. However, the following employees/ Officers shall be exempted from passing CCC / CCC+ examination :
 - (i) Degree/diploma holders as decided by the State Government from time to time or,
 - (ii) The employees and officers who have undertaken the training imparted by the IT Cell of the High Court as per the syllabus provided in the Schedule-'F' and upon completion of such training, passed the On-line Computer Aided Test, **conducted by the IT Cell**, with minimum 50% marks.
 - (iii) Technical staff of the IT Cell (Including Computer Operator) of the High Court.
 - (iv) Employees working as Air Conditioning Plant Operator, Wireman, ²⁹**[Chauffeur]**, Carpenter and ⁴**[Book Binder]**.

The Honourable the Chief Justice, may, however, exempt any employee/ officer working on the establishment of the High Court of Gujarat from passing such examination.

Nothing stated here in above shall affect the exemption from passing any such examination previously granted by the High Court to the employees.]

14.—Computer Examination:-

~~¹(1) To be eligible for appointment to any post in Class III to Class I, either by direct recruitment or by promotion, a candidate must possess besides the prescribed qualifications:-~~

~~a) — CCC/CCC+ level certificate, or;~~

- ~~b) should have Degree/Diploma from any recognized University/ Educational institution with computer as one of the subjects, or;~~
- ~~c) should have passed SSC or HSC examination from recognized School Board with Computer as one of the subjects, or courses prescribed by the Government, or;~~
- ~~d) should have undertaken the training to be imparted by the IT Cell of the High Court as per the syllabus provided in the Schedule 'F' and upon completion of such training, should have passed the On-line Computer Aided Test, with minimum 50% marks, which may be conducted by the IT Cell, as far as possible twice a year.]~~

~~²[(2) Technical staff of the IT Cell of the High Court shall be exempted from fulfilling the above requirements.—~~

~~(3) Nothing stated here in above shall affect the exemption from passing any such examination previously granted by the High Court to the employees.]~~

~~(³4) Employees working as Air Conditioning Plant Operator, Wireman, Driver, Carpenter and ⁴**[Book Binder]** are exempted from passing the requisite Computer Examination.~~

15. Passing of various Examinations after Appointment:-

(1) A person on appointment to any post in ²²**[Group-C to Group-A]** shall be required to pass an examination in Hindi and in Gujarati and the rules framed by the Chief Justice in this regard shall apply to all members of the staff.

(2) There shall be held (i) Lower Standard Departmental Examination and (ii) Higher Standard Departmental Examination as provided in Schedule-“E”, for ²²**[Group-C]** employees working on the establishment of the Court, who are eligible for being considered for promotion to the post of Deputy Section Officer, or Section Officer as the case may be.

^{12&16}**[16. Reservation :-**

Reservation in direct recruitment for various categories and ²²**[Groups]** of posts on the establishment of the High Court with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Physically Disabled Persons, Women, Ex-Servicemen and Economically Weaker Sections (EWSs) shall be in accordance with the prevailing policies of the State Government.]

17. Deputation :-

The Chief Justice may, at his discretion appoint any person on the establishment of the Court on deputation from any source outside the Court. The Chief Justice may, in any appropriate case, permit a member of the establishment or member of the staff to go on deputation outside the Court for such period, as he considers appropriate.

^{6-& 14}[18. Lump-sum financial aid OR Appointment on compassionate ground :-

The dependent family member of the deceased ²²[Group-C or Group-D] employee shall have to give option as to whether he/she intends to receive lump-sum financial aid OR he/she wants to get appointment on compassionate ground.

- (a) If the dependent family members of the deceased ²²[Group-C or Group-D] employee opt for receiving lump-sum financial aid, then lump-sum financial aid shall be paid to the dependent family, as per the prevalent Rules/Policy/Scheme of the Government.
- (b) If the dependent family members of the deceased ²²[Group-C or Group-D] employee opts for appointment on compassionate ground, then the Chief Justice may, in suitable cases, appoint the dependent of a deceased ²²[Group-C and Group-D] employees, who died while in service, on compassionate ground, having requisite qualifications on the post of any ²²[Group-C or any Group-D] post, subject to availability of post, irrespective of pending select list. While processing applications seeking compassionate appointment, conditions and criteria laid down in the "Scheme to give Compassionate Appointment to the dependents of the ²²[Group-C and Group-D] employees, working on the establishment of the High Court of Gujarat, Ahmedabad, who die while in service", introduced by the High Court of Gujarat shall be followed.]

19. Posting and Transfer :-

Notwithstanding the initial appointment of any person on any particular post or in any particular ²²[group] or category, the Chief Justice may in the interest of administration, transfer any person to any other equivalent post, or to the same ²²[group] or category on the establishment of the Court, and such transfer or posting shall not affect his seniority as originally fixed or determined.

¹⁹[Provided that the services of Court Manager are transferable throughout the District Judiciary in the State.]

20. Conditions of Service :-

- (1) In respect of all such matters regarding the conditions of service of Court employee for which no provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force and applicable to employees, holding corresponding posts in the Government of Gujarat, which are not inconsistent with these Rules, shall regulate the conditions of service of Court employees subject to such modifications, variations, and exceptions, if any, in the said Rules and Orders, as the Chief Justice may from time to time specify.

Provided that no order containing modifications, variations or exceptions in Rules relating to salaries, allowances, leave or pensions shall be made by the Chief Justice except with the approval of the Governor.

Provided further that the powers exercisable under the Rules and Orders of the Government by the Governor or by any authority subordinate to the Governor shall be exercisable by the Chief Justice or by such person as he may, by general or special order, direct.

- (2) If any question arises as to which Rules or Orders are applicable to the case of any particular person serving on the establishment of the High Court and as to interpretation thereof it shall be decided by The Chief Justice and his decision shall be final.

²⁸[(3) There shall be no provision of lien in respect of the posts of Court Manager.

- (4) Duties of Court Managers working on the establishment of High Court is provided in the Schedule-‘G’ and Duties of Court Managers working in District Judiciary is provided in the Schedule-‘H’, which would be subject to further modification as required.】

21. Relaxation :-

The Chief Justice may, from time to time, with respect to any individual case or for any ²³~~Deleted~~ group or cases relax any condition or any requirement as it relates to age, qualifications or minimum experience, as it may be prescribed in or under these Rules.

22. Residuary Matters :-

The matters of conduct and discipline of the members of the establishment shall be governed by “The High Court of Gujarat (Conduct, Discipline and Appeal), Rules, 2011”.

23. Delegation :-

The Chief Justice may delegate any Judge of the Court or any officer of the Court any of the powers vested in him under these Rules.

24. Savings of the powers of the Chief Justice :-

(1) Nothing in these Rules shall be construed to limit or abridge the powers of The Chief Justice to deal with the case of any Court employee or any person to be appointed to the service in such manner, as may appear to him to be fit and proper.

(2) The Chief Justice may, from time to time, alter, amend or repeal any of these Rules and make such further Rules or pass such orders, as he may deem fit in regard to all matters herein provided or matters incidental or ancillary to these Rules or in regard to matters which have not been provided or sufficiently provided for, in these Rules.

Provided that if such orders relate to salaries, allowances, leave or pension of the employees of the High Court such orders shall be made with the approval of the Governor.

25. Repeal and savings :- (A) All previous Rules, Regulations, Orders, Notifications, Circulars, Instructions and other Instruments with respect to the subject matter covered by these Rules are hereby repealed.

(B) Notwithstanding such repeal, any appointment made or action taken under any of the aforesaid repealed provisions shall be deemed to have been made or taken under these Rules and is hereby saved.

Schedule A- Posts of Officers, on the establishment of the High Court of Gujarat, Ahmedabad and in the Gujarat State Judicial Academy to be filled up by deputation as per Government Notification.

Schedule B- Posts of Officers on the establishment of the High Court of Gujarat, Ahmedabad, to be filled up by deputation as per decision of The Chief Justice under Article 229 of The Constitution of India.

Schedule C- Posts of Officers in the Gujarat State Judicial Academy, on the establishment of the High Court of Gujarat, Ahmedabad to be filled by deputation as per the decision of The Chief Justice under Article 229 of The Constitution of India.

Schedule D- Posts of Establishment of the High Court of Gujarat, Ahmedabad to be filled up by appointment of Officers and Ministerial Staff of the High Court of Gujarat, Ahmedabad.

Schedule E - Departmental Examinations.

³Schedule F - Syllabus for Online Computer Aided Test..

**High Court of Gujarat,
Sola, Ahmedabad.**

**Sd/-
(G.R.Udhwani)**

I/c. Registrar General

Date : 15th June, 2011.

By order of Honourable The Chief Justice.

