HIGH COURT OF SIKKIM
GANGTOK

No. 30 /HCS

Dated:-14.10.2026

NOTICE

In exercise of the powers conferred under Article 229 of the Constitution of India, the High Court of Sikkim hereby publishes the *Draft High Court of Sikkim (Recruitment and Conditions of Service) Rules, 2026* for information to all concerned likely to be affected. Therefore, objections or suggestions, if any, may be submitted in writing to Registrar (Judicial Service) or Central Project Coordinator or by email to hc-sik@nic.in within 30 (thirty) days from the date of publication of this notice. Objections or suggestions received after the expiry of the stipulated period shall not be taken into consideration.

The Draft Rules is available on the official website of the High Court of Sikkim at https://hcs.gov.in

By Order,

Sd/-
REGISTRAR GENERAL

THE SIKKIM HIGH COURT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2026

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Chief Justice of the High Court of Sikkim hereby makes the following rules to regulate the recruitment process and conditions of service i.e., salaries, leave, pensions, etc. of the persons appointed in the High Court of Sikkim, namely:

PART-I

1. **Short title and commencement:-**

(1) These rules may be called the Sikkim High Court (Recruitment and Conditions of Service) Rules, 2026.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definition: -** In these rules, unless the context otherwise requires,-

(a) "Administrative Judge" means any Judge who is nominated by the Chief Justice, either generally or by a special order, to deal with any matter connected with the establishment of the High Court;

(b) "Chief Justice" means the Chief Justice of the High Court of Sikkim and includes any Judge appointed by the President under Article 223 to perform the duties of the Chief Justice;

(c) "Constitution" means the Constitution of India;

(d) "Court" means the High Court of Sikkim;

(e) "competitive examination" means the examination which consists of written examination, other required practical tests like typing, stenography etc., and *viva-voce* test or other tests as may be prescribed by the Chief Justice from time to time for different posts;

(f) "Disciplinary Authority" in relation to imposition of a penalty on an Officer/Court staff means the authority competent under these rules to impose such penalty as referred in Annexure-II;

(g) "misconduct" means any act or omission or conduct attributable to a member of the service under any prevailing law, in addition to the acts or conducts mentioned in rule 16(b);

(h) "Governor" means the Governor of Sikkim;

(i) "Registrar General" means the Registrar General of the High Court of Sikkim which includes the Registrar;

(j) "member of Superior Judicial Service" means any member holding any post in the cadre of the Sikkim Superior Judicial Service;

(k) "Member of Sikkim Judicial Service" means any member holding any post in the cadre of the Sikkim Judicial Service;

(l) "member of the establishment" means any person holding office against any post on the establishment of the Court;

(m) "officer of the Court" means an officer of the High Court;

(n) "Court staff" means an official appointed to, or borne on the cadre of the staff of the High Court shown in the Schedule-I as amended from time-to-time;

(o) "post" means a post as specified in the Schedule-I as modified from time-to-time by the Chief Justice in pursuance of powers delegated by the State Government or created in consultation with the State Government, where necessary;

(p) "appointment by promotion" means appointment of an approved probationer to a higher post in the direct line of promotion. Appointment by transfer of a member of the service from a category in a lower division to a category in a higher division or from a lower scale to a higher scale in the same division shall also be treated as promotion;

(q) "appointment by transfer" means appointment of an approved probationer in one post to another post, which is not in the direct line of promotion;

(r) "appointed to the service" means an appointment of a person to the service, in accordance with these rules or in accordance with the rules in force at the time as the case may be, whereby he discharges for the first time the duties of a post, whether permanent or temporary borne on the cadre of the service or commences the probation prescribed for the members thereof;

(s) "probationer" means a member of the service who has not completed his probation period;

(t) "approved probationer" means a member of the service who has satisfactorily completed his probation in a category of the service and awaits appointment as a full member thereof;

(u) "direct recruitment" means direct recruitment of a person to the service when he is appointed substantively for the first time to the service;

(v) "duty"- a person is said to be on duty as a member of the service;

(a) when he is performing the duties of a post borne on the cadre of the service or is undergoing probation; or

(b) when he is on joining time; or

(c) when he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Government, having been on duty immediately before and after such absence; or

(d) when he is on deputation, during his period of probation, for training or for acquisition of higher or additional qualification in public interest; or

(e) when he is waiting for posting orders after reporting for duty; or

(f) when he is given the benefit of notional promotion consequent on revision of rank and seniority; or

(g) in the case of a female member, when she is on maternity leave during her period of probation;

(w) "full member" means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof;

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

(y) "recognized University" means any University incorporated by law in India, or any other University which is declared by the Chief Justice to be recognized University, for the purpose of these rules;

(z) "selection" means promotion to a post or class of posts by selection based on merit, with due regard to seniority;

(za) "Schedule" means a Schedule annexed to these rules;

(zb) "State Government" means the Government of Sikkim;

(zc) "recruitment" year means the English calendar year during which the recruitment process actually occurs.

PART-II

3. Classification and Composition: - The High Court service shall be classified, and each class shall include as specified in Schedule-I to these rules.

4. The number of posts, classification and level in the pay matrix attached thereto shall be as specified in columns 3, 4 and 5 of Schedule-I annexed to these rules.

5. The mode of recruitment and eligibility conditions relating to the said post shall be such as specified in columns 6, 7 and 8 of Schedule-II annexed to these rules.

6. Eligibility:-No person,-

(a) who is not a citizen of India and does not possess Certificate of Identification and a valid Local Employment card;

(b) is of unsound health, suffering from mental or bodily infirmity which renders him unfit for service;

(c) who has entered into or contracted a marriage with a person having a spouse living; or

(d) who having a spouse living, has entered into or contracted marriage with another person; or

(e) who is less than 18 years of age as on the first day of January of the recruitment year and more than 40 years of age on the last day of submission of application shall be eligible for appointment as officer or staff of the High Court.

Provided that age relaxation shall be applicable *pari materia* to the recruitment to any category of communities or groups, or individuals as applicable for State service;

Provided further that the Chief Justice may by special order, relax the age limit of in-service employees of the High Court upto 5 years for the post(s) to be filled by direct recruitment.

7. Reservation:-

(1) There shall be vertical reservation for Bhutia-Lepcha, Scheduled Tribes, Scheduled Castes, Other Backward Classes (Central List), Other Backward Classes (State List), Primitive Tribes, Most Backward Classes (State List) and Weaker Sections of General Category on the vacancies where selection is made through direct recruitment, as under:-

(i)	Bhutia-Lepcha	10%
(ii)	Scheduled Tribe	7%
(iii)	Scheduled Castes	3%
(iv)	Other Backward Classes-Central List	10%
(v)	Other Backward Classes-State List	10%
(vi)	Primitive Tribe	3%
(vii)	Most Backward Classes-State List	2%
(viii)	Weaker Sections of General Category	1%

(2) In case of unavailability of eligible candidates from any reserved category the unfilled vacancy shall be carried forward to three subsequent recruitment years and thereafter the vacancy shall be filled up by candidates belonging to unreserved category.

