

Register L.No.1176



THE GAZETTE OF AZAD JAMMU AND KASHMIR
EXTRA ORDINARY GAZETTE
PUBLISHED BY AUTHORITY

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SUPREME COURT OF AZAD JAMMU & KASHMIR

No. SC/15441-48/2016
Dated:27/12/2016

NOTIFICATION

In exercise of powers conferred by Section 47-A of the Azad Jammu & Kashmir Interim Constitution Act, 1974, the Supreme Court of Azad Jammu & Kashmir, has been pleased to make, with the approval of the President of Azad Jammu & Kashmir The Supreme Court Appointment of Officers and servants, Terms and Conditions of service Rules, 2016, forming annexure to this notification. The rules shall come into force at once.

Sd/-REGISTRAR

**SUPREME COURT OF AZAD JAMMU & KASHMIR
MUZAFFARABAD, THE _____, 2016**

NO. _____.—In exercise of the powers conferred by section 47-A of the Azad Jammu & Kashmir Interim Constitution Act, 1974, The Supreme Court of Azad Jammu & Kashmir has been pleased to make, with the approval of the President of Azad Jammu & Kashmir, The Supreme Court of Azad Jammu & Kashmir Employees Appointment, Terms and Conditions of Service Rules, 2016, following annexure to this notification. These rules shall come into force at once.

RULES

PART-I

Short title, application and commencement

1. **Short title, application and commencement: (1)** These Rules may be called the Supreme Court of Azad Jammu & Kashmir Employees Appointment, Terms and Conditions of Service Rules, 2016.
- (2) These rules shall come into force at once.
- (3) These Rules shall apply to all persons serving on the staff attached to the Supreme Court of Azad Jammu & Kashmir.

2. **Definitions:** (1) In these rules, unless the context otherwise requires:-

- (a) **“Accused”** means an employee of Supreme Court of Azad Jammu and Kashmir against whom action is taken under these rules;
- (b) **“Authority”** means the appointing authority specified in column 3 of the schedule annexed to these rules;
- (c) **“Authorized Officer”** means an officer authorized or designated by the authority to perform the functions of an authorized officer under these rules:

Provided that where in the case of an employee no authorized officer has been so authorized or designated, the authority shall have power to appoint an officer to act as authorized officer in that case:

Provided further that in relation to an employee, the authority may be authorized to act as authorized officer;

- (d) **“Chief Justice”** means the Chief Justice of Azad Jammu and Kashmir;
- (e) **“Civil Servant Act”** means AJ&K Civil Servant Act, 1976.
- (f) **“Constitution”** means the Azad Jammu and Kashmir interim constitution Act, 1974;
- (g) **“Employee”** means a person who has held or holding any post mentioned in the Schedule annexed to these rules of the Supreme Court of Azad Jammu and Kashmir;
- (h) **“Government”** means the Azad Government of the State of Azad Jammu and Kashmir;
- (i) **“Judge”** means a Judge of Supreme Court of Azad Jammu and Kashmir;
- (j) **“Misconduct”** means conduct prejudicial to good order or service discipline or contrary to the Government Servants (conduct) Rules or conduct unbecoming of an officer and gentleman and included any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the authority or any officer of the Supreme Court in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of services of employees;
- (k) **“Penalty”** means a penalty which may be imposed under these rules;
- (l) **“Penal Code”** means Pakistan Penal Code, (Act, XLV of 1860 as adopted in Azad Jammu and Kashmir);
- (m) **“Prescribed”** means prescribed by these rules or the rules made under the provisions of the Civil Servants Act which are applicable to the employees of the Supreme Court.
- (n) **“President”** means the President of Azad Jammu and Kashmir.
- (o) **“Registrar”** means the Registrar of Supreme Court of Azad Jammu and Kashmir;
- (p) **“Rules”** means the Azad Jammu and Kashmir Supreme Court Employees (Appointment and Conditions of Service) Rules, 2016;
- (q) **“Selection Board”** means the Selection Board constituted under

these rules; and

- (r) **“Selection Committee”** means the Selection Committee constituted under these Rules;

All other terms not defined here shall have the same meanings as defined in Civil Servants Act, 1976 and the rules made thereunder.

PART-II Establishment and appointment

3. **Establishment of Supreme Court: (1)** The establishment of the Supreme Court shall consist of posts, their scales of pay and conditions for appointment as mentioned in the schedule to these rules.
- (2) The Chief Justice may, by order, create, abolish, upgrade, downgrade or change the nomenclature of any post, temporary or permanent and the Schedule to these Rules shall stand amended accordingly.
- (3) In the matters not specifically dealt with in these rules, the provisions of AJ&K Civil Servants Act, 1976 and the rules made thereunder shall apply mutatis mutandis.