1. Substituted vide High Court Notification No.C.1325/2011, dated 13.08.2013. 2. Inserted vide High Court Notification No.C.1325/2011, dated 13.08.2013. 3. Re-numbered vide High Court Notification No.C.1325/2011, dated 13.08.2013. 4. Substituted vide High Court Notification No.C.1325/2011, dated 23.10.2013. 5. Deleted vide High Court Notification No.C.1325/2011, dated 12.10.2015. 6. Substituted vide High Court Notification No.C.1325/2011, dated 12.10.2015. 7. Substituted vide High Court Notification No.C.1325/2011, dated 29.10.2015. 8. Substituted vide High Court Notification No.C.1325/2011, dated 30.01.2016. 9. Inserted vide High Court Notification No.C.1325/2011, dated 30.01.2016. 10. Substituted vide High Court Notification No.C.1325/2011, dated 07.03.2018. 11. Inserted vide High Court Notification No.C.1325/2011, dated 07.03.2018. 12. Substituted vide High Court Notification No.C.1325/2011, dated 03.04.2018. 13. Substituted vide High Court Notification No.C.1325/2011, dated 05.05.2018. 14. Substituted vide High Court Notification No.C.1325/2011, dated 12.07.2018. 15. Substituted vide High Court Notification No.C.1325/2011, dated 29.10.2018. 16. Inserted vide High Court Notification No.C.1325/2011, dated 29.07.2020. 17. Substituted vide High Court Notification No.C.1325/2011, dated 20.01.2021. 18. Substituted vide High Court Notification No.C.1325/2011, dated 08.02.2023. 19. Inserted vide High Court Notification No.C.1325/2011, dated 07.10.2023. 20. Inserted vide High Court Notification No.C.1325/2011, dated 13.10.2023. 21. Substituted vide High Court Notification No.C.1325/2011, dated 18.12.2023. 22. Substituted vide High Court Notification No.C.1325/2011, dated 03.05.2024. 23. Deleted vide High Court

Notification No.C.1325/2011, dated 03.05.2024. **24.** Inserted vide High Court Notification No.C.1325/2011, dated 26.06.2024. **25.** Substituted vide High Court Notification No.C.1325/2011, dated 18.07.2024. **26.** Inserted vide High Court Notification No.C.1325/2011, dated 29.01.2025. **27.** Inserted vide High Court Notification No.C.1325/2011, dated 25.08.2025. **28.** Inserted vide High Court Notification No.C.1325/2011, dated 15.10.2025. **29.** Substituted vide High Court Notification No.C.1325/2011, dated 28.01.2026. **30.** Inserted vide High Court Notification No.C.1325/2011, dated 06.02.2026.

SCHEDULE - "A"

Posts of Officers, on the establishment of the High Court of Gujarat, Ahmedabad and in the Gujarat State Judicial Academy to be filled up by deputation as per Government Notification.

Sr. No .	Original Designation of the post	Present Designation	Date of Notification-creating the post by the State Government.	Feeder Post from which post to be filled up as per Government Notification	Scale of Pay
1.	2.	3.		4.	5.
01.	Special Officer (Vigilance)	Registrar (Vigilance)	30/04/1988	From the Cadre of District Judge	Cadre Pay
02.	Assistant Director, Gujarat State Judicial Academy	Deputy Director, Gujarat State Judicial Academy	29/07/1995 04/01/2000	From the Cadre of District Judge	Cadre Pay
03.	Secretary, High Court Legal Services Committee	Secretary, High Court Legal Services Committee	22/05/2000	From the cadre of ² [Senior Civil Judge] ¹ [Additional District Judge]	Cadre Pay

-
1. Substituted vide Notification No.C.1325/2011, dated 14/07/2015
 2. Substituted vide Notification No.C.1325/2011, dated 14/09/2022

SCHEDULE - "B"

Posts of Officers on the establishment of the High Court of Gujarat, Ahmedabad, to be filled up by deputation as per decision of The Chief Justice under Article 229 of The Constitution of India.

Sr. No.	Original Designation of the post	Present Designation	Date of Notification - creating the post by the State Government.	Feeder Post from which post to be filled up	Scale of Pay
1.	2.	3.	4.	5.	6.
01.	Registrar General	Registrar General	25/10/2004	By Deputation of District Judge (Super time scale)	Cadre Pay
02.	Registrar	Registrar (Administration)	09/05/1960	By Deputation of District Judge	- do -
03.	Additional Registrar	Registrar (Judicial)	09/05/1960	- do -	- do -
04.	Special Officer (Inspection Branch)	⁵ [Registrar (Inspection & Finance)] Registrar (Inspection)	09/05/1960	- do -	- do -
05.	Law Officer	Registrar (Legal, Law and Inquiry)	31/01/1979	- do -	- do -
06.	Registrar (Recruitment)	⁵ [Registrar (Recruitment)] Registrar (Recruitment & Finance)	03/05/2007	- do -	- do -
¹ [07]	Additional Registrar	Additional Registrar (Vigilance)	09/07/2012	By Deputation of Judicial Officer from the cadre of District Judge	Cadre Pay ¹
³ [08.	Full Time Secretary, State Court Management System	⁴ [Registrar (SCMS & ICT)] Full Time Secretary, State Court Management	06/08/2018	By Deputation of District Judge	Cadre Pay ¹

Sr. No.	Original Designation of the post	Present Designation	Date of Notification - creating the post by the State Government.	Feeder Post from which post to be filled up	Scale of Pay
1.	2.	3.	4.	5.	6.
		System			
⁶ [8(A)]	Additional Registrar (Judicial)	Additional Registrar (Judicial)	07/10/2023	By Deputation of District Judge	Cadre Pay]
09.	Commissioner for Taking Accounts	Commissioner for Taking Accounts	27/10/1961	By deputation of the Senior Civil Judge.	² [Cadre Pay]

-
1. Inserted vide Notification No.C.1325/2011, dated 13/08/2012
2. Substituted vide Notification No.C.1325/2011, dated 13/04/2015
3. Inserted vide Notification No.C.1325/2011, dated 31/08/2018
4. Substituted vide Notification No. C.1325/2011, dated 10/04/2019.
5. Substituted vide Notification No. C.1325/2011, dated 16/09/2022.
6. Inserted vide Notification No.C.1325/2011, dated 13/10/2023

¹SCHEDULE - "C"

Posts of Officers in the Gujarat State Judicial Academy, on the establishment of the High Court of Gujarat, Ahmedabad to be filled by deputation as per the decision of The Chief Justice under Article 229 of the Constitution of India.

Sr. No.	Original Designation of the post	Present Designation	Date of Notification - creating the post by the State Government	Feeder Post from which post to be filled up	Scale of Pay
1.	2.	3.	4.	5.	6.
01.	Director, Gujarat State Judicial Academy	Director, Gujarat State Judicial Academy	29/07/1995	By Deputation of District Judge (Super Time Scale).	Cadre Pay
02.	Joint Director, Gujarat State Judicial Academy	Joint Director, Gujarat State Judicial Academy	07/12/2011	By Deputation of District Judge (Super time scale)	Cadre Pay
03.	Additional Director, Gujarat State Judicial Academy	Additional Director, Gujarat State Judicial Academy	07/12/2011	By Deputation of District Judge (Selection Grade)	Cadre Pay
04.	Assistant Director	Assistant Director	03/05/2007, 01/05/2008, 07/12/2011	By Deputation of Senior Civil Judge	Cadre pay

1. Substituted vide Notification No.C.1325/2011, dated 06/08/2013_

¹SCHEDULE-“C1”

Posts of Officers in Arbitration Centre on the establishment of High Court of Gujarat, Ahmedabad to be filled by deputation as per the decision of the Chief Justice under Article 229 of the Constitution of India

Sr. No.	Original Designation of the post	Present Designation	Date of Notification - creating the post by the State Government.	Feeder Post from which post to be filled up	Scale of Pay
01.	02.	03.	04.	05.	06.
01.	Director, Arbitration Centre	Director, Arbitration Centre	12/11/2024	By Deputation of District Judge	Cadre Pay
02.	Deputy Director, Arbitration Centre	Deputy Director, Arbitration Centre	12/11/2024	By Deputation of Senior Civil Judge	Cadre Pay

1. Inserted vide Notification No.C.1325/2011, dated 20.02.2025

¹SCHEDULE - "D"

Posts of Establishment of the High Court of Gujarat, Ahmedabad to be filled up by appointment of Officers and Ministerial Staff of the High Court of Gujarat, Ahmedabad.