(3) Additionally, horizontal reservation of 4% for persons with benchmark disabilities shall also be provided in all direct recruitment vacancies identified by the order of Chief Justice that are suitable for persons with each category of disabilities. The following category of disabilities shall be provided with the horizontal reservation as under:-

(a) blindness and low vision	1%
(b) deaf and hard of hearing	1%
(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
(d) autism, intellectual disability, specific learning disability and mental illness (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the post identified for each disabilities	1%

(4) In case of unavailability of suitable candidates with the same category of disability, it shall be filled up by interexchange among other categories of disabilities. If in case of unavailability of candidates with any category of disability, the same shall be carried forward to three subsequent recruitment years and finally it lapses.

(5) All community reservations shall be governed by the applicable rules or orders relating to recruitment and appointment to Government service, as per the State laws in force from time to time and in accordance with the roster turn as prescribed in Annexure-I. However, community reservation shall not exceed 50 percent in any recruitment year. The roster turn of reservation shall be in accordance with procedure prescribed in the **Annexure-I**.

Explanation: - Any community already expressly included in a reserved category herein shall be excluded from classification under the categories of Primitive Tribe, Scheduled Tribe, Most Backward Classes or Other Backward Classes. These categories

are intended to cover only those communities not otherwise specifically provided for under this reservation scheme.

8. Procedure for Direct Recruitment:-

There shall be competitive examination and interview for selection. The Recruitment Committee shall be responsible for conduct of competitive examination, and the Chief Justice shall have the authority to constitute the Interview Board. The minimum marks for qualification, written examination and interview shall be fixed by the Chief Justice in advance.

Explanation-1: Where the posts are required to be filled partly by promotion and partly by direct recruitment, the recruitment shall be made in accordance with the roster maintained for the post(s) under these rules.

In case, if the required number of suitable candidates is not available to fill up all posts in each category; the shortfall shall be made good for the time being in the manner as may be prescribed by the Chief Justice.

Explanation-2: Notice inviting applications for direct recruitment shall be published as follows:-

(a) by affixation on the Notice Board of High Court and Courts subordinate thereto:

(b)by issuing notice to the Employment Cell of the Department of Personnel, Administrative Reforms & Training, Government of Sikkim and

(c) by publication in local newspapers (dailies) of different languages as may be directed by the Chief justice.

Explanation-3: No appointments or up-gradation of the post(s) shall be made in the High Court service without prior financial sanction from the State Government. However, appointment of sevaks as co terminus shall not require such prior sanction from the State Government, but shall be in accordance with the Full Court decision of the High Court.

9. Officiating appointment:-

(1) An officer or staff member of the establishment of the Court may be appointed to officiate in a post carrying a higher time scale of pay if the vacancy is for a period exceeding one year, subject to the condition that he has completed at least 3 years of regular service in the lower post or the feeder post.

(2) The Officer or staff member so appointed to officiate in a higher post shall be entitled to the minimum of the scale prescribed for the post he is holding where the difference between the pay drawn by such an incumbent in the lower scale and minimum of the higher scale is more than the lowest rate of increment in the higher scale, or to the pay fixed accordingly to rule 18 under Chapter IV of the Sikkim Government Service Rules, 1974 where the difference is less than the rate of increment in the higher scale.

(3) The officiating appointment shall continue till the employee completes the minimum qualifying number of years as may have been or may be prescribed by the Chief Justice from time to time. The period spent on officiating basis ordinarily do not count towards the determination of seniority unless explicitly regularized by the relevant administrative rules.

(4) Such officiating appointment shall not confer upon the officer or staff member of the Court any vested right to automatic regular promotion. On completion of minimum qualifying number of years as prescribed for the said post, the officiating appointment shall be regularized on the basis of assessment/recommendation of the Departmental Promotion Committee thus constituted for the purpose.

10. Probation:-

(1) Every person appointed to a post by direct recruitment shall be on probation for a period of one year from the date of joining the post.

(2) Every officer or staff of the Court appointed to a post by promotion shall be on probation for a period of one year.

Provided that the period of probation, if so warranted, may be extended by the order of the Chief Justice.

(3) The appointing authority may at any time at its discretion, by order, terminate the service of a probationer and discharge him after giving him a reasonable opportunity of show cause against the action proposed to be taken.

(4) A person on probation who holds a lien on any permanent post may, if he so desires during the period of probation, have the option to revert to his permanent post after giving due notice.

(5) No member of the service shall be eligible for promotion for the category in which he was appointed unless he is declared to have satisfactorily completed the period of probation, as prescribed, for that category.

11. Discharge of probationers and approved probationers for want of vacancy:-

(1) Probationers and approved probationers shall be discharged for want of vacancy in the following order; namely:-

(a) *Firstly*, the probationers in order of juniority; and

(b) *Secondly*, the approved probationers in order of juniority.

(2) Approved probationers and probationers, who have been discharged for want of vacancies, may be reappointed as and when vacancies arise in the following order; namely:-

(a) *Firstly*, the approved probationers in order of seniority; and

(b) *Secondly*, the probationers in order of seniority.

12. Confirmation: - Any officer or staff on probation may be confirmed by the Chief Justice on satisfactory completion of his initial or extended period of probation, subject to the availability of permanent post.

13. Seniority and Deputation:-

(1) Seniority shall be determined separately for each category of posts in the establishment.

(2) Seniority shall be determined by the length of continuous service in the particular category of posts:

Provided that notwithstanding anything contained in these rules, the inter-se seniority of the existing members of the establishment in any particular category as already settled by the Chief Justice or any Judge prior to the coming into force of these rules, shall not be disturbed.

(3) In case of any dispute regarding seniority, the same shall be decided by the Chief Justice or any Judge nominated by the Chief Justice for that purpose.

(4) On deputation to any other service, the member of this service shall not lose his seniority. However, on the incumbent's refusal to join High Court service in spite of promotion allowed to him based on seniority, would result in waiver of promotion granted to such employee.

(5) An employee will be permitted to serve on deputation in the High Court service or in other service beyond High Court service for a period of one year at a time, extendable to a maximum period of 5(five) years.