Provided that the powers exercisable under the Civil Servants Act, 1976 and the rules made thereunder shall be exercisable by the Chief Justice of Azad Jammu and Kashmir or by such person as he may, by general or special order, direct.

4. **Appointment: (1)** Appointment to the posts carrying BPS-16 and above by initial recruitment, promotion or transfer etc. shall be made on the recommendations of the Selection Board consisting of Chief Justice and two or more Judges. Appointment by initial recruitment shall be made after taking such test and interview as may be deemed fit.
- (2) Appointment to the posts carrying BPS-1 to 15 shall be made on the recommendations of the Selection Committee consisting of a Chairman and not less than two members to be nominated by the Chief Justice.
- (3) The Chief Justice may with consultation of two Judges relax any of the prescribed conditions of appointment in cases where he considers it desirable to do so in the interest of public service.
5. **Terms and conditions of service: (1)** Any question arising as to which rules or orders are applicable to the case of any person serving on the staff attached to the Supreme Court shall be decided by the Chief Justice with the

consultation of Judges.

- (2) The employees of Supreme Court of Azad Jammu & Kashmir shall be entitled to the same scales, salaries, allowances, privileges and pension etc. as are admissible in the Supreme Court of Pakistan including time scales, subject to approval of authority, on the recommendations of the concerned Selection Board/Committee on the basis of honesty, efficiency and extraordinary performance etc.
- (3) The question of promotion, appointment by initial recruitment, deputation, transfer and rotation shall be decided by the authority.
- (4) Any employee serving in BPS-16 and above aggrieved by any order affecting his terms and conditions of service may file a review to the Chief Justice who may himself hear the same or entrust the same to any other Judge and the employees in BPS 1 to 15 may file appeal to the next higher authority, within a period of 30 days.

PART III Efficiency and discipline

6. **Grounds for Penalty:** An employee, who in the opinion of the authority:-
 - (a) is inefficient or has ceased to be efficient whether by reason of:
 - i) infirmity of mind or body; or
 - ii) having on two or more occasions, failed to pass in a departmental or other examination prescribed for the purpose of maintaining or raising general efficiency; or
 - iii) having failed once in departmental or other examination prescribed for the purpose of maintaining or raising general efficiency or if the employee is recruited not in regular manner or recruitment is a result of pressure of all kinds; or
 - iv) having without reasonable cause, failed to appear at any such examination aforesaid, or otherwise and is not likely to recover his efficiency; or
 - (v) by any reason affecting adversely the proper discharge of his duties;
 - (b) is guilty of misconduct; or
 - (c) is corrupt, or may reasonably be considered corrupt because:-
 - i) he is, or any of his dependents or any other person through him on his behalf, is in possession of pecuniary resources or of income, which he cannot reasonably account for; or
 - ii) he has assumed a style of living beyond his ostensible means; or
 - (d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated

with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized persons, and his retention in service is prejudicial to national security; Shall be liable to be proceeded against under these rules and one or more of the penalties hereinafter mentioned may be imposed on him.

7. **Penalties:** (1) The following are the minor and major penalties, namely :-

(a) **Minor Penalties:**

- (i) Censure;
- (ii) With-holding for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post;
- (iii) Stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar;

(b) **Major Penalties:**

- (i) Reduction to a lower grade or post or time-scale or to a lower stage in a time-scale;
 - (i-a) Recovery of the whole or any part of pecuniary loss caused to Government by negligence or breach of orders;
 - (ii) Compulsory retirement;
 - (iii) Removal from service; and
 - (iv) Dismissal from service.
- (2) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) In this rule, removal or dismissal from service does not include the discharge of an employee:
- (a) appointed on probation, during the period of probation or in accordance with the probation or training rules are applicable to him; or
 - (b) appointed, otherwise then under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - (c) engaged under a contract, in accordance with the terms of the contract.

8. **Initiation of Proceedings:** (1) If, on the basis of its own knowledge or information placed before it, the authority is of the opinion that there are sufficient grounds for proceeding against an employee, it shall direct the authorized officer to proceed against such employee.

(2) Where no authorized officer stands designated in respect of the accused employee, the authority shall simultaneously appoint an officer senior in the rank to the accused, to perform the functions of an authorized officer.