Source, Mode of appointment, minimum qualification, experience and scale of pay

GAZETTED OFFICERS ²⁶[GROUP-A]

Sr. No.	Original Designation of the post and Date of Notification-creating the post by the State Government	Present Designation	Mode of appointment	Minimum qualification if any required.	Experience, if any, required	¹⁸[Level Pay Matrix and Minimum Pay]
1.	2.	3.	4.	5.	6.	7.
01.	Registrar (Automation) 07/12/2011	Special Officer	By promotion of Additional Registrar (I.T.) or by Direct Recruitment	Ph.D. in Computer Science/ Computer Engineering/ Electronics & Communication Engineering/ Information Technology OR M.E./M.Tech in Computer Science/ Computer Engineering/ Electronics & Communication Engineering/ Information Technology any of the above qualification with first class or at least 60 % marks and specialization in information technology related areas. Degree in Law and/or M.B.A. shall be given extra consideration .	For Promotion: Minimum two years experience in the feeder cadre For Direct Recruitment : 7 years relevant work experience	¹⁸ 13 A, Rs. 1,31,100]

1.	2.	3.	4.	5.	6.	7.
02.	Additional Registrar 25/10/2004	²⁹[Additional Registrar-cum-Principal Private Secretary to the Hon'ble The Chief Justice [Additional Registrar-cum-Chief Private Secretary to the Hon'ble the Chief Justice]]	²⁹[By Posting from amongst the Officers working as Secretary /Additional Secretary to Hon'ble The Chief Justice, on the basis of merit. [By posting from amongst the Officers working as Additional Registrar-cum-Principal Private Secretary to Hon'ble the Chief Justice / Additional Registrar-cum-Senior Private Secretary to Hon'ble the Chief Justice / Additional Registrar-cum-Principal Private Secretary (PS Section) / Additional Registrar-cum-Principal Private Secretary to Hon'ble the Senior Judge, on the basis of merit]]	-	²⁹[-]	¹⁸13 A, Rs. 1,31,100]
03.	Special Officer (Inspection) 22/12/1989	²⁹[Additional Registrar (Publication & Protocol) [Additional Registrar-cum-Principal Private	²⁹[By posting of Secretary /- Additional Secretary to the Honourable The Chief Justice, on the basis of Merit. [By posting from amongst the Officers working as	-	²⁹[Minimum 2 years experience in the feeder cadre.]]	¹⁸13, Rs. 1,23,100]

1.	2.	3.	4.	5.	6.	7.
		Secretary to the Hon'ble the Chief Justice]]	Additional Registrar-cum-Senior Private Secretary to Hon'ble the Chief Justice / Additional Registrar-cum-Principal Private Secretary (PS Section) / Additional Registrar-cum-Principal Private Secretary to Hon'ble the Senior Judge, on the basis of merit.]]			
04.	Special Officer 22/09/1970	Additional Registrar (Information Technology)	By promotion of System Manager (Information Technology Cell).	-	Minimum 2 years experience in the feeder cadre.	¹⁸ l 13, Rs. 1,23,100]
05.	Special Officer 18/05/1978	Additional Registrar (Finance)	²⁴ [By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell) on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre.	¹⁸ l 13, Rs. 1,23,100]
06.	Officer on Special Duty 11/07/1983	Additional Registrar (Administration)	²⁴ [By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell) on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre.	¹⁸ l 13, Rs. 1,23,100]
07.	Law Officer 08/03/1991	Additional Registrar (Legal, Law & Inquiry)	²⁴ [By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell) on the basis of	-	Minimum 2 years experience in the feeder cadre.	¹⁸ l 13, Rs. 1,23,100]

1.	2.	3.	4.	5.	6.	7.
			Seniority-cum-Merit.]			
¹⁵ 7(A)	Additional Registrar 10/08/2016	Additional Registrar (Recruitment)	²⁴ [By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell) on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre.	¹⁸ 13, Rs. 1,23,100]
²⁰ 7(B)	Additional Registrar 02/11/2022	Additional Registrar (Gujarat State Judicial Academy)	²⁴ [By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell) on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre.	13, Rs.1,23,100]
²⁵ 7(C)	Additional Registrar 25/09/2023	Additional Registrar (Civil)	By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell), on the basis of Seniority-cum-Merit.	-	Minimum 2 years experience in the feeder cadre.	13, Rs.1,23,100
7(D)	Additional Registrar 25/09/2023	Additional Registrar (Criminal)	By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell), on the basis of Seniority-cum-Merit.	-	Minimum 2 years experience in the feeder cadre.	13, Rs.1,23,100
7(E)	Additional Registrar 25/09/2023	Additional Registrar (Inspection)	By promotion of Deputy Registrar/ Deputy Director (Recruitment Cell), on the basis of Seniority-cum-Merit.	-	Minimum 2 years experience in the feeder cadre.	13, Rs.1,23,100
7(F)	Additional Registrar 25/09/2023	Additional Registrar (Infrastructure)	By promotion of Deputy Registrar/ Deputy Director	-	Minimum 2 years experience in the feeder	13, Rs.1,23,100]

1.	2.	3.	4.	5.	6.	7.
			(Recruitment Cell), on the basis of Seniority-cum-Merit.		cadre.	
08.	Secretary to The Hon'ble The Chief Justice 09/05/1960	29[Secretary to the Hon'ble The Chief Justice] Additional Registrar-cum-Senior Private Secretary to Hon'ble the Chief Justice]	29[By posting of Additional Secretary to Hon'ble The Chief Justice, on the basis of merit. In absence of a fit candidate — by promotion of Assistant Secretary to Hon'ble The Chief Justice, on the basis of Merit. [By posting from amongst the Officers working as Additional Registrar-cum-Principal Private Secretary (PS Section) / Additional Registrar-cum-Principal Private Secretary to Hon'be the Senior Judge on the basis of merit.] [In absence of a fit candidate, by promotion of Deputy Registrar-Cum-Principal Private Secretary / Deputy Secretary (Judges' Cell) / Deputy Secretary (Protocol Cell), on the basis of merit]]	-	29[Minimum 2 years experience in the feeder cadre. [In case of Promotion, Minimum 3 years experience in the feeder cadre.]]	18[13, Rs. 1,23,100]

1.	2.	3.	4.	5.	6.	7.
09.	Additional Secretary to the Hon'ble the Chief Justice 29/06/1988 18/12/1998	²⁹[Additional Secretary to the Hon'ble The Chief Justice [Additional Registrar-cum-Principal Private Secretary (PS Section)]]	²⁹[By promotion of Assistant Secretary to the Honourable The Chief Justice / Deputy Registrar (Private Secretary Cell) [By promotion of Deputy Registrar-cum-Principal Private Secretary, Deputy Secretary (Judges' Cell) / Deputy Secretary (Protocol Cell) on the basis of Seniority-cum-Merit]]	-	²⁹[Minimum 3 years experience in the feeder cadre.]	¹⁸ 13, Rs. 1,23,100]
³⁰ [09A		[Additional Registrar-cum-Principal Private Secretary to Hon'ble the Senior Judge]	[By promotion of Deputy Registrar-cum-Principal Private Secretary, Deputy Secretary (Judges' Cell) / Deputy Secretary (Protocol Cell) on the basis of Seniority-cum-Merit]	-	[Minimum 3 years experience in the feeder cadre]	13, Rs.1,23,100]
10.	Assistant Secretary to Hon'ble The Chief Justice 13/10/1988	²⁹[Assistant Secretary to Hon'ble The Chief Justice Deputy Secretary (Judges' Cell)]	²⁹[By promotion of Principal Private Secretary on the basis of ¹⁹[Seniority-cum-Merit]. [By promotion of Principal Private Secretary on the basis of Seniority-cum-Merit]]	-	²⁹[Minimum 2 years experience in the feeder cadre. [Minimum 5 years experience in the feeder cadre.]]	¹⁸ 12 Rs. 78,800]

1.	2.	3.	4.	5.	6.	7.
11.	Deputy Registrar	Deputy Registrar	²⁴ [By promotion of Assistant Registrar/Court Master, Liaison Officer (Recruitment Cell), Senior Protocol Officer, Librarian, Accounts Officer, Campus Administrator on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in feeder cadre.	¹⁸ 12 Rs. 78,800]
12.	Deputy Registrar (One Post)	²⁹[Deputy Registrar (Private Secretary Cell) (One Post)] Deputy Secretary (Protocol Cell)}	²⁹[By promotion of Principal Private Secretary on the basis of Seniority-cum-Merit.] [By promotion of Principal Private Secretary on the basis of Seniority-cum-Merit]]	-	²⁹[Minimum 2 years experience in feeder cadre.] [Minimum 5 years experience in the feeder cadre.]]	¹⁸ 12 Rs. 78,800]
³⁰ [12A		[Deputy Registrar-cum-Principal Private Secretary]	[By promotion of Principal Private Secretary on the basis of Seniority-cum-Merit]	-	[Minimum 5 years experience in the feeder cadre.]	12, Rs. 78,800]
13.	Deputy Director (Recruitment Cell)	Deputy Director (Recruitment Cell)	By posting of Deputy Registrar, on the basis of merit.	-	-	¹⁸ 12 Rs. 78,800]
14.	Administrative Officer, Gujarat State Judicial Academy	Administrative Officer	By posting of Deputy Registrar / Deputy Director (Recruitment Cell), on the basis of merit.	-	-	¹⁸ 12 Rs. 78,800]