14. Authority competent to make appointment, promotions, seniority, etc:-

(1) All matters of appointment, promotions, seniority, up-gradation, increment and pay fixation of the members of Non-Gazetted staff of the High Court establishment shall be decided by the Administrative Judge or by the Registrar General, if so authorized, and those of the Gazetted officers by the Chief Justice or the Administrative Judge, if so authorized by the Chief Justice.

(2) In all matters relating to seniority, leave, promotion, pension and other matters regarding the conditions of service 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 the State Government servants appointed to the corresponding posts shall apply, *mutatis mutandis* to the members of the establishment, subject to such modifications, variations and exceptions, if any, as the Chief Justice may from time to time specify:

Provided that the powers exercisable under the said rules and orders by the State Government or any authority not lower than the State Government, shall be exercisable by the Chief Justice or by such person as he may, by general or special order, direct:

Provided further that the scales of pay and dearness and other allowances shall be governed by the rules and orders of State Government in force on the date of allowances, including compensatory allowance and house rent allowance. Such allowances to the members of the establishment shall continue to be in force under these rules.

(3) Group D employees may be transferred from one post to another carrying the same pay scale whenever deemed necessary, viz. from Office Attendant to Residential Orderly and vice versa.

(4) Any employee desiring to apply for any other post shall apply through his appointing authority, who shall, unless there are any disciplinary proceedings pending against such employee, forward the application to the addressee. An employee may, if necessary, send an advance copy of an application directly to the addressee.

PART-III

CLASSIFICATION OF SERVICE

15. The High Court Service shall be classified as follows, and each class shall include the posts as specified in the Schedule-I.

(i) High Court Service Class I
(ii) High Court Service Class II
(iii) High Court Service Class III
(iv) High Court Service Class IV
(v) High Court Service Class V

16. Appeals:-

An appeal shall lie against all orders passed by the Registrar General under the rules, to the Chief Justice, who may either dispose the appeal himself or transfer the matter to any other Judge nominated by him. If an order is passed by the Judge so nominated, an appeal shall lie before two Judges comprising the Chief justice and the remaining Judge. The order of the Chief Justice passed whether in appeal or at the first instance shall be final, subject to the power of review, which may be exercised in exceptional cases of hardship or injustice.

17. Control and Discipline:-

(1) Suspension and Disciplinary proceedings shall be as under, namely:-

(a) a member of the service shall be liable to be proceeded for any violation under the Sikkim Government Servants' Conduct Rules, 1981. These rules shall be

equally applicable to all the member of the service. The members of the service are also liable to proceed for the misconduct as referred in clause (b) of this rule;

(b) subject to the requirements of these rules, the provisions contained in the Sikkim Government Servants' (Discipline and Appeal) Rules, 1985 for the time being in force, relating to suspension of and disciplinary proceedings against a Government servant, shall apply *mutatis mutandis* to the suspension of and disciplinary proceedings against a member of the service for any misconduct, as defined in these rules or as per law applicable to such member of service;

(c) all references to the Government in the rules mentioned in clause (a), in the case of a member of the service, the Chief Justice may from time to time issue such orders as are necessary for the removal of difficulty;

(d) in regard to suspension, Registrar General with the approval of Chief Justice shall be the Competent Authority to place a member of service under suspension.

(2) No employee shall,-

(a) except with prior sanction of appointing authority, acquire or dispose of any immovable property by lease, mortgage, sale, gift or otherwise either in his own name or in the name of any member of his family where such transaction is conducted otherwise than through a regular or reputed dealer. The same condition shall apply in the case of sale or purchase of movable property exceeding ₹1,00,000 (Rupees *One Lakh*) in value;

[**Note-**The movable or immovable properties owned by the members of the family of an employee which are either acquired by them from out of their own funds or inherited by them will not come under the provisions of this sub-rule.

(b) lend money to, or obtain loan from, any member of the public, business house or a trader or any member of the legal profession or his licensed or unlicensed clerk with whom he has to deal in his official capacity either directly or indirectly.

[Note- A co-operative society shall not, however, come within the purview of this clause**]**;

(c) who has spouse living, contract another marriage without obtaining previously the dissolution of the first marriage in accordance with any law for the time being in

force notwithstanding such second marriage is permissible under any personal law of the community to which he or she belongs;

(d) employ or engage any subordinate for any private, domestic or personal service or for any purpose other than official business;

(e) use or permit any other person to use a vehicle belonging to the Government or the High Court or a safe or any other property belonging to the Government or the High Court for any purpose other than official business;

(f) except in accordance with any general or special orders of the appointing authority, communicate directly or indirectly to officials not concerned or non-official persons or to the press any secret document or information that may come to his knowledge in course of his public duties;

(g) violate any law relating to intoxicating drinks or drugs;

(h) consume or be under the influence of any intoxicating drinks or drug during the course of his duty and/or any public place;

(i) without the previous sanction of the appointing authority, accept either directly or indirectly on his own behalf or on behalf of any other person, any gift of more than trifling value;
[**Note-** Gifts in conformity with religious or social customs shall not come within the purview of this clause].

(j) while on leave, accept any service or employment.

(k) except with the previous sanction of the appointing authority, engage in any trade or undertake any employment other than his public duties or carry on directly or indirectly any business or undertaking except in the case of honorary work of social and charitable nature or co-operative societies.

(3) Disciplinary authority to impose penalty:-

The penalty prescribed in the Sikkim Government Servants' (Discipline and Appeal) Rules, 1985 as amended from time to time, may be imposed by authorities as per Annexure-II of these rules.

18. In respect of matters not specifically covered by these rules, the persons appointed to the posts shall be covered by the Sikkim Government Servants' Conduct Rules, 1981 issued by the Government from time to time.

19. Powers and Procedure for sending High Court Staff on Deputation:-

Notwithstanding anything contained in any other rule for the time being in force, the High Court wherever it receives any requisition/deputation proposal from any statutory establishment or Government Department, may recommend the names of such officer/staff as may be decided by the Chief Justice of the High Court for the purpose of being sent on-deputation to such statutory establishment or Government Department. The Government Department or the statutory establishment on receipt of such recommendation of names of officer/staff of the High Court, may at its discretion, appoint such officer/staff on deputation. Where, however, the Government Department or statutory organization has decided to appoint and subsequently regularize the service of such officer/staff or absorb in the said Department/Government Establishment it shall communicate its decision in this regard to the High Court for issue of No Objection Certificate and the High Court on receipt of such communication may either issue No Objection Certificate or may recall a staff/officer on or before the expiry of period of deputation:

Provided that where a No Objection Certificate has been issued in respect of an officer or staff of the High Court and his service has been regularized or absorbed in the Department or statutory establishment where he was on deputation. The lien of such officer or staff of the High Court Establishment shall stand terminated and shall cease to exist for all purposes from the date of such regularization or absorption.