9. **Procedure to be observed by the Authorized Officer:** (1) In a case where an employee is accused of subversion, corruption or misconduct, he may be

placed under suspension by the authority, or with the prior approval of the authority, by the authorized officer, or he may be required by the authorized officer to proceed on leave;

Provided that the continuation of suspension, if ordered by the authorized officer, or grant of any extension in leave shall require the prior approval of the authority after every three months.

(2) Within three days of the receipt of the direction from the authority under rule 8, or within such further period as may be allowed by the authority at the written request of the authorized officer, the authorized officer shall decide whether in the light of the facts of the case or in the interest of justice, an inquiry is necessary.

(3) If the authorized officer decides that it is not necessary to have an inquiry conducted against the accused, he shall:-

- (a) inform the accused forthwith, by an order in writing, of the action proposed to be taken in regard to him and the grounds of the action; and
- (b) give him a reasonable opportunity of showing cause against that action within a period of fourteen days from the date of receipt of the order under clause (a):

Provided that no such opportunity shall be given where, in the interest of security of Pakistan/Azad Jammu and Kashmir or any part thereof, it is not expedient to do so but before denying this opportunity, the authorized officer shall obtain the prior approval of the authority.

(4) Within the seven days of the receipt of the explanation, if any, of the accused, or within such further period as may be allowed by the authority at the written request of the authorized officer, the authorized officer shall determine whether the charge has been proved. If, it is proposed to impose a minor penalty he shall pass orders accordingly. If, however, the authorized officer considers it to be a case for a major penalty, he shall forthwith forward the case to the authority along with the explanation of the accused and his own recommendations regarding the penalty to be imposed.

(5) If under sub-rule (2) the authorized officer considers that an inquiry is necessary, he shall appoint an Inquiry Officer or an Inquiry Committee consisting of two or more persons who or one of whom shall be of a rank senior to that of the accused or if there are more than one accused, senior to all the accused.

(6) Where an Inquiry Officer or an Inquiry Committee is appointed under sub-rule(5), the authorized officer shall simultaneously frame a charge and communicate it to the accused together with a statement of allegations explaining the charge and other relevant circumstance which are proposed to be taken into consideration and require the accused, within a reasonable time which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defense directly before the Inquiry Officer or the Inquiry Committee, as the case may be.

(7) The authorized officer, immediately after communicating the charge to the accused under sub-rule (6), shall forward such record or copies

thereof and such other material as is necessary for the conduct of the inquiry to the Inquiry Officer or the Inquiry Committee, as the case may be.

10. Procedure to be observed by the Inquiry Officer or Inquiry Committee:

(1) On receipt of the record and the explanation of the accused referred to in the preceding rule, the Inquiry Officer or Inquiry Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused, as may be considered necessary, and where any witness is produced by one party, the other party shall be entitled to cross-examine that witness.

(2) If the accused fails to furnish his explanation within the period specified, the Inquiry Officer or the Inquiry Committee, as the case may be, shall proceed with the inquiry.

(3) The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given, except for reason to be recorded in writing. However, every adjournment, with reasons therefor, shall be reported forthwith to the authorised officer. Normally, no adjournment shall be for more than a week.

(4) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

(5) If the accused absents himself from the inquiry on medical grounds he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him to appear before the Medical Board, the Board shall examine him at his residence of which complete address must always be given in the leave application and at which he must be available;

Provided that the authorised officer may, in his discretion sanction medical leave upto seven days without the recommendation of the Medical Board.

(6) The Inquiry Officer or the Inquiry Committee, as the case may be, shall complete the inquiry proceedings within a period of sixty days commencing from the last date of submission of the written defence by the accused and shall, within ten days of the expiry of the said period of sixty days or within such further period as may be allowed by the authorised officer, submit his or its finding and the grounds thereof to the authorised officer.

10-A The authorised officer, on receipt of the report of the Inquiry Officer or

Inquiry Committee, shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall after affording the accused an opportunity of showing cause against the action proposed and pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge sheet, a statement of allegations served on the accused, explanation of the accused, the finding of the Inquiry Officer or the Inquiry Committee, as the case may be, and his own recommendations regarding the penalty to be imposed. In case it is proposed to drop the proceedings, the authorised officer shall submit the case with all relevant material/documents to the Authority for appropriate orders.

10-B Appearance of Counsel: No party to any proceeding under these rules before the authority, the authorised officer, an inquiry officer, an inquiry committee or appellate authority shall be represented by a lawyer.