1.	2.	3.	4.	5.	6.	7.
15.	Junior System Manager	System Manager (Information Technology Cell)	a) By promotion of System Analyst, System Engineer (Information and Technology Cell), ²Programmer (Recruitment Cell), on the basis of Merit-cum-Seniority. b) In case of non availability of System Analyst, System Engineer (Information and Technology Cell), ²Programmer (Recruitment Cell), by direct recruitment.	For direct recruitment :- i) B.E. / B.Tech. with Computer Science or Information and Technology with 60 % Marks OR ii) MCA with 60% Marks	For Promotion:- Minimum 1 year experience in the feeder cadre. For Direct Recruitment : Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or Reputed Organization / Company.	¹⁸ 12 Rs. 78,800]
16.	Protocol Officer	Senior Protocol Officer	¹⁹ [By promotion of Assistant Registrar / Court Master, Liasion Officer (Recruitment Cell), Accounts Officer (GSJA), Campus Administrator, on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre	¹⁸ 11 Rs. 67,700]
17.	Principal Private Secretary	Principal Private Secretary	By promotion from Private Secretaries	-	Minimum 8 years experience in the feeder cadre	¹⁸ 11 Rs. 67,700]
18.	a. Assistant Registrar b. Court Master	Assistant Registrar / Court Master	By promotion of Section Officer, Protocol Officer, Court-Keeper, Assistant Librarian, Senior	-	Minimum 2 years experience in the feeder cadre	¹⁸ 10 Rs. 56,100]

1.	2.	3.	4.	5.	6.	7.
			Translator, Assistant Commissioner for Taking Accounts, on the basis of ¹⁹ [Seniority-cum-Merit].			
¹⁵ 18(A)	Liaison Officer 10/08/2016	Liaison Officer (Recruitment Cell)	By posting of Assistant Registrar/Court Master, on the basis of merit.	-	-	¹⁸ 10 Rs. 56,100]
²² 18(B)	Court Manager, Class-I (03/07/2021)	Court Manager	By Direct Recruitment (Provided that the Appointment of Court Managers already working, be regularized by way of absorption in light of directions of Hon'ble Supreme Court as one time measure).	Masters Degree in Business Administration/Advanced Diploma in General Management with minimum of 55% marks from any University in India or any institution recognized by the University Grants Commission.	Five Years Experience/ Training in System and Process Management, IT Systems Management, HR Management and Financial System Management.	10 Rs.56,100]
19.	Senior system Analyst (Proposed)	System Analyst (Information Technology Cell)	a) By promotion of System Administrator (Information and Technology Cell) on the basis of Merit-cum-Seniority. b) In case of non availability of System Administrator (Information and Technology Cell), by direct recruitment.	For direct recruitment :- i) B.E. / B.Tech. with Computer Science or Information and Technology with 60 % Marks OR ii) MCA with 60% Marks	For Promotion: Minimum 1 year experience in the feeder cadre. For Direct Recruitment : Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or	¹⁸ 10 Rs. 56,100]

1.	2.	3.	4.	5.	6.	7.
					Reputed Organization / Company.	
20.	Senior System Engineer	System Engineer (Information Technology Cell)	a) By promotion of System Administrator (Information and Technology Cell) on the basis of Merit-cum-Seniority. b) In case of non availability of System Administrator (Information and Technology Cell), by direct recruitment.	For direct recruitment :- i) B.E. / B.Tech. with Computer Science or Information and Technology with 60 % OR ii) MCA with 60% Marks	For Promotion: Minimum 1 year experience in the feeder cadre. For Direct Recruitment : Minimum 1 year experience in Central Government or State Government or Government Organization or Public Sector Undertaking or Reputed Organization / Company.	¹⁸ 10 Rs. 56,100]
21.	Programmer	Programmer (Recruitment Cell)	By direct recruitment	i) B.E. / B.Tech. with Computer Science or Information and Technology with 60 % Marks OR ii) MCA with 60% Marks	Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or Reputed Organization / Company.	¹⁸ 10 Rs. 56,100]
22.	Librarian	Librarian	By promotion of Assistant Librarian	-	Minimum 5 years experience in the feeder cadre	¹⁸ 10 Rs. 56,100]
⁴ 22 (A)	Librarian, Gujarat State Judicial Academy	Librarian, Gujarat State Judicial Academy	By Direct Recruitment	M. Lib. / Master in Library and Information Science.	Minimum 2 years experience in the Central Government	¹⁸ 10 Rs. 56,100]

1.	2.	3.	4.	5.	6.	7.
					or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company	
23.	Accounts Officer (GSJA)	Accounts Officer (GSJA)	By posting of Assistant Registrar/ ² Court Master, on the basis of merit.	-	Minimum 2 years experience in the Account Section (Nazir)	¹⁸ 10 Rs. 56,100]
24.	Accounts Officer	Accounts Officer	By deputation of Accounts Officer (Class-I) from Gujarat Accounts Service.	-	-	¹⁸ 10 Rs. 56,100]
³³ [24(a)	Accounts Officer (Arbitration Centre) 12/11/2024	Accounts Officer (Arbitration Centre)	By deputation of Accounts Officer (Class-I) from Gujarat Accounts Service.	-	-	10 Rs. 56,100]
25.	Campus Administrator	Campus Administrator	By posting of Assistant Registrar/ ² Court Master, on the basis of merit.	-	-	¹⁸ 10 Rs. 56,100]
¹⁰ [26.	Assistant Commissioner of Police (30.08.2014)	Assistant Commissioner of Police	By Deputation of Police Officer from the Cadre of Deputy Superintendent of Police, Gujarat State Police Service OR By posting of Deputy Superintendent of Police by State Government OR Re-employment of retired Deputy Superintendent of Police.	-	-	¹⁸ 10 Rs. 56,100]

1.	2.	3.	4.	5.	6.	7.
			Note: Option of Deputation may be first considered.			
¹¹ [27.]	Vigilance Officer-II	Vigilance Officer-II	By deputation of Deputy Superintendent of Police.	-	-	Cadre pay of Deputy. Superintendent of Police
GAZETTED OFFICERS ²⁶[GROUP-B]						
01.	Assistant Commissioner for Taking Accounts	Assistant Commissioner for Taking Accounts	¹⁹ [By promotion of Section Officer, Protocol Officer and Court Keeper, on the basis of Seniority-cum-Merit.]	B.Com. with Accounts.	Minimum 2 years experience in the feeder cadre in Accounts Sections	¹⁸ 9 Rs. 53,100]
02.	Medical Officer-Class-II	Medical Officer	³⁶ [Deleted] By deputation of Medical Officer from Government ³⁶ [Deleted].	³⁶ [Deleted] Medical Practitioner M.B.B.S ³⁷ [/ M.D.	Minimum 2 years experience as ³⁷ [General Physician]	¹⁸ 9 Rs. 53,100]
03.	Private Secretary (English Stenographer Grade-I) Class-II	Private Secretary	²⁹[a) 20% of the cadre post by promotion of English Stenographer Grade-II. b) 80% of the cadre post by direct recruitment.] [a) 50% of the cadre post by promotion of English Stenographer Grade-II. b) 50% of the cadre post by direct recruitment.]]	a) Graduate from recognized University. b) Speed of 120 Words Per Minute in English Short - hand c) Knowledge of computer operation Will have to pass English Stenography Test with minimum speed of 120 Words Per Minute	¹⁹ [Minimum 5 years experience in the feeder cadre.]	¹⁸ 8 Rs. 44,900]
04.	Gujarati Stenographer Grade-I	Gujarati Stenographer Grade-I	By direct recruitment.	a) Graduate from recognized University. b) Speed of 90 Words Per Minute in Gujarati Short hand c) Knowledge of computer operation.	-	¹⁸ 8 Rs. 44,900]