20. Powers and Procedure for appointment on deputation:-

Notwithstanding anything contained in any other rule for the time being in force, the Chief Justice may appoint officer or staff of any category on deputation from any Government Department or statutory establishment for such specified period as may be determined by the Chief Justice and may either extend or curtail the period of deputation or may consider absorption of such staff or officer in the High Court Establishment, provided that in the event of a decision to absorb such staff or officer in the High Court Establishment, the same shall be

done only after obtaining the consent of the officer/staff concerned and with due clearance from the lending Department or parent Department.

21. Interpretation:- All questions relating to the interpretation of these rules shall be referred to the Chief Justice, whose decision thereon shall be final.

22. Removal of difficulties:- If any difficulty arises in giving effect to any of the provisions of these rules, the Chief Justice may by order in writing do what appears to him/her to be necessary for the purpose of removing such difficulties.

23. Repeal and Saving:-

(1) Save as provided hereunder, the High Court of Sikkim (Recruitment, Conditions of Service and Conduct) Rules, 1998 are hereby repealed;

(2) Notwithstanding the repeal of the High Court of Sikkim (Recruitment, Conditions of Service and Conduct) Rules, 1998, the repeal shall not;

(a) affect the approval of the Governor so far as the rules relate to salaries, allowances, leave or pensions;
(b) revive anything not in force or existing at the time at which the repeal takes effect; or
(c) affect the operation of any previous order or decision given under the Rules so repealed or anything duly done or suffered thereunder; or
(d) affect any right, privilege, obligation or liability acquired or incurred under the 1998 rules; or
(e) affect any penalty, or punishment incurred or inflicted under the 1998 rules; or
(f) affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty or punishment as aforesaid;
(g) anything done or any action taken under the said rules shall be deemed to have done or taken under the provisions of these rules.

By Order.

REGISTRAR GENERAL

SCHEDULE-I

Sl. No.	Name of post	No. of post(s)	Classification	Pay Level	Remarks
1	2	3	4	5	6
1.	Registrar General	1	Class I	Scale of Sikkim Superior Judicial Service	Sikkim Superior Judicial Service Cadre
2.	Registrar/ Registrar (Vigilance)	1	Class I	Scale of Sikkim Superior Judicial Service	Sikkim Superior Judicial Service Cadre
3.	Registrar (Judicial Service)	1	Class I	Scale of Sikkim Superior Judicial Service	Sikkim Superior Judicial Service Cadre
4.	Central Project Coordinator, eCourts Project/ Registrar (Recruitment)	1	Class I	Scale of Sikkim Superior Judicial Service	Sikkim Superior Judicial Service Cadre
5.	Additional Registrar(Administration)-cum-Senior Reader	1	Class II	Level-21	
6.	Additional Registrar-cum-Principal Private Secretary	2	Class II	Level-21	
7.	Finance Officer	1	Class II	Level-21	
8.	Joint Registrar	1	Class II	Level-19	
9.	Joint Registrar-cum-Reader	1	Class II	Level-19	
10.	Joint Registrar-cum-Senior Judgment Writer	3	Class II	Level-19	
11.	Chief Accounts Officer	1	Class II	Level-19	
12.	Officer on Special Duty	1	Class III	Level-17	
13.	Deputy Registrar	2	Class III	Level-17	
14.	Deputy Registrar (Accounts)	1	Class III	Level-17	
15.	Deputy Registrar-cum-Private Secretary	2	Class III	Level-17	
16.	Reader	3	Class III	Level-15	

17.	Assistant Registrar	4	Class III	Level-15	
18.	Court Officer	1	Class III	Level-15	
19.	Private Secretary	2	Class III	Level-15	
20.	Accounts Officer	1	Class III	Level-15	
21.	Office Superintendent	5	Class IV	Level-14	
22.	Senior Accountant	1	Class IV	Level-14	
23.	Stenographer Grade-I	3	Class IV	Level-14	
24.	Librarian	1	Class IV	Level-14	
25.	Stenographer Grade-II	3	Class IV	Level-12	
26.	Head Assistant	4	Class IV	Level-11	
27.	Accountant	1	Class IV	Level-11	
28.	Stenographer Grade-III	1	Class IV	Level-11	
29.	Translator-cum-Typist	2	Class IV	Level-11	
30.	Junior Translator (Nepali)	1	Class IV	Level-10	
31.	Junior Translator (Bhutia)	1	Class IV	Level-10	
32.	Junior Translator (Lepcha)	1	Class IV	Level-10	
33.	Junior Translator (Limboo)	1	Class IV	Level-10	
34.	Upper Division Assistant	5	Class IV	Level-9	
35.	Junior Accountant	1	Class IV	Level-9	
36.	Assistant Librarian	1	Class IV	Level-9	
37.	Upper Division Assistant-cum-Accounts Clerk	1	Class IV	Level-9	

38.	Lower Division Assistant-cum-Typist	8	Class IV	Level-7	
39.	Typist-cum-Clerk	3	Class IV	Level-7	
40.	Copyist	1	Class IV	Level-7	
41.	Data Entry Operator-cum-Clerk	3	Class IV	Level-7	
42.	Data Entry Operator-cum-Accounts Clerk	1	Class IV	Level-7	
43.	Lower Division Assistant-cum-Protocol Assistant	2	Class IV	Level-7	
44.	Accounts Clerk-cum-Typist	1	Class IV	Level-7	
45.	Curator	1	Class IV	Level-7	
46.	Protocol-cum-Liaison Officer	1	Class IV	Level-7	
47.	Lower Division Assistant-cum-Accounts Clerk	1	Class IV	Level-7	
48.	Supervisor	2	Class IV	Level-7	
49.	Senior Zimmedaar	2	Class IV	Level-7	
50.	Lineman	1	Class IV	Level-7	
51.	Driver	27	Class IV	Level-6	
52.	Bus Driver	1	Class IV	Level-6	
53.	Senior Cook	1	Class IV	Level-6	
54.	Restorer-cum-Junior Typist	8	Class IV	Level-5	
55.	Zimmedaar	5	Class IV	Level-5	
56.	Record Keeper	2	Class IV	Level-5	
57.	Residential Orderly (Sevak/Cook)	20	Class V	Level-4	

58.	Attendant/ Residential Orderly (Sevak/Cook)	1	Class V	Level-4	
59.	Mali-cum-Office Attendant	7	Class V	Level-4	
60.	Chowkidar	3	Class V	Level-4	
61.	Sweeper-cum-Chowkidar	1	Class V	Level-4	
62.	Sweeper-cum-Office Attendant	5	Class V	Level-4	
63.	Sweeper	2	Class V	Level-4	
64.	Office Attendant	25	Class V	Level-4	
65.	Chowkidar/Caretaker	1	Class V	Level-4	
66.	Group 'D' (Multi-Tasking Staff)	14	Class V	Level-4	