10-C Expeditious disposal of proceedings: (1) In a case where the authorised officer decides not to have an inquiry conducted against the accused, the proceedings must be finalized by him within a period of forty five days from the date of receipt of the direction under rule 5 and a report to that effect submitted to the authority.

(2) In a case where the authorised officer has appointed an Inquiry Officer or Inquiry Committee, he should ensure that the entire proceedings are completed within a period of ninety days from the date of receipt of direction under rule 8 and shall submit a report thereof to the authority.

(3) Where inquiry proceedings are not completed by the Inquiry Officer or the Inquiry Committee, as the case may be, within a period of forty five days of the date on which the accused puts in his written defence if any, the Inquiry Officer or the Inquiry Committee, as the case may be, shall report the position of the inquiry to the authorised officer intimating the reasons why the inquiry could not be completed within that period and the approximate further time that is likely to be taken in the completion of the inquiry and the authorised officer shall immediately cause the same to be produced before the authority.

(4) The Authority on receipt of report under sub-rules (2) and (3) shall pass such orders for expeditious finalization of the proceedings as it may deem fit.

11. Powers to order medical examination as to mental or bodily infirmity:
(1) Where it is proposed to proceed against an employee on the ground of inefficiency by reasons of infirmity of mind or body, the authority, may at any stage, whether or not an authorized officer has been directed to proceed against him, require the employee to undergo a medical examination by a Medical Board or a Medical Officer as the authority may direct and the report of the Board or the Medical Officer shall form part of the

proceedings.

(2) If an employee refuses to undergo such an examination his refusal may subject to the consideration of such grounds as he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove un-favourable to him.

- 12. Powers of Inquiry Officer and Inquiry Committee: (1)** For the purpose of an inquiry under these Rules, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908, (Act V of 1908), in respect of the following matters, namely:

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of Sections 193 and 228 of the Azad Kashmir Penal Code (Act XLV of 1860).

- 13. Reversion of a person on deputation: (1)** The Chief Justice may, in any case where it appears to him that the circumstances so require, suspend any member of staff lent for service on the staff attached to the Supreme Court, and may order an inquiry to be made into the conduct of that member of staff.

(2) If after inquiry the Chief Justice is of opinion that a penalty should be imposed on the member of staff, he shall direct that the member of staff shall revert to the lending authority with a recommendation about the penalty to be imposed:

Provided that if such member of staff was promoted in the Court, the Chief Justice may order his reversion to the lower post from which he was promoted.

- 14. Imposition of penalty on the Registrar:** The Chief Justice alone shall have power to impose a penalty on the Register of the Court and where an inquiry is held against him, the Inquiry Officer shall submit his findings to the Chief Justice.

- 15. Appeal:** Where any penalty is imposed by the Registrar, an appeal shall lie from his order to the Chief Justice, and where any penalty is imposed by the Chief Justice, otherwise than on appeal from an order of the Registrar, an appeal shall lie from his order to a Bench of two available Judges of the Court.

16. **Review:** Any Aggrieved person may file a review against the decision on appeal if there is error apparent on the face of the record.
17. **Limitation:** An appeal under rule 15 and a review under rule 16 may be filed within thirty days from the date of the order complained of.

PART IV Miscellaneous

18. **Relaxation:** A committee headed by the Chief Justice comprising Chief Justice and two Judges may relax any of the provisions of these rules if it is satisfied that a strict application of the rules will cause undue hardship.
19. **Delegation of Power:** The Chief Justice may delegate all or any of his powers under these rules to any Judge or officer of the Supreme Court.
20. **Repeal and savings:** on the enforcement of these rules The Supreme Court (Appointment of Officers and Servants Terms and Conditions of Service) Rules, 1994 shall be deemed repealed:

| SCHEDULE | | | | | |
|----------|-------------------------------|----------------------|---|--------------|---|
| 1 | 2 | 3 | 4 | | 5 |
| S. No. | Name of post with Grade | Appointing Authority | Minimum qualification for appointment by:- | | Method of appointment and other conditions |
| | | | Initial Recruitment or Transfer | Promotion | |
| 1 | Registrar (BPS-22) | Chief Justice | Law Graduate from amongst the members of Bar with at least 15 years' experience as Advocate High Court. | Law Graduate | <p>i) By promotion of an Officer of the Supreme Court serving in BPS-21 on regular basis. Length of service for promotion to this post shall be 25 years in BPS-17 and above or 10 years in BPS-19 in case of direct recruit in BPS-19 or 15 years in BPS-18 in case of direct recruit in BPS-18; or</p> <p>ii) By transfer of an officer of equivalent rank serving in the Government or judicial service; or</p> <p>iii) By direct recruitment from amongst the members of the Bar with at least 15 years' experience in the legal field; or</p> <p>iv) By deputation /contract for a period of 3 years terminable on one months' notice.</p> |
| 2 | Additional Registrar (BPS-21) | do | Law Graduate from amongst the members of Bar with at least 10 years' experience in the legal field. | Law Graduate | <p>i) By promotion of an Officer of the Supreme Court serving in BPS-20 on regular basis, on the basis of seniority-cum-fitness. Length of service for promotion to the post shall be 17 years in BPS-17 and above; or</p> <p>ii) By Transfer of an Officer of equivalent rank serving in Government or judicial service; or</p> <p>iii) By taking on deputation an Officer of the Government serving in BPS-21 on regular basis for a period of 3 years terminable on one months' notice.</p> |
| 3 | Deputy Registrar (BPS-20) | do | | Law Graduate | <p>i) By promotion from amongst the Officers of the Supreme Court serving in BPS-19 on the basis of seniority-cum-fitness having rendered at least:- 12 years' service in BPS-16 and above including five years' service in BPS-19 or Seven years' service in BPS 18 in case of direct recruit in BPS-18; or</p> <p>ii) By transfer of an Officer of equivalent rank serving in Government or judicial service.</p> |
| 4 | Assistant Registrar (BPS-19) | do | Law Graduate with 8 years' experience in legal field. | Law Graduate | <p>By promotion from amongst:</p> <p>(a) Private Secretaries to the Chief Justice and the Judges;</p> <p>(b) Superintendents</p> <p>(c) Readers.</p> <p>(d) Protocol Officers</p> <p>Length of service for promotion to this post shall be 7 years in BPS-17 and above. 50% posts of Assistant Registrar will go to Private Secretaries and 50% to the Superintendents, Readers, Protocol Officers etc.</p> |
| 5 | Superintendent (BPS-18) | do | | Graduate | <p>By promotion from amongst the Officers of the Supreme Court on the basis of seniority-cum-fitness serving in BPS-16 and above with at least:-</p> <p>a) Five years' service in case of BPS-17; or</p> <p>b) Seven years' service in case of BPS-16.</p> |
| 6 | Reader (BPS-18) | do | Graduate but preference will be given to Law Graduate | Graduate | <p>i) 75% by promotion from amongst the officers serving in BPS-16 and above on the basis of seniority-cum-fitness with at least five years' service as such.</p> <p>ii) 25% by direct recruitment.</p> |

| RESEARCH WING | | | | | |
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| 7 | Additional Registrar (Research) (BPS-21) | Chief Justice | | Law Graduate | <p>i) By promotion from amongst Senior Research and Reference Officer/Secretary to Chief Justice/Deputy Registrar on the basis of seniority-cum-fitness having 17 years' service in BPS-17 and above; or</p> <p>ii) By transfer of a Law Graduate Officer of equivalent rank serving under the Government.</p> <p>iii) By taking on deputation an Officer of the Government serving in BPS-21 on regular basis for a period of 3 years terminable on one months' notice.</p> |
| 8 | Senior Research & Reference Officer/ Deputy Registrar (Research) (BPS-20) | do | | Law Graduate | <p>i) By promotion from amongst Research and Reference Officers on the basis of seniority-cum-fitness having 10 years' service in BPS-17 and above or five years' service in BPS-19 in case of direct recruit; or</p> <p>ii) By transfer of a Law Graduate Officer of equivalent rank serving under the Government.</p> |
| 9 | Research & Reference Officer (19) | do | Law Graduate with 10 years' experience as a Lawyer or Judicial Officer. Proficiency in MS Office including online access to legal data base | Law Graduate | <p>i) By promotion from amongst the Officers of the Supreme Court serving in BPS-18 on the basis of seniority-cum-fitness having 8 years' service in BPS-17 and above; or</p> <p>ii) By transfer/deputation of a Law Graduate Officer of equivalent rank serving under the Government or judicial service; or</p> <p>iii) By direct recruitment of a Law Graduate having at least 10 years' experience as Advocate High Court.</p> |
| PERSONAL STAFF OF CHIEF JUSTICE | | | | | |
| 10 | Secretary to Chief Justice (BPS-20) | Chief Justice | Graduate preferably Law Graduate | Law Graduate | <p>It shall be a special post and the Chief Justice may fill it from amongst the Officers of the Supreme Court serving in BPS-18/19.</p> <p>The incumbent will draw pay and allowances of BPS-20 during the period he performs duty with the Chief Justice.</p> |
| 11 | Private Secretary to Chief Justice (BPS-19) | do | i) Graduate ii) a speed of 120/50 words per minute in shorthand and typing respectively | Graduate | <p>It shall be a special post and the Chief Justice may fill it from amongst the Officers of the Supreme Court serving in BPS-18.</p> <p>The incumbent will draw pay and allowances of BPS-19 during the period he performs duty with the Chief Justice.</p> |
| 12 | Staff Officer to Chief Justice (BPS-18) | do | Transfer/deputation of an officer of BPS-18 in the discretion of the Chief Justice. | | <p>It shall be a special post and the Chief Justice may fill it from amongst the Officers of the Supreme Court.</p> <p>The incumbent will draw pay and allowances of BPS-18 during the period he performs duty with the Chief Justice.</p> |
| 13 | Driver to Chief Justice (BPS-8) | Registrar | Transfer/Deputation of a Driver in the discretion of Chief Justice | | <p>It shall be a special post and shall be filled in on the discretion of the Chief Justice.</p> <p>The incumbent will draw pay and allowances of BPS-8 during the period he performs duty with the Chief Justice.</p> |