1.	2.	3.	4.	5.	6.	7.
				Will have to pass Gujarati Stenography Test with minimum speed of 90 Words Per Minute		
05.	Section Officer	Section Officer	²³ [By promotion of Deputy Section Officer, Assistant Protocol Officer, Campus Assistant on the basis of Seniority-cum-Merit.]	-	Minimum 2 years experience in the feeder cadre.	¹⁸ 8 Rs. 44,900]
06.	Liaison Officer	Liaison Officer	By posting of Section Officer, on the basis of merit.	-	-	¹⁸ 8 Rs. 39,900]
07.	Protocol Officer (Section Officer)	Protocol Officer	By posting of Section Officer, on the basis of merit.	-	-	¹⁸ 8 Rs. 44,900]
08.	Senior Translator-cum-Interpreter	Senior Translator	By promotion of Translator, on the basis of ¹⁹ [Seniority-cum-Merit]	-	Minimum 2 years experience in the feeder cadre.	¹⁸ 8 Rs. 44,900]
09.	System Administrator (Class-II)	System Administrator (Information Technology Cell)	a) By promotion of Technical Assistant-cum-Programmer (Information and Technology Cell) on the basis of Merit-cum-Seniority. b) In case of non availability of Technical Assistant-cum-Programmer (Information and Technology Cell), by direct recruitment.	For direct recruitment :- i) B.E. / B.Tech. with Computer Science or Information Technology with 60 % Marks OR ii) MCA with 60% Marks	For Promotion:- Minimum 1 year experience in the feeder cadre. For direct recruitment : Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or Reputed Organization / Company.	¹⁸ 8 Rs. 44,900]

1.	2.	3.	4.	5.	6.	7.
10.	Assistant Librarian	Assistant Librarian	By direct recruitment.	M. Lib. / Master in Library and Information Science.	Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company	¹⁸ 8 Rs. 44,900]
11.	Vigilance Inspector	Vigilance Inspector	By deputation of Police Inspector	-	-	Cadre pay of Police Inspector
12.	Court Keeper	Court Keeper	By posting of Section Officer, on the basis of merit.	-	-	¹⁸ 8 Rs. 44,900]
²⁷ [13.	Deleted					
NON-GAZETTED ²⁶[GROUP-C]						
01.	English Stenographer Grade-II	English Stenographer Grade-II	By direct recruitment	a) Graduate from recognized University. b) Speed of 100 Words Per Minute in English Short-hand. c) Knowledge of computer operation Will have to pass English Stenography Test with minimum speed of 100 Words Per Minute	-	¹⁸ 7 Rs. 39,900]
02.	Assistant	Deputy Section Officer - Re-designation of the post of Assistant (Junior Clerk) and by Upgradation and merger of posts of Assistants (Junior Clerks) as Deputy Section Officer	³¹ a) 20% of the cadre post by promotion of eligible Group-C employees such as A.C. Plant Operator, ³⁵ [Chauffeurs], Telephone Operators, Wiremen, Book Binder and eligible Group-	³¹ [a] Graduate from recognized University. b) 10th or 12th Standard Examination pass with English as one of the subjects. c) CCC/CCC+ as provided under the	¹⁹ [For Promotion: Minimum 5 years experience in the feeder cadres.]	¹⁸ 7 Rs. 39,900]

1.	2.	3.	4.	5.	6.	7.
			D-employees- and Office Assistant-cum-Clerks. b) 15% of the cadre post by promotion of eligible Computer Operators. c) 65% of the cadre post:- By direct recruitment] ²³[a) 20% of the cadre post by promotion of eligible ²⁶[Group-C] employees such as A.C. Plant Operator, Drivers, Telephone Operators, Wiremen, Book-Binder and eligible ²⁶[Group-D] employees. b) 15% of the cadre post by promotion of eligible Computer Operators. e) 65% of the cadre post :- By direct recruitment]	Rules. <u>d) Tests :-</u> <u>(i) For promotion :-</u> OMR Test : English, General Knowledge and Computer. Separate Tests will be conducted for 20% (Group-C; except Computer Operators and Group-D employees) and 15% (Computer Operators). On the basis of marks obtained in the examination, merit list will be prepared. There will be no Oral Interview for promotion. <u>(ii) For direct recruitment :-</u> General English-50 Marks and General Knowledge - 50 Marks Minimum qualifying Marks is 40% in aggregate.] ²³[a) Graduate from recognized University. b) 10th or 12th Standard Examination pass with English as one of the subjects. e) CCC/CCC+ as provided under the Rules. <u>d) Tests :-</u>		

1.	2.	3.	4.	5.	6.	7.
				(i) For promotion :- OMR Test :- English, General Knowledge and Computer. Separate Tests will be conducted for 20% (²⁶[Group-C], except Computer Operators and ²⁶[Group-D] employees) and 15% (Computer Operators). On the basis of marks obtained in the examination, merit list will be prepared. There will be no Oral Interview for promotion. (ii) For direct recruitment :- General English-50 Marks and General Knowledge—50 Marks—Minimum qualifying Marks is 40% in aggregate.]		
03.	Assistant Protocol Officer (Deputy Section Officer)	Assistant Protocol Officer	By posting of Deputy Section Officer, on the basis of merit.	-	-	¹⁸ [7 Rs. 39,900]
04.	Technical Assistant - cum- Programmer	Technical Assistant - cum - Programmer (Information Technology Cell)	a) By promotion of Computer Operator (Information Technology Cell) on the basis of Merit-cum-Seniority. b) In case of non	a) <u>For Promotion:-</u> BCA b) <u>For direct recruitment :-</u> i) B.E. / B.Tech. with Computer	<u>For Promotion:-</u> Minimum 1 year experience in the feeder cadre. <u>For Direct Recruitment:</u>	¹⁸ [7 Rs. 39,900]

1.	2.	3.	4.	5.	6.	7.
			availability of Computer Operator (Information Technology Cell), by direct recruitment.	Science or Information Technology with 60% Marks OR ii) MCA with 60% Marks	Minimum 1 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or Reputed Organization / Company.	
¹³ [4A.	System Officer (21.10.2013)	System Officer	a) 50% by promotion from the System Assistant, on the basis of Merit-cum-seniority. b) 50% by Direct Recruitment. Provided however that during first five years of creation of the posts, 100% of the vacancy will be filled up by direct recruitment. All vacancies falling in the post thereafter will be rotated between promotees and direct recruits.	(a) For promotion:- Same as educational qualifications for the post of System Assistant. (b) For direct recruitment:- B.E./B.Tech with Computer Science or Information Technology. Or MCA with 55% Marks. Or M.Sc. (I.T.) with 55% Marks.	a) For Promotion: Minimum 5 years experience as System Assistant. b) For direct recruitment : Minimum 2 years experience in the relevant field in any Government Organization or Public Sector Undertaking or reputed Organization/Company.	¹⁸ [7 Rs. 39,900]
05.	Campus Assistant	Campus Assistant	By posting of Deputy Section Officer, on the basis of merit.	-	-	¹⁸ [7 Rs. 39,900]
06.	Protocol Assistant	Deputy Section Officer (Protocol Cell)	By posting of Deputy Section Officer, on the basis of merit.	-	-	¹⁸ [7 Rs. 39,900]

1.	2.	3.	4.	5.	6.	7.
07.	Translator-cum-Interpreter	Translator	By direct recruitment	¹⁴ [Graduate from recognized University. Will have to pass Translation Test (Gujarati to English OR Hindi to English) - 100 Marks Minimum qualifying marks is 40 Marks.]	-	¹⁸ [⁶ Rs. 35,400]
08.	Head Constable	Head Constable	By deputation of Head Constable	-	-	Cadre pay of Head Constable
09.	Air Condition Plant Operator	Air Condition Plant Operator	By promotion of Wireman	Basic knowledge of Operating Air Conditioning System	Minimum 2 years experience in the feeder cadre	¹⁸ [⁴ Rs. 25, 500]
10.	Wireman	Wireman	By direct recruitment	Wireman's Course from I.T.I.	Minimum 1 year experience in Public Sector Undertaking or Reputed organization /Company	¹⁸ [² Rs. 19, 900]
³² [10A	Office Assistant-cum-Clerk	Office Assistant-cum-Clerk	a) 50% of the cadre post by promotion of eligible Group-D employees. b) 50% of the cadre post:- By direct recruitment	a) Graduate from recognized University. b) 10 th or 12 th Standard Examination pass with English as one of the subjects. c) CCC/CCC+ as provided under the Rules. <u>d) Tests :-</u> <u>(i) For promotion :-</u> OMR Test : English, General Knowledge and Computer.	For Promotion: Minimum 5 years experience in the feeder cadres.	2, Rs. 19,900]