SCHEDULE-II

1. GENERAL CADRE

Sl. No.	Name of post	No. of post(s)	Classification	Pay Level	Mode of Recruitment	Age limit for direct recruitment	Eligibility conditions
1	2	3	4	5	6	7	8
1.	Registrar General	1	Class I	Scale of Sikkim Superior Judicial Service	Selection by Hon'ble Chief Justice	Not applicable	Selection from members of Sikkim Superior Judicial Service.
2.	Registrar/ Registrar (Vigilance)	1	Class I	Scale of Sikkim Superior Judicial Service	Selection by Hon'ble Chief Justice	Not applicable	Selection from members of Sikkim Superior Judicial Service.
3.	Registrar (Judicial Service)	1	Class I	Scale of Sikkim Superior Judicial Service	Selection by Hon'ble Chief Justice	Not applicable	Selection from members of Sikkim Superior Judicial Service.
4.	Central Project Coordinator, eCourts Project/ Registrar (Recruitment)	1	Class I	Scale of Sikkim Superior Judicial Service	Selection by Hon'ble Chief Justice	Not applicable	Selection from members of Sikkim Superior Judicial Service.
5.	Additional Registrar(Administration)-cum-Sr. Reader	1	Class II	Level-21	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Joint Registrar-cum-Reader and Joint Registrar with 4 years of service in the grade, having Law degree from a recognized university on the basis of merit-cum-seniority.
6.	Joint Registrar	1	Class II	Level-19	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Deputy Registrar and Officer on Special Duty with Bachelor's degree, with at least 4 years of regular service on the basis of merit-cum-seniority.
7.	Joint Registrar-cum-Reader	1	Class II	Level-19	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Deputy Registrar and Officer on Special Duty with LL.B. degree with at least 4 years of regular service on the basis of merit-cum-seniority.
8.	Officer on Special Duty	1	Class III	Level-17	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Assistant Registrars, Readers and Court Officer possessing Bachelor's degree with at least 4 years of regular service on the

							basis of merit-cum-seniority.
9.	Deputy Registrar	2	Class III	Level-17	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Assistant Registrars, Readers and Court Officer possessing Bachelor's degree with at least 4 years of regular service on the basis of merit-cum-seniority.
10.	Reader	3	Class III	Level-15	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Office Superintendents and Librarian with LL.B degree with at least 4 years of regular service on the basis of merit-cum-seniority. If a suitable candidate is not available, by direct recruitment from amongst the Law graduates.
11.	Assistant Registrar	4	Class III	Level-15	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Office Superintendents and Librarian possessing Bachelor's degree with at least 4 years of regular service on the basis of merit-cum-seniority. If a suitable candidate is not available, then by direct recruitment from amongst the graduate candidates.
12.	Court Officer	1	Class III	Level-15	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Office Superintendents and Librarian possessing Bachelor's degree with at least 4 years of regular service on the basis of merit-cum-seniority. If a suitable candidate is not available, by direct recruitment from amongst graduate candidates.
13.	Office Superintendent	5	Class IV	Level-14	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Head Assistant and Translator-cum-Typists possessing Bachelor's degree with at least 4 years of regular service on the basis of merit cum seniority.

							If a suitable candidate is not available, then by direct recruitment through open competitive examination from amongst graduate candidates.
14.	Librarian	1	Class IV	Level-14	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Head Assistants and Translator-cum-Typists possessing Bachelor's degree having minimum qualification of Diploma in Library Science or Diploma in Library and Information Science or with at least 4 years of regular service on the basis of merit-cum-seniority. If a suitable candidate is not available, then by direct recruitment through open competitive examination from candidates possessing Degree in Library Science or Degree in Library and Information Science from any recognized Board or University.
15.	Head Assistant	4	Class IV	Level-11	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Upper Division Assistants and Assistant Librarian with at least 4 years of regular service on the basis of merit-cum-seniority. Preference will be given to those possessing Bachelor's degree. If a suitable candidate is not available, by direct recruitment through open competitive examination from amongst the candidates possessing Bachelor's degree.

16.	Translator-cum-Typist	2	Class IV	Level-11	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Junior Translators/ Upper Division Assistants/Assistant Librarian with at least 4 years of regular service with knowledge of Hindi, Nepali and English language on the basis of merit-cum-seniority. If a suitable candidate is not available, by direct recruitment through open competitive examination from amongst the candidates possessing Bachelor's degree with knowledge of Hindi, Nepali and English language.
17.	Junior Translator (Nepali)	1	Class IV	Level-10	By direct recruitment	Minimum: 18 years & maximum: 40 years	(i) A Bachelor's Degree or Graduate in Nepali from any recognized University; (ii) A Diploma/ Certificate Course from English to Nepali and vice-versa from any recognized educational institution (optional); and (iii) Proficiency in computer operations and knowledge or relevant office packages viz. word processing in English and Nepali languages.
18.	Junior Translator (Bhutia)	1	Class IV	Level-10	By direct recruitment	Minimum: 18 years & maximum: 40 years	(i) A Bachelor's Degree or Graduate in Bhutia from any recognized University; (ii) A Diploma/ Certificate Course from English to Bhutia and vice-versa from any recognized educational institution (optional); and (iii) Proficiency in computer operations and knowledge or relevant office packages viz. word processing in English and Bhutia languages.

19.	Junior Translator (Lepcha)	1	Class IV	Level-10	By direct recruitment	Minimum: 18 years & maximum: 40 years	(i) A Bachelor's Degree or Graduate in Lepcha from any recognized University; (ii) A Diploma/ Certificate Course from English to Lepcha and vice-versa from any recognized educational institution (optional); and (iii) Proficiency in computer operations and knowledge or relevant office packages viz. word processing in English and Lepcha languages.
20.	Junior Translator (Limboo)	1	Class IV	Level-10	By direct recruitment	Minimum: 18 years & maximum: 40 years	(i) A Bachelor's Degree or Graduate in Limboo from any recognized University; (ii) A Diploma/ Certificate Course from English to Limboo and vice-versa from any recognized educational institution (optional); and (iii) Proficiency in computer operations and knowledge or relevant office packages viz. word processing in English and Limboo languages.
21.	Upper Division Assistant	5	Class IV	Level-9	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Lower Division Assistant-cum-Typist, Copyist, Data Entry Operator-cum-Clerk, L.D.A-cum-Protocol Assistant, Typist-cum-Clerk and equivalent with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the Graduate candidates. If a suitable candidate is not available, then by direct recruitment through open competitive examination from