| LIBRARY | | | | | |
|----------------|-------------------------------------|----------------------|---|---|---|
| 14 | Librarian (BPS-19) | Chief Justice | <p>Second Class Master's Degree in Library Sciences/Information Sciences; or</p> <p>Graduation with Diploma in Library Sciences; or</p> <p>Second Class Master's Degree in relevant subject with Diploma in Library Sciences or Bachelors of Library Sciences</p> | <p>Master's degree in Library Sciences/Information sciences; or</p> <p>Graduation with diploma in Library Sciences; or</p> <p>Master's degree in relevant subject with diploma in Library Sciences or Bachelors of Library Sciences</p> | <p>i) By promotion from amongst the Assistant Librarians of the Supreme Court having 10 years' service in BPS-17 and above; or</p> <p>ii) By direct recruitment; or</p> <p>iii) By transfer/deputation of an Officer of equivalent rank serving in Government Department for a period of 3 years terminable on one months' notice.</p> |
| 15 | Assistant Librarian (BPS-17) | do | Graduate with diploma in Library Science; or Bachelor of Library Science preferably with experience. | Graduate with diploma in Library Science; or Bachelor of Library Science preferably with experience. | <p>i) 50% by promotion from amongst the Library Assistants/Officials serving in BPS-11 and above having qualification.</p> <p>ii) 50% through initial recruitment.</p> |
| 16 | Library Assistant (BPS-14) | Registrar | Intermediate with Diploma in Library Sciences or Bachelor of Library Sciences. | Intermediate with Diploma in Library Sciences or Bachelor of Library Sciences. | <p>i) 50% by promotion from amongst the officials of the Court serving in BPS-11 and above having qualification.</p> <p>ii) 50% by direct recruitment.</p> |

| ACCOUNTS SECTION | | | | | |
|-------------------------|---|---------------|---|---|---|
| 17 | Senior Budget & Accounts Officer (BPS-19) | Chief Justice | Master's degree in Commerce/Accounting and Finance from a recognized University | Master's degree in Commerce/Accounting and Finance from a recognized University with five years' experience in Computer field | i) 50% by promotion from amongst Budget and Accounts Officers serving in BPS-18 having at least Seven years' experience in Budget and Accounts. ii) 50% by direct recruitment. |
| 18 | Budget and Accounts Officer (BPS-18) | do | i) B.Com ii) Proficiency in MS Office and five years' experience. | Bachelor of Commerce | i) by promotion from amongst: (a) officers serving in BPS-16 and above; (b) Senior Clerks/Cashiers etc.; 50% posts of Budget and Accounts Officer will go to officers serving in BPS-16 and above and 50% will go to senior Clerks and cashiers etc.; or ii) By transfer/deputation of a qualified Accountant/Auditor who has passed Accounts Promotion Examination held by the Audit Department, for a period of 3 years terminable on one months' notice. |
| 19 | Cashier (BPS-14) | Registrar | I.Com. Proficiency in MS office for direct recruitment. | | i) 75% by promotion from amongst the officials holding the posts of Junior Clerks etc. ii) 25% by initial recruitment. |
| I.T. WING | | | | | |
| 20 | Director I.T. (BPS-18) | Chief Justice | BS(CS) (4 years) or MSC or MS (CS) (networking/software/web) with 7 years' experience in the relevant field | BS(CS) (4 years) or MSC or MS (CS) (networking/ software/web) with 7 years' experience in the relevant field | Promotion/Deputation/Direct on contract for a period of 3 years terminable on one months' notice having qualification. |