1.	2.	3.	4.	5.	6.	7.
				On the basis of marks obtained in the examination, merit list will be prepared. There will be no Oral Interview for promotion. <u>(ii) For direct recruitment :-</u> General English-50 Marks and General Knowledge – 50 Marks Minimum qualifying Marks is 40% in aggregate.		
11.	Computer Operator	Computer Operator (Information Technology Cell)	By direct recruitment	¹⁴[(i) Bachelor's Degree in Computer Application/ Information Technology/ Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the Gujarat Government /Central Government. Or (ii) 03 years Diploma Course in Computer Science/ Information Technology or its equivalent from a Polytechnic Institute duly recognized by the Gujarat Government / Central Government.	-	¹⁸[2 Rs. 19, 900]

1.	2.	3.	4.	5.	6.	7.
				Or (iii) Bachelor's Degree or its equivalent from a recognized University; and (iv) Diploma of at least one Year duration in Data Entry Operation/ Computer Application/ Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by the Gujarat Government / Central Government. Or "O" Level Course from DOEACC Society]		
¹³ [11A.	System Assistant (21.10.2013)	System Assistant	100% by Direct Recruitment.	MCA Or BCA with 50% Marks Or Diploma in Electronics & Communication Engineering, from Government Institutes. Or Diploma in Information and Technology/ Computer Engineering, from Government Institutes.	Minimum 2 years experience in the relevant field in any Government Organization or Public Sector Undertaking or reputed Organization/ Company.	¹⁸ [2 Rs. 19, 900]

1.	2.	3.	4.	5.	6.	7.
12.	Telephone Operator	Telephone Operator	(i) By posting of eligible ³⁵[Chauffeurs], on the basis of merit. (ii) By promotion of eligible Class-IV employees, on the basis of merit. ¹⁹[(ii) By Promotion of eligible ²⁶[Group-D] employees on the basis of Seniority-cum-Merit.]	Graduate in any faculty from recognized University	-	¹⁸ [2 Rs. 19, 900]
13.	Driver	³⁵ [Chauffeur]	¹⁹[a) 20% of the cadre post by promotion of eligible ²⁶[Group-D] employees. b) 80% of the cadre post by direct recruitment,]	¹⁹[(a) Must have passed Xth Standard examination from any recognized school.] ⁵[(a) Must have passed VIIIth-standard examination from any recognized school.] b) Must have clear vision c) Must not have colour blindness d) Must possess valid driving licence of LMV Preference shall be given to Car Mechanics. Driving Test will be taken with the assistance of the Regional Transport Officer / Motor Vehicle Inspector or any other equivalent Officer. Minimum qualifying marks is 80 Marks. (A	Minimum 5 years driving experience Reputed Organization / Company	¹⁸ [2 Rs. 19, 900]

1.	2.	3.	4.	5.	6.	7.
				Grade)		
^{6, 17} [14.	Head Book Binder	Book Binder	²⁸ [By promotion from Usher/ ³⁵ [Ceremonial Assistant/ Security Supervisor/ Judicial Process Assistant]/ Court Attendant/ Office Attendant/ Home Attendant- Domestic Attendant]	Knowledge of Book Binding Work.	Minimum 2 years experience of book binding work.	¹⁸ [2 Rs. 19, 900]
15.	Carpenter	Carpenter	By direct recruitment.	Knowledge of carpentry work.	-	¹⁸ [2 Rs. 19, 900]
¹² [16.	Fireman (06.09.2014)	Fireman	-By direct recruitment Or - By Deputation of 'Fireman' from the Department of Fire & Emergency Services or relevant field of Government/ Semi-Government/ Government undertaking Institution/ Municipal Corporations/ Nagarpalikas/ Panchayats.	- For Direct Recruitment: Must have passed S.S.C. and Degree/ Diploma course in Fire/Fire Fighting/ Fireman/Fire Technology/ Fire Fighting Elementary Course from recognized Government Institution.	- Minimum two years experience	¹⁸ [2 Rs. 19, 900]
³⁴ [17.	Head Cook 12-08-2025	Head Cook	By direct recruitment.	Knowledge of cooking work. (To be ascertained by demonstration of cooking skills.) preference shall be given to the candidate who has completed	Minimum 02 years experience as a Cook.	2 Rs. 19,900]

1.	2.	3.	4.	5.	6.	7.
				ITI/Certificate /Diploma/ Degree Course in Culinary Art from any establishment of eminence recognized by Central or State Government.		
NON-GAZETTED ²⁶[GROUP-D]						
⁷ [01.	Deleted					
02.	Deleted					
03.	Jamadar	²⁶ [Usher]	By posting of ³⁵ [Ceremonial Assistant], on the basis of merit.	-	-	¹⁸ [IS-3 Rs. 15700]
¹⁷ [04.	Chobdar	³⁵ [Ceremonial Assistant]	²⁸ [By posting of ³⁵ [Security Supervisor] / by promotion from ³⁵ [Judicial Process Assistant] and Court Attendant/ Office Attendant/ Home Attendant- Domestic Attendant] ⁸By posting of Havildar/by promotion from Naik- ²¹[Attendant-cum-cook] and Court Attendant/ office Attendant/ Home Attendant- Domestic Attendant	-	Minimum 2 years experience in the feeder cadres ⁹	¹⁸ [IS-3 Rs. 15700]
¹⁷ [05.	Havildar	³⁵ [Security Supervisor]	²⁸ [By promotion from ³⁵ [Judicial Process Assistant] and Court Attendant/	-	Minimum 2 years experience in the feeder cadres ⁹	¹⁸ [IS-3 Rs. 15700]

1.	2.	3.	4.	5.	6.	7.
			Office Attendant/ Home Attendant- Domestic Attendant] By promotion from Naik-²¹ [Attendant-cum-cook] /- Court Attendant/- office Attendant/- Home Attendant- Domestic Attendant			
¹⁷ [06.	Senior Lawn Attendant	Senior Lawn Attendant	By promotion from Mali Lawn Attendant	-	Minimum 2 years experience in the feeder cadre	¹⁸ [IS-3 Rs. 15700]
07.	Constable	Constable	By deputation of Police Constable	-	-	Cadre pay of Police Constable
¹⁷ [08.	Naik	³⁵ [Judicial Process Assistant]	²⁸ [by promotion from Court Attendant/ Office Attendant/ Home Attendant- Domestic Attendant] ²¹[By posting of Attendant-cum-cook] /By promotion from Court Attendant/- office Attendant/- Home Attendant- Domestic Attendant	-	Minimum 2 years experience in the feeder cadres ²¹	¹⁸ [IS-2 Rs. 15000]
¹⁷ [09.	Lawn Attendant	Lawn Attendant	By direct recruitment.	Knowledge of Gardening work.	-	¹⁸ [IS-2 Rs. 15000]
10.	Attendant-cum-Cook	Attendant-cum-Cook	By direct recruitment.	Knowledge of cooking work	-	¹⁸ [IS-2 Rs. 15000]

1.	2.	3.	4.	5.	6.	7.
17[11.	Peon- Court Attendant/ office Attendant/ Home Attendant- Domestic Attendant	Peon Court Attendant/ office Attendant/ Home Attendant- Domestic Attendant	By direct recruitment.	¹⁹ [Must have passed Xth Standard examination from any recognized school.] ³Must have passed VIII- standard- examination- from any recognized- school.	-	¹⁸ [S-1 Rs. 14800]
17[12.	Deleted					
17[13.	Deleted					
17[14.	Deleted					
17[15.	Deleted					