							amongst the candidates possessing Bachelor's degree.
22.	Assistant Librarian	1	Class IV	Level-9	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Lower Division Assistant-cum-Typist, Copyist, Data Entry Operator-cum-Clerk, L.D.A-cum-Protocol Assistant, Typist-cum-Clerk with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to candidates possessing Degree/Diploma in Library Science or Library and Information Science or experience in Library works. If a suitable candidate is not available, then by direct recruitment through open competitive examination from amongst candidates possessing Degree/Diploma in Library Science or Library and Information Science.
23.	Lower Division Assistant-cum-Typist	8	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Jr. Typist and Record Keeper with 6 years of regular service on the basis of merit-cum-seniority who are Class XII passed with certificate in computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m., or By direct recruitment from candidates possessing minimum educational qualification of Bachelor's Degree with certificate in computer from any computer centre and having

							knowledge of typewriting at a minimum speed of 40 w.p.m.
24.	Typist-cum-Clerk	3	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Jr. Typist and Record Keeper with 6 years of regular service on the basis of merit-cum-seniority who are Class XII passed with certificate in computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m., or By direct recruitment from candidates possessing minimum educational qualification of Bachelor's Degree with certificate in computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m.
25.	Copyist	1	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Jr. Typist and Record Keeper with 6 years of regular service on the basis of merit-cum-seniority who are Class XII passed with certificate in computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m., or By direct recruitment from candidates possessing minimum educational qualification of Bachelor's Degree with certificate in computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m.

26.	Data Entry Operator-cum-Clerk	3	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Jr. Typist and Record Keeper with 6 years of regular service on the basis of merit-cum-seniority who are Class XII passed possessing Diploma or Certificate in Computer Applications. By direct recruitment from candidates possessing minimum educational qualification of Bachelor's Degree with Diploma or Certificate in Computer Applications from any computer centre.
27.	L.D.A-cum-Protocol Assistant	2	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum- Jr. Typist and Record Keeper who are Class XII passed from a recognized Board with 6 years of regular service and certificate in Computer from any computer centre on the basis of merit-cum- seniority. If a suitable candidate is not available, the post shall be filled by direct recruitment from candidates having qualification of Bachelor's Degree passed from a recognized Board with a certificate in Computer from any computer centre and having typing speed of 40 w.p.m. Preference will be given to the candidates with experience in protocol duties or liaison work.
28.	Curator	1	Class IV	Level-7	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment through open competitive examination from candidates possessing Bachelor's Degree with

							History as one of the subjects as well as a Degree or Diploma in Museology or Archival Management. Preference will be given to the candidates with curatorial experience or has experience of working in a museum or has knowledge of regional antiquities.
29.	Protocol-cum-Liaison Officer	1	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Jr. Typist and Record Keeper who are Class XII passed, with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the candidates who already have a proven experience in protocol duties, guest relations, or liaison related work, or By direct recruitment from candidates possessing Bachelor's Degree along with a Diploma or Certificate in Management/ Tourism and a Certificate in Computer Applications from any recognized computer centre. Preference will be given to the candidates with experience in protocol duties or liaison work.
30.	Supervisor	2	Class IV	Level-7	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Restorer-cum-Junior Typist, Record Keeper and its equivalent who have put in not less than 6 years service on the basis of merit-cum-seniority.

31.	Senior Zimmedaar	2	Class IV	Level-7	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Zimmedaars who have put in not less than 6 years service on the basis of merit-cum-seniority.
32.	Lineman	1	Class IV	Level-7	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By Promotion from amongst the Class V staff of this Registry having 6 years experience of electrical works, or By direct recruitment from candidates who are Class XII passed possessing ITI Certificate in Electrician/ Wireman Trade or a Diploma in Electrical Engineering from any recognized institute. Preference will be given to the candidates who already have experience of working as an Electrician or Wireman.
33.	Driver	27	Class IV	Level-6	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst class VIII passed candidates possessing a licence in driving light vehicle with minimum experience of 3 years.
34.	Bus Driver	1	Class IV	Level-6	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst Class VIII passed candidates possessing a valid driving license for driving heavy vehicles with minimum experience of 3 years.
35.	Senior Cook	1	Class IV	Level-6	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Residential Orderly (Sevak/Cook) and Attendant/Residential Orderly (Sevak/Cook) with a minimum of 6 years experience as Cook, on the basis of merit-cum-seniority.
36.	Restorer-cum-Junior Typist	8	Class IV	Level-5	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst the Class V staff who are Class XII passed with minimum 6 years of service having knowledge of

							English language on the basis of merit-cum-seniority and having knowledge of typewriting at a minimum speed of 30 w.p.m. By direct recruitment from amongst Class XII passed candidates possessing Diploma in Computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m.
37.	Zimmedaar	5	-do-	Level-5	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Office Attendants or other officials holding equivalent post and having 6 years experience on the basis of merit-cum-seniority. Office Attendants who have already been assigned the work of a Zimmedaar on the basis of their merit, though not promoted yet, shall be given preference over the other Office Attendants subject to fulfillment of the above conditions, or By direct recruitment from candidates possessing minimum educational qualification of matriculation.
38.	Record Keeper	2	Class IV	Level-5	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Class V staff on the basis of merit-cum-seniority with minimum 6 years of service having Class XII pass certificate, Diploma in Computer from any recognized computer centre as well as knowledge of typewriting at a minimum speed of 30 w.p.m., or By direct recruitment from amongst Class

							XII passed candidates possessing Diploma in Computer from any computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m.
39.	Residential Orderly (Sevak/Cook)	20	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School Board. Preference will be given to candidates having experience in cooking/culinary.
40.	Attendant/ Residential Orderly (Sevak/Cook)	1	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School Board. Preference will be given to candidates having experience in cooking/culinary.
41.	Mali-cum-Office Attendant	7	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School/Board.
42.	Chowkidar	3	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School/Board. Preference shall be given to ex-servicemen.
43.	Sweeper-cum-Chowkidar	1	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School/Board.
44.	Sweeper-cum-Office Attendant	5	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a recognized School/Board.
45.	Sweeper	2	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V passed from a

							recognized School/Board.
46.	Office Attendant	25	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class VIII passed from a recognized School/Board.
47.	Chowkidar/ Caretaker	1	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class V pass from a recognized School/Board. Preference shall be given to ex-servicemen.
48.	Group 'D' (Multi-Tasking Staff)	14	Class V	Level-4	By direct recruitment	Minimum: 18 years & maximum: 40 years	Candidates having minimum educational qualification of Class VIII passed from a recognized School/Board.