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| 21 | Webmaster (BPS-17) | do | BS(CS) (4 years) or MCS or MS (CS) Preference will be given to persons possessing two years' experience of the field in a well reputed organization/I.T. Industry | BS(CS) (4 years) or MCS or MS (CS) Preference will be given to persons possessing two years' experience of the field in a well reputed organization/I.T. Industry | <p>i) 50% by promotion from amongst I.T. Assistants.</p> <p>ii) 50% direct/contract for a period of 3 years terminable on one months' notice.</p> |
| 22 | I.T. Assistant (BPS-14) | Registrar | Post Graduate Diploma in Information Technology or BIT | Post Graduate Diploma in Information Technology or BIT | <p>i) 50% by promotion from amongst the Data Entry Operators.</p> <p>ii) 50% direct/contract for a period of 3 years terminable on one months' notice having qualification.</p> |
| 23 | Data Entry Operator (BPS-12) | do | Intermediate in Computer Science 40 w.p.m. in typing | Intermediate in Computer Science 40 w.p.m. in typing | <p>i) 25% by promotion from amongst the Court staff.</p> <p>ii) 75% by direct recruitment having qualification.</p> |
| 24 | Attendant (BPS-2) | do | <p>i) Literate</p> <p>ii) on the basis of suitability and fitness</p> | | By initial recruitment. |

| TRANSLATION WING | | | | | |
|----------------------------|---|---------------|--|--|--|
| 25 | Translator (BPS-18) | Chief Justice | Master's Degree in Urdu/English Language or Literature with five years' experience; and Proficiency in MS Office and Urdu word processing software | Master's Degree in Urdu/English Language or Literature with five years' experience; and Proficiency in MS Office and Urdu word processing software | <p>i) By promotion from amongst Officers of the Supreme Court.</p> <p>ii) By deputation/Direct on contract up to three years terminable on one months' notice.</p> |
| PRIVATE SECRETARIES | | | | | |
| 26 | Private Secretary to Judges (BPS-18) | Chief Justice | i) Graduate ii) a speed of 120/50 words per minute in shorthand and typing respectively | i) Graduate ii) a speed of 120/50 words per minute in shorthand and typing respectively | <p>i) By promotion from amongst Judgment Writers; or</p> <p>ii) By direct recruitment having qualification.</p> |
| 27 | Judgment Writer (BPS-17) | do | i) Graduate ii) A speed of 100/40 words per minute in shorthand and typing respectively | Graduate | <p>i) 50% by promotion from amongst the Stenographers on the basis of seniority-cum-fitness.</p> <p>ii) 50% by initial recruitment.</p> |
| 28 | Stenographer (BPS-16) | do | i) Intermediate ii) A speed of 100/40 w.p.m. in shorthand/typing respectively. | i) Intermediate ii) A speed of 100/40 w.p.m. in shorthand/typing respectively. | <p>i) 50% by promotion from amongst the officials of Supreme Court.</p> <p>ii) 50% by initial recruitment.</p> |

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|-------------------------|---|---------------|---|---|--|
| 29 | Stenographer (Urdu) (BPS-14) | Registrar | i) Intermediate ii) A speed of 60/40 w.p.m. in Urdu shorthand/typing respectively. | i) Intermediate ii) A speed of 60/40 w.p.m. in Urdu shorthand /typing respectively. | i) 50% by promotion from amongst the officials of Supreme Court. ii) 50% by initial recruitment. |
| PROTOCOL OFFICER | | | | | |
| 30 | Protocol Officer (BPS-18) | Chief Justice | i) Graduate ii) Good personality and aptitude for protocol duties. iii) Proficiency in MS Office | i) Graduate ii) Good Personality and Aptitude for protocol duties. iii) Proficiency in MS Office | It shall be a special post and may be filled in by the Chief Justice; i) 50% by promotion from amongst the Assistant Protocol Officers; and ii) 50% by direct/contract/transfer or deputation of suitable person having qualification. |
| 31 | Assistant Protocol Officer (BPS-16) | do | Bachelor Degree with 5 years' experience and proficiency in MS Office. | Bachelor Degree with 5 years' experience and proficiency in MS Office. | i) 50% by promotion from amongst the employees serving in BPS-11 and above having good personality and aptitude for protocol duties; and ii) 50% by direct recruitment. |
| OTHERS | | | | | |
| 32 | Assistant (BPS-16) | Chief Justice | Graduate | Graduate | i) 75% appointment to the post shall be made by promotion from amongst the holders of the posts of Senior Clerk/ Cashier etc. ii) 25% by initial recruitment. |