1. Substituted vide High Court Notification No.C.1325/2011, dated 13/08/2012.
2. Substituted vide High Court Notification No.C.1325/2011, dated 05/09/2012.
3. Substituted vide High Court Notification No.C.1325/2011, dated 21/12/2012.
4. Inserted vide High Court Notification No.C.1325/2011, dated 12/03/2013.
5. Substituted vide High Court Notification No.C.1325/2011, dated 26/06/2013.
6. Substituted vide High Court Notification No.C.1325/2011, dated 23/10/2013.
7. Deleted vide High Court Notification No.C.1325/2011, dated 23/10/2013.
8. Substituted vide High Court Notification No.C.1325/2011, dated 20/12/2013.
9. Inserted vide High Court Notification No.C.1325/2011, dated 20/12/2013.
10. Inserted vide High Court Notification No.C.1325/2011, dated 01/11/2014.
11. Re-numbered vide High Court Notification No.C.1325/2011, dated 01/11/2014.
12. Inserted vide High Court Notification No.C.1325/2011, dated 19 /12/2014.
13. Inserted vide High Court Notification No.C.1325/2011, dated 13/04/2015.
14. Substituted vide High Court Notification No.C.1325/2011, dated 30/01/2016.
15. Inserted vide High Court Notification No.C.1325/2011, dated 07/11/2016.
16. Substituted vide High Court Notification No.C.1325/2011, dated 07/03/2018.
17. Substituted vide High Court Notification No.C.1325/2011, dated 24/12/2018.
18. Substituted vide High Court Notification No.C.1325/2011, dated 10/04/2019.
19. Amended vide High Court Notification No.C.1325/2011, dated 08/02/2023 and Corrigendum dated 10.04.2023
20. Inserted vide High Court Notification No.C.1325/2011, dated 25/07/2023.
21. Inserted vide High Court Notification No.C.1325/2011, dated 28/08/2023.
22. Inserted vide High Court Notification No.C.1325/2011, dated 07/10/2023.
23. Substituted vide High Court Notification No.C.1325/2011, dated 13/10/2023.
24. Substituted vide High Court Notification No.C.1325/2011, dated 18/12/2023.
25. Inserted vide High Court Notification No.C.1325/2011, dated 19/01/2024.
26. Substituted vide High Court Notification No.C.1325/2011, dated 03/05/2024.
27. Deleted vide High Court Notification No.C.1325/2011, dated 04/06/2024.
28. Substituted vide High Court Notification No.C.1325/2011, dated 11/09/2024.
29. Substituted vide High Court Notification No.C.1325/2011, dated 27/11/2024.
30. Inserted vide High Court Notification No.C.1325/2011, dated 27/11/2024.
31. Substituted vide High Court Notification No.C.1325/2011, dated 29/01/2025.
32. Inserted vide High Court Notification No.C.1325/2011, dated 29/01/2025.
33. Inserted vide High Court Notification No.C.1325/2011, dated 20/02/2025.
34. Inserted vide High Court Notification No.C.1325/2011, dated 25/08/2025.
35. Substituted vide High Court Notification No.C.1325/2011, dated 28/01/2026.
36. Deleted vide High Court Notification No.C.1325/2011, dated 06/02/2026.
37. Substituted vide High Court Notification No.C.1325/2011, dated 06/02/2026.

SCHEDULE - "E"**Departmental Examinations**
(See Rule-15)**Instructions related to Departmental Examinations:**

- (1) There shall be a (i) Lower Standard Departmental Examinations and (ii) Higher Standard Departmental Examination for ¹[Group-C] employees, working on the establishment of the High Court for being eligible for consideration of their cases for promotion to the post of Deputy Section Officer or Section Officer, as the case may be.
- (2) The Lower Standard Departmental Examinations and Higher Standard Departmental Examination shall ordinarily be held during Summer Vacation (May-June of the Calendar year) or Winter Vacation (December-January of the Calendar year).
- (3) Failure to pass the prescribed Lower Standard Departmental Examination within four years of appointment shall render an employee liable to have his/her increments withheld until he/she passes the prescribed Lower Standard Departmental Examination. Any increment withheld shall become payable to him/her from the date he/she passes the Lower Standard Departmental Examination and all future increments shall accrue to him/her as if no increment had been withheld. However, he/she shall not be entitled to get any arrears of salary on release of increments due to passing of such Examination, which he/she has lost owing to one or more increments having been withheld.
- (4) ¹[Group-C] employees shall not be permitted to appear in the Higher Standard Departmental Examination unless he/she had passed the Lower Standard Departmental Examination.
- (5) (i) Court employees recruited either by direct recruitment or by absorption, from the ¹[District Judiciary] who have, before joining service on the establishment of the Court, already passed the Higher Standard Departmental Examination prescribed for Assistants on the establishment of ¹[District Judiciary], shall be exempted from passing the Lower Standard Departmental Examination and shall be deemed to have passed said examination prescribed under these Rules.

- (ii) Court employees recruited either by direct recruitment or by absorption from the ¹[District Judiciary] who have, before joining service on the establishment of the Court, already passed the Lower Standard Departmental Examination prescribed for Assistants on the establishment of the ¹[District Judiciary], shall be exempted from appearing for papers (II) and (III) of the Lower Standard Departmental Examination as prescribed by Rule-15 (2) of these Rules and on their securing not less than 35 per cent of the maximum marks in paper (I) (General English) they shall be deemed to have passed the Lower Standard Departmental Examination prescribed under these Rules.
- (iii) The ¹[Group-C] employee as referred to in para - (1) above, who has passed LL.B. Examination of any recognized University with the syllabus incorporating Code of Civil Procedure, ²[The Bharatiya Nagarik Suraksha Sanhita, 2023] and Limitation Act, on an application made by him/her in this behalf to the Registrar General, shall be exempted from appearing in Paper-III of the Lower Standard Departmental Examination.
- (6) No candidate appearing for departmental examination shall copy or attempt to copy out answers from any incriminating material indiscreetly or clandestinely or otherwise brought or smuggled in the Examination Hall. Any candidate found copying shall be debarred from re-appearing at the said examination for a period of 3 (three) years, next thereafter and may also be liable for disciplinary proceedings at the discretion of The Chief Justice.
- (7) **The syllabus for Departmental Examinations:-**
The syllabus for Departmental Examination and marks for each paper and for written test and oral tests shall be as under :-

LOWER STANDARD DEPARTMENTAL EXAMINATION

PAPER	WRITTEN	MARKS
I	General English and General Knowledge. (Questions on grammar, idioms, précis writing, drafting etc. and question of general knowledge on current events (without books))	100
II	The Civil Manual, 1960, The Criminal Manual, 1977 and The Gujarat Court Fees Act, 2004 (with books)	100
III	The Code of Civil Procedure Code, 1908, ² [The Bharatiya Nagarik Suraksha Sanhita, 2023] and The Limitation Act, 1963 (with books)	100

HIGHER STANDARD DEPARTMENTAL EXAMINATION

PAPER	WRITTEN	MARKS
I	The Gujarat High Court Rules, 1993, Companies (Court) Rules, 1959, The Gujarat High Court Contempt of Court Rules, 1984 and The Letters Patent Act, (with books)	200
II	The Gujarat Civil Services Rules, 2004 (Volumes I to VIII), The Gujarat Finance Rules, 1971, The Gujarat Treasury Rules, 2000, The Contingent Manual (Bombay Contingency Expenditure Rules, 1954) and The Gujarat Budget Manual Volumes I & II (with books)	200
III	Forms and precedents such as drawing of different decrees, drafting of writs, notices, orders, etc. and General English composition viz. Précis writing, drafting of office submission and correspondence, etc. (without books)	100
IV	Oral Test - Questions relating to General Knowledge, Rules, Regulations, Accounts, Leave, etc.	050

(8) Passing Standard :-

(1) In order to pass the respective examination, an examinee must obtain not less than 35 per cent of the total marks in each paper or in oral test.

(2) An examinee; who fails to pass the examination but obtains 50 per cent of marks in any of the papers shall be exempted from appearing for the same paper again.

(9) Constitution of Committee :

The Chief Justice may constitute a Committee consisting of one of the Judges of the High Court, Registrar General and one or two other officers of the High Court for the purpose of the examinations.

1. Substituted vide High Court Notification No.C.1325/2011, dated 03.05.2024.
2. Substituted vide High Court Notification No.C.1325/2011, dated 31.07.2024

¹[SCHEDULE - “F”**SYLLABUS FOR ONLINE COMPUTER AIDED TEST**
(See Rule-14(1)(d))**Computer Basics**

- Types of Computers
- The CPU
- Accessing Programs
- Understanding the Terms
- Speed
- Size
- Storage Options
- Removable Media
- Optical Media
- Remote Storage
- Input/Output Devices

Performance and Maintenance

- Hard Drive Maintenance
- Other Maintenance Options
- Troubleshooting OS Linux & Windows
- Troubleshooting Network
- Troubleshooting Printers
- Troubleshooting Process

OS/Software Introduction

- Installing and Maintaining Software in Linux & Windows
- Understanding Operating Systems
- Managing User Accounts

Linux Operating System

- Linux & Unix Basic Concepts
- Working with Views
- Accessing Applications
- Organizing Files and Folders

Applications

- Application Categories
- Open Office Overview
- Databases
- Application Software Types

Application Features and Functions

- Application Window Elements
- Navigating Documents
- Manage Application Options
- Application Help
- Getting Application Help
- Application Similarities

Networks and the Internet

- Networks Defined
- Network Types
- Internet vs. Intranet
- Extranet
- Communication Types
- Networking Advantages
- Networking Disadvantages

- Networking Security

Working with E-mail

- Evolution & Outlook Overview
- Anatomy of an E-mail
- Responding to an E-mail
- Send/Receive Options
- Create an E-mail Message
- Attachment and E-mail Options
- Outbox Tips
- Managing Messages
- More Attachment Options
- Create New E-mail Message
- Managing Contacts
- E-mail Preferences
- Out of Office Assistant