2. ACCOUNTS CADRE

Sl. No.	Name of post	No. of post(s)	Classification	Pay Level	Mode of Recruitment	Age limit for direct recruitment	Eligibility conditions
1	2	3	4	5	6	7	8
1.	Finance Officer	1	Class II	Level-21	By promotion/ deputation	Minimum: 18 years & maximum: 40 years	By promotion from Chief Accounts Officer with 4 years of service in the grade, having Bachelor's Degree in Commerce from a recognized university. If no suitable candidate is available, then on deputation from the State Government or Central Government holding the analogous post.
2.	Chief Accounts Officer	1	Class II	Level-19	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from the post of Deputy Registrar (Accounts) having Bachelor's Degree in Commerce with minimum 4 years experience in accounts works.
3.	Deputy Registrar (Accounts)	1	Class III	Level-17	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from Accounts Officer having Bachelor's Degree in Commerce with minimum 4 years experience in accounts works.
4.	Accounts Officer	1	Class III	Level-15	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Senior Accountant(s) having Bachelor's Degree in Commerce with minimum 4 years experience in accounts work. In case no suitable candidate is available, then by direct recruitment from amongst candidates possessing minimum qualification of B.Com. or Graduate with Mathematics and Statistics as special subjects from a recognized university, with a minimum of 5

							years experience in Accounts work. Candidates must possess in Computer Applications and explicit knowledge of Financial Accounting from a recognized computer centre.
5.	Senior Accountant	1	Class IV	Level-14	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Accountant(s) having Bachelor's Degree in Commerce with at least 4 years of regular service on the basis of merit-cum-seniority. In case no suitable candidate is available, then by direct recruitment from amongst the candidates possessing the minimum qualification of Bachelor's Degree in Commerce or Graduate with Mathematics and Statistics as special subjects from a recognized university, with a minimum of 3 years experience in Accounts work along with a Diploma in Computer Applications and working knowledge of handling accounting software.
6.	Accountant	1	Class IV	Level-11	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Junior Accountant(s) and Upper Division Assistant-cum-Accounts Clerk having Bachelor's Degree in Commerce with at least 4 years regular service on the basis of merit-cum-seniority. In case, no suitable candidate is available, then by direct recruitment from amongst the candidates possessing the minimum qualification of

							Bachelor's Degree in Commerce or Graduate with Mathematics and Statistics as special subjects from any recognized University, with a minimum of 2 years experience in Accounts work along with a Diploma in Computer Applications.
7.	Junior Accountant	1	Class IV	Level-9	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Data Entry Operator-cum-Accounts Clerk, Accounts Clerk-cum-Typist and L.D.A.-cum-Accounts Clerk with at least 6 years of regular service on the basis of merit-cum-seniority. If no suitable candidate is available, then by direct recruitment through open competitive examination from amongst the candidates possessing Bachelor's degree in Commerce from a recognized university along with a minimum experience of 2 years in Accounts work. Candidates must possess a Diploma/ Certificate in Computer Applications and knowledge in handling accounting software.
8.	Upper Division Assistant-cum-Accounts Clerk	1	Class IV	Level-9	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from Data Entry Operator-cum-Accounts Clerk, Accounts Clerk-cum-Typist and L.D.A.-cum-Accounts Clerk with at least 6 years of regular service on the basis of merit-cum-seniority. If no suitable candidate is available, then by direct recruitment through

							open competitive examination from amongst the candidates possessing Bachelor's degree in Commerce from a recognized university along with a minimum experience of 2 years in Accounts work. Candidates must possess a Diploma/ Certificate in Computer Applications and knowledge in handling accounting software.
9.	Data Entry Operator-cum-Accounts Clerk	1	Class IV	Level-7	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst candidates possessing Bachelor's Degree in Commerce from any recognized Board with Diploma in Computer and having knowledge in Financial Accounting from any Computer Centre.
10.	Accounts Clerk-cum-Typist	1	Class IV	Level-7	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst candidates possessing Bachelor's Degree in Commerce from any recognized Board with Diploma in Computer and having knowledge in Financial Accounting from any Computer Centre.
11.	Lower Division Assistant-cum-Accounts Clerk	1	Class IV	Level-7	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst candidates possessing Bachelor's Degree in Commerce from any recognized Board with Diploma in Computer and having knowledge in Financial Accounting from any Computer Centre.

3. STENOGRAPHER CADRE

Sl. No.	Name of post	No. of post(s)	Classification	Pay Level	Mode of Recruitment	Age limit for direct recruitment	Eligibility conditions
1	2	3	4	5	6	7	8
1.	Additional Registrar-cum-Principal Private Secretary	2	Class II	Level-21	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Joint Registrar-cum-Sr. Judgment Writer having 4 years of regular service in the grade on the basis of merit-cum-seniority.
2.	Joint. Registrar-cum-Senior Judgment Writer Selection	3	Class II	Level-19	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Deputy Registrar-cum-Private Secretary who are Graduates having 4 years of regular service in the grade on the basis of merit-cum-seniority.
3.	Deputy Registrar-cum-Private Secretary	2	Class III	Level-17	By promotion	Minimum: 18 years & maximum: 40 years	By promotion from amongst Private Secretaries to Hon'ble Judges who are Graduates having 4 years of regular service in the grade on the basis of merit-cum-seniority.
4.	Private Secretary	2	Class III	Level-15	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Stenographers Grade I who are Graduates having experience of 4 years on the basis of merit-cum-seniority which shall be assessed by the Departmental Promotion Committee thus constituted for the said purpose, from time to time. If the above criteria are not fulfilled from the existing staff of the Registry then on the basis of open competitive examination from amongst Graduate candidates possessing the qualification of Stenographer Grade I

							and Certificate in Computer Application from any Computer Centre.
5.	Stenographer Grade-I	3	Class IV	Level-14	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Stenographers who are Graduates having 4 years of experience as Stenographer Grade-II on the basis of merit-cum-seniority, failing which on the basis of open competitive examination from amongst graduate candidates possessing the qualification of Stenographer Grade-I, i.e., having minimum speed of 90 w.p.m. in shorthand and 40 w.p.m. in typing and also possessing certificate in Computer from any Computer Centre.
6.	Stenographer Grade-II	3	Class IV	Level-12	By promotion or direct recruitment	Minimum: 18 years & maximum: 40 years	By promotion from amongst Stenographers who are graduates having 4 years of experience as Stenographer Grade III on the basis of merit-cum-seniority, failing which on the basis of open competitive examination from amongst Graduate candidates possessing the qualification of Stenographer Grade III.
7.	Stenographer Grade–III	1	Class IV	Level-11	By direct recruitment	Minimum: 18 years & maximum: 40 years	By direct recruitment from amongst graduate candidates from a recognized University possessing Certificate in computer from any Computer center and having a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.