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| 33 | Senior Clerk (BPS-14) | Registrar | | As per Col.5 | Appointment to the post shall be made from amongst the Junior Clerks on the basis of seniority-cum-fitness |
| 34 | Caretaker (BPS-12) | do | Intermediate | Intermedi- ate | i) 50% by promotion from amongst the holders of the posts of Junior Clerks etc. having 5 years' service. ii) 50% by initial recruitment. |
| 35 | Garage Supervisor (BPS-12) | do | Matric with diploma in Automobiles | Matric with five years' experience | i) 50% by promotion from amongst members of the staff of the Court on the basis of suitability and experience. ii) 50% by direct recruitment. |
| 36 | Junior Clerk (BPS-11) | do | i) Intermediate ii) A speed of 25 words per minute in typing | i) Intermedia- te ii) A speed of 25 words per minute in typing | i) 25% by promotion from amongst the ministerial staff. ii) 75% by initial recruitment. |
| 37 | Qari/Imam (BPS-9) | do | Qari/Hafiz-e-Quran with sufficient knowledge in the discretion of Chief Justice | Qari/Hafiz- e-Quran with sufficient knowledge in the discretion of Chief Justice | i) By promotion from amongst members of the staff of the Court; or ii) By Direct recruitment. |
| 38 | Telephone Operator (BPS-8) | do | Matric with 2 years' experience | Matric with 2 years' experience | i) 50% by promotion from amongst members of the staff who are matriculate and possess sufficient knowledge and experience; or ii) 50% by taking a Telephone Operator on deputation or by direct recruitment of a person who is at least a Matriculate and possesses sufficient knowledge and two years' experience of handling PBX System. |
| 39 | Electrician/A. C. Technician (BPS-7) | do | Matric with at least 1 year's experience in handling/repairing A.C./Machines etc. and practical work of electricity | Matric with one year's experience in the relevant field | i) 50% by promotion from amongst members of the staff of the Supreme Court on the basis of suitability. ii) 50% by direct recruitment. |
| 40 | Generator Operator (BPS-7) | do | Matric | Matric with 1 year's experience | i) 50% by promotion from amongst members of the staff of the Court on the basis of suitability. ii) 50% by direct recruitment. |
| 41 | Photostat Machine Operator | do | Matric with 6 months' experience | Matric with 6 months' experience | i) 50% by promotion from amongst ministerial staff possessing requisite qualification and sufficient knowledge with 6 months' experience. ii) 50% by initial recruitment. |

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| | (BPS-5) | | | | |
| 42 | Driver (BPS-5) | do | i) Literate ii) PSV License holder with three years' experience. Instructions issued by the Govt. from time to time to be followed as far as practicable. | i) Literate ii) PSV License holder with three years' experience. Instructions issued by the Govt. from time to time to be followed as far as practicable. | i) 75% by initial recruitment. ii) 25% posts shall be filled in from amongst the officials of Category IV, who are holders of PSV License on the basis of driving test/interview. |
| 43 | Head Mali (BPS-3) | do | | As per Col.5 | By promotion on the basis of seniority-cum-fitness from amongst the literate officials serving in BPS-2 with two years' experience. |
| 44 | Daftri/Qasid (BPS-3) | do | | Literate | i) By promotion on the basis of seniority-cum-fitness from amongst Literate officials serving in BPS-2 with two years' service as such. Preference will be given to matriculate. |
| 45 | Cook (BPS-3) | do | Literate with 5 years' experience. | Literate with 5 years' experience. | i) 50% by promotion from amongst officials serving in BPS-2. ii) 50% by direct recruitment. |
| 46 | Naib Qasid (BPS-2) | do | i) Literate ii) on the basis of suitability and fitness | | i) By initial recruitment. ii) Preference will be given to experienced temporary employee. |
| 47 | Chowkidar/Mali/ Waitor/Sweeper etc. (BPS-2) | do | i) Literate ii) on the basis of suitability and fitness | | i) By initial recruitment. ii) Preference will be given to experienced temporary employee. |

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