Using the Web

- Mozilla Firefox Tour
- Basic Navigation Tips
- Setting Home Page
- Adding Bookmarks and Favorites
- Managing Internet Options
- Blogs and RSS
- Find and Go To
- Copy and Paste
- Printing
- Downloading
- Web Terminology
- Browsing Security
- Web Services
- Domain Names
- Troubleshooting Web Problems
- Web Ethics

Understanding Web Sites

- Weblogs
- Wiki
- Social Networking
- News Sites
- Media Sharing Sites
- Search Engines
- Sponsored Links
- Additional Engines
- Evaluating Web Sites

Operating System, Networking and Computer Peripherals Troubleshooting

I. Basics of Installing, Configuring, Optimizing and Upgrading Operating Systems

- Knowledge of Operating Systems (Linux & Windows)
- Upgrading Operating Systems
- Installing Device Drivers
- Optimizing Linux

II. Understanding Operating Systems

- Terms and Concepts
- Basic knowledge of Windows
- Alternate Operating Systems
- Using Operating Systems

III. Basic Aspects of Troubleshooting

- Basic Diagnostic Procedures (PC, Thin Client, Printers)
- Recognizing and Isolating Issues
- Preventive Maintenance on Personal Computers

IV. Networking

- Understanding networking principles
- IP Address, Subnet mask,
- Installing, configuring and troubleshooting networks
- Obtaining Wired and Wireless Internet Connections
- Troubleshooting NICs

V. Professionalism and Communication

- Using good communication skills
- Using appropriate behavior
- Putting it all in perspective

VI. Communication Technology at a glance

- Basic knowledge of CCTV Technology
- Video Conferencing Technology

VII. Software and Application used in Judiciary

- CIS Software and its features with report generation.
- Other applications like FTS, R&P Register, Tapal Registry etc.
- Knowledge of administrative applications developed in house.]

**High Court of Gujarat at Sola,
Ahmedabad – 380 060.**

Date : June 15, 2011

**Sd/-
(G.R. Udhwani)
I/c. Registrar General.**

¹["SCHEDULE – 'G']

The Honourable the Chief Justice has been pleased to pass order with regard to assigning Duties and Powers to the Court Managers, working on the establishment of High Court of Gujarat, as under :

Human Resource Management & Training:

- Prepare training manuals for newly inducted Dy.S.O. & upto the level of Dy. Registrar as well as in-service administrative staff.
- To organize motivational training for the administrative staff of the court in form of lectures, annual cultural day, sports day, farewell functions etc.
- Prepare an annual calendar in coordination with the employees Association.
- To carry out workload analysis/staffing pattern in order to determine the surplus and shortages of staff among various administrative and judicial departments and help in framing the duty list of each and every work table in coordination with the concerned Registrar.
- Court Manager will work out the requirement of staff in order to move the Government for sanction from time to time as per necessity and initiate the Recruitment process in co-ordination with the Establishment Section and the Recruitment Cell.

NCMS & Court Development Plan:

- To assist the State Court Management Systems Committee(SCMS) and carry out work as directed by them.
- Help in preparing and updating plans for destruction and digitisation work.
- Help in preparing annual report.

Pendency Reduction & Legal Aid:

- To carry out periodic physical verification of cases in order to remove the mismatch of case data.
- Carry out data analysis pertaining to Lok Adalat by effectively classifying and grouping the cases advocate wise, value wise, party wise, institution wise etc. in order to increase disposal of cases during Lok Adalat.

Social Infrastructure:

- To take regular feedback from all stakeholders of court in the form of a user satisfaction survey - Infrastructure of the court and prepare a report to be placed in the building committee.
- To monitor the workings of the planned enquiry centers and sign boards.

Finance:

- To assist in preparing budget and proposals of expenditures.
- Court Manager will assist Accounts section to plan, prepare and process the Budget proposals and the Financial management of the court.

Information and Statistics:

- Court Manager of the High Court shall assist the Registry in the preparation and compilation of all the statistical data relating to institution, disposal and stay matter of all categories of cases pending in the trial courts across the Districts and Subordinate Judiciary.

Any other work which may be assigned by the Registrar General or Honourable the Chief Justice.

In order to perform this functions and duties the Court Managers at High court will have the following powers/facilities.

1. Assistance of reasonable staff as may be available and found necessary.
2. Access to documents and records except those categorized as confidential.
3. Exclusive cabin space for sitting, wifi/internet facility with printer.
4. Assistance of such staff members of High court registry on case to case basis which the Registrar General may find necessary to provide.
5. Has to see the documentation done by the High Court.
6. Compliance of the order & Judgment of the Honourable Supreme Court and High Court.]

1. Inserted vide High Court Notification No.C.1325/2011, dated 15.10.2025.

¹["SCHEDULE – 'H'

The Honourable the Chief Justice has been pleased to pass order with regard to assigning Duties and Powers to the Court Managers, working at District Judiciary of Gujarat, as under :

Planning

- In consultation with stakeholders (including the bar, ministerial staff, executive agencies supporting judicial functions such as prosecutors/ police/ process serving agencies and court users), prepare and update annually a 5 year court wise Court Development Plan (CDP).
- Monitor the implementation of the CDP and report to superior authorities on progress.

Information and Statistics

- Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High court.
- Ensure that reports on statistics are duly completed and provided as required.

Court Management

- Ensure that processes and procedures of the court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the state. Note: Standard systems for court management should be developed at the High Court level.

Case Management

- Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the state. (Note: standard system for case management should be developed at the High Court level).

Quality Management

- Ensure that the court meets quality of adjudication standards established by the High Court.

Core System Management

- Ensure that the core systems of the court are established and function effectively (documentation management, utilities management, infrastructure and facilities management, financial systems management (audit, accounts, payments).

Pendency Reduction

- To carry out periodic physical verification of cases in order to remove the wrong entries and to find out cases which are disposed off but not entered in the computer system.
- Carry out grouping and classification of cases which carry similar issues and place it before the Principal District Judge for necessary action.
- Carry out data analysis pertaining to Lok Adalat by effectively classifying and grouping the cases advocate wise, value wise, party wise, institution wise etc. in order to increase disposal of cases during Lok Adalat.

Human Resource Management and Training

- To carry out workload analysis/staffing pattern in order to determine the surplus and shortages of staff among various departments and help frame duty list of each and every work table.
- To design and conduct periodic induction and refresher training of staff members.
- To organise motivational training for the members of the courts in form of lectures, annual cultural day, sports day, farewell functions etc.

Administration

- To suggest the scope of recycling of waste paper, cost reduction & curbing pilferage of time, money, electricity, air conditioning etc.
- To carry out analysis pertaining to even distribution of cases for optimum work allocation and place it before Hon'ble Principal District Judge for further action.
- To reduce the pendency in the issuance of certified copies and writs/notices by regular monitoring and removing the bottlenecks.
- To effectively manage service of summons and processes.
- To coordinate with the nodal officer/police inspector/ACP of the concerned district/police station/zone by providing him data related to non-service of summons and ensure that proper services of summons is carried out in criminal cases.
- Periodically verify and ensure that all the registers, forms, receipts books are provided to each courts and departments in sufficient numbers and are maintained properly.
- To help in uniformity of work among different districts in terms of preparation of standard operating procedure.
- To contribute in preparing annual budget and proposals for expenditures.

Information Technology

- To regularly monitor the uploading of orders and judgment, updation of data entry/case information on daily basis in National Judicial Data grid.
- Help in identifying external agencies to develop software's in

Gujarati and other areas where work can be outsourced to external agencies like training of technical staff.

- Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.
- Feed the proposed national arrears grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.
- To ensure the compliance of CARE guidelines.

Legal Aid and Litigant Friendly Courts

- To assist the Principal District Judge in organizing the Lok Adalats, mediation, para legal services and other District Legal aid service functions.
- To carry out a periodic court user satisfaction survey to determine the needs of all stakeholders of court premises like the litigants, advocates, general public, police, employees etc. and give suggestions pertaining to litigant friendly courts.
- To identify areas for litigant to sit, to rest, to have food and to watch a screen based slide show which contains information pertaining to conciliation, legal aid, mediation and ensure proper working of inquiry counters, help desk, witness room for the litigants.
- Any other work assigned by the learned Principal District Judge.

In order to perform this functions and duties the Court Managers of the District Judiciary of the State will have the following powers/facilities.

1. Assistance of reasonable staff as may be available and found necessary.
2. Access to documents and records except those categorized as confidential.
3. Proper space for sitting (exclusive cabin, if so available), wifi/internet facility with printer.
4. Assistance of such staff members of registry on case to case basis which the Registrar may find necessary to provide.]

1. Inserted vide High Court Notification No.C.1325/2011, dated 15.10.2025.