ANNEXURE-I
(Roster Cycle)

1	Open Competition	**26**	Open Competition	**51**	Open Competition	**76**	Open Competition
2	Open Competition	**27**	Open Competition	**52**	Open Competition	**77**	Open Competition
3	Bhutia & Lepcha	**28**	Scheduled Tribe	**53**	Bhutia & Lepcha	**78**	Most Backward Classes-State List
4	Open Competition	**29**	Open Competition	**54**	Open Competition	**79**	Open Competition
5	Scheduled Tribe	**30**	Most Backward Classes-State List	**55**	OBC Central List	**80**	Scheduled Caste
6	Open Competition	**31**	Open Competition	**56**	Open Competition	**81**	Open Competition
7	OBC Central List	**32**	Bhutia & Lepcha	**57**	OBC State List	**82**	Bhutia & Lepcha
8	Open Competition	**33**	Open Competition	**58**	Open Competition	**83**	Open Competition
9	OBC State List	**34**	OBC Central List	**59**	Scheduled Tribe	**84**	OBC Central List
10	Open Competition	**35**	Open Competition	**60**	Open Competition	**85**	Open Competition
11	Bhutia & Lepcha	**36**	OBC State List	**61**	Bhutia & Lepcha	**86**	OBC State List
12	Open Competition	**37**	Open Competition	**62**	Open Competition	**87**	Open Competition
13	OBC Central List	**38**	Scheduled Tribe	**63**	OBC Central List	**88**	Scheduled Tribe
14	Open Competition	**39**	Open Competition	**64**	Open Competition	**89**	Open Competition
15	OBC State List	**40**	Bhutia & Lepcha	**65**	OBC State List	**90**	Primitive Tribe
16	Open Competition	**41**	Open Competition	**66**	Open Competition	**91**	Open Competition
17	Scheduled Caste	**42**	OBC Central List	**67**	Bhutia & Lepcha	**92**	Bhutia & Lepcha
18	Open Competition	**43**	Open Competition	**68**	Open Competition	**93**	Open Competition
19	Primitive Tribe	**44**	OBC State List	**69**	OBC Central List	**94**	OBC Central List
20	Open Competition	**45**	Open Competition	**70**	Open Competition	**95**	Open Competition
21	Bhutia & Lepcha	**46**	Scheduled Tribe	**71**	OBC State List	**96**	OBC State List
22	Open Competition	**47**	Open Competition	**72**	Open Competition	**97**	Open Competition
23	OBC Central List	**48**	Scheduled Caste	**73**	Scheduled Tribe	**98**	Open Competition
24	Open Competition	**49**	Open Competition	**74**	Open Competition	**99**	Open Competition
25	OBC State List	**50**	Weaker Section of General Category	**75**	Primitive Tribe	**100**	Open Competition

HORIZONTAL RESERVATION FOR PERSONS WITH BENCHMARK DISABILITES (PwBDs)

1	(1)Blindness and Low Vision	26	(2) Deaf and Hard of Hearing	51	(3) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	76	(4)Autism, Intellectual Disability, specific learning disability and mental illness; and (5)Multiple disabilities from persons under (1) to (4) including deaf blindness
2	Open Competition	27	Open Competition	52	Open Competition	77	Open Competition
3	Open Competition	28	Open Competition	53	Open Competition	78	Open Competition
4	Open Competition	29	Open Competition	54	Open Competition	79	Open Competition
5	Open Competition	30	Open Competition	55	Open Competition	80	Open Competition
6	Open Competition	31	Open Competition	56	Open Competition	81	Open Competition
7	Open Competition	32	Open Competition	57	Open Competition	82	Open Competition
8	Open Competition	33	Open Competition	58	Open Competition	83	Open Competition
9	Open Competition	34	Open Competition	59	Open Competition	84	Open Competition
10	Open Competition	35	Open Competition	60	Open Competition	85	Open Competition
11	Open Competition	36	Open Competition	61	Open Competition	86	Open Competition
12	Open Competition	37	Open Competition	62	Open Competition	87	Open Competition
13	Open Competition	38	Open Competition	63	Open Competition	88	Open Competition
14	Open Competition	39	Open Competition	64	Open Competition	89	Open Competition
15	Open Competition	40	Open Competition	65	Open Competition	90	Open Competition
16	Open Competition	41	Open Competition	66	Open Competition	91	Open Competition
17	Open Competition	42	Open Competition	67	Open Competition	92	Open Competition
18	Open Competition	43	Open Competition	68	Open Competition	93	Open Competition
19	Open Competition	44	Open Competition	69	Open Competition	94	Open Competition
20	Open Competition	45	Open Competition	70	Open Competition	95	Open Competition
21	Open Competition	46	Open Competition	71	Open Competition	96	Open Competition
22	Open Competition	47	Open Competition	72	Open Competition	97	Open Competition
23	Open Competition	48	Open Competition	73	Open Competition	98	Open Competition
24	Open Competition	49	Open Competition	74	Open Competition	99	Open Competition
25	Open Competition	50	Open Competition	75	Open Competition	100	Open Competition

Note: - If the post at serial no. 1 is not identified for the PwBD or it is considered desirable not to fill it up by PwBD's or it is not possible to fill up that post by PwBD's for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for PwBD and filled as such. Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled up by the PwBD's. The purpose of keeping points 1, 26, 51 and 76 as reserved is to be filled up the first available suitable vacancy in each block by PwBD's

ANNEXURE-II

Sl. No.	Penalty	Class of Officer	Authority which may impose Penalty
1.	Censure	Class I (All categories) Class II, III, IV and V (all categories)	Chief Justice Registrar General
2.	Fine	Class I (All categories) Class II, III, IV and V	Chief Justice Registrar General
3.	Withholding of increments	Class I (All categories) Class II, III,IV and V	Chief Justice Registrar General
4.	Withholding of promotion	All categories	Chief Justice
5.	(a) Recovery from pay of pecuniary loss; (b) Recovery from pay of increment withheld	All categories in Class I All other categories and Classes	Chief Justice Registrar General
6.	Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in the time scale	Class I and II (All categories) Class III and IV (All categories)	Chief Justice Registrar General
7.	Reduction of pension	All categories	Chief Justice
8.	Compulsory retirement	All categories	Chief Justice
9.	Removal from service	All categories	Chief Justice
10.	Dismissal from service	All categories	Chief Justice