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## LAW DEPARTMENT

### NOTIFICATION

The 1st June, 2026

**S.R.O. No. 338/2026** – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in pursuance of the Judgment dated 16th May, 2025 passed in I.A. No. 135045 of 2023, in W.P (C) No. 1022 of 1989 (All India Judges Associations and Others Vs Union of India) by the Supreme Court of India and in supersession of the Odisha Senior Court Manager and Court Manager of the High Court and District Courts (Method of Recruitment and Conditions of Service) Rules, 2020, Orders and Instructions, except as respects things done or omitted to be done before such supersession, the Governor of Odisha is hereby pleased to make the following rules for regulating the appointment, method of recruitment and conditions of service of persons appointed as Court Managers in the High Court and the District Courts in the State of Odisha, namely:-

### PART-I

#### GENERAL

#### 1. Short title and commencement.-

(a) These rules may be called The Odisha Court Managers (Method of Recruitment and Conditions of Service) Rules, 2026.

(b) They shall come into force on the date of their publication in the *Odisha Gazette*.

#### 2. Definitions.-

(1) In these rules, unless the context otherwise requires, -

(a) '**Appendix**' means the Appendix appended to these rules;

(b) '**Appointing Authority**' means the Registrar General of the High Court of Orissa;

(c) '**Chief Justice**' means the Chief Justice of the High Court of Orissa;

(d) '**Committee**' means the Departmental Promotion Committee (DPC) or any other Committee of the High Court constituted by the Chief Justice for different purposes as provided in these rules;

(e) '**Court Manager**' means a person appointed as Court Manager under these rules;

(f) '**Disciplinary Authority**' means the Registrar General of the High Court of Orissa;

(g) '**District Court**' means the Court and office of the District Judge;

(h) '**District Judge**' means the District and Sessions Judge of a Judgeship and Sessions Division;

(i) '**Governor**' means the Governor of Odisha;

(j) '**Government**' means the Government of Odisha;

(k) '**High Court**' means the High Court of Orissa;

(l) '**Judgeship**' means the territorial area over which a District Court exercises jurisdiction;

(m) '**Official Gazette**' means the *Odisha Gazette*;

(n) '**Persons With Benchmark Disabilities**' mean persons who have been granted with disability certificate issued by a certifying authority issued under section 58 of the Rights of Persons with Disabilities Act, 2016;

(o) '**Probationer**' means a member of the service who is on probation;

(p) '**Registrar General**' means the Registrar General of the High Court of Orissa;

(q) '**Registrar (Judicial)**' means the Registrar (Judicial) of the High Court of Orissa;

(r) '**Scheduled Castes and Scheduled Tribes**' means such Castes and Tribes as notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India respectively;

(s) '**SEBC**' means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as defined in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(t) '**Senior Court Manager**' means a Court Manager promoted as Senior Court Manager under these rules;

(u) '**Service**' means Odisha Court Manager Service for the State of Odisha;

(v) '**Sportsmen**' means persons who have been issued with identity card as sportsmen by the Director, Sports pursuant to the Resolution of the Government in the General Administration Department No.24808/Gen, dated the 18 November, 1985;

(w) '**State**' means the State of Odisha; and

(x) '**Year**' means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall have the same meaning as respectively assigned to them in the Odisha Service Code and in case of ambiguity, it shall be referred to the Government whose decision shall be final.

### **3. Constitution of Service.-**

The Service shall consist of posts of Senior Court Managers and Court Managers as specified in **Appendix-II**.

### **4. Strength of Service.-**

The strength of Service of the posts of Senior Court Managers and Court Managers shall be such as may be determined by the Government, from time to time, in consultation with the High Court.

## **PART-II**

### **METHODS OF RECRUITMENT**

#### **5. Procedure of Recruitment.-**

(1) Recruitment to the post of Court Managers shall be made by way of direct recruitment only.

(2) The recruitment shall be conducted by the High Court through competitive examination.

(3) The High Court, in consultation with the State Government, shall determine the total number of vacancies for the recruitment year specifying the number of posts reserved for different categories.

#### **6. Reservation for Direct Recruitment.-**

(1) Reservation for the candidates belonging to Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder or any other law or rules in force at the relevant point of time; and

(2) Reservation for the candidates belonging to SEBC, Women, Sportsmen, Ex-Servicemen and Persons with benchmark disabilities shall be made in accordance with the provisions made under the Acts and rules framed and orders or instructions issued in this regard by the Government from time to time.

## 7. Eligibility Criteria for Direct Recruitment.-

(1) **Nationality.**- A Candidate must be a Citizen of India;

(2) **Age Limit.**-Every candidate applying for direct recruitment to the post of Court Manager must be at least 25 years age and not more than 42 years age as on 1<sup>st</sup> April of year of the recruitment:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 6 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories.;

(3) **Knowledge in Odia.**- A Candidate must be able to speak, read and write Odia and must have,-

(a) passed Middle School examination with Odia as a language subject; or  
 (b) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or

(c) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or

(d) passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department.;

(4) **Marital Status.**-If married, a Candidate must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal laws applicable to such person or there are other grounds for doing so, exempt any person from the operation of these rules.;

(5) **Minimum Educational qualification and experience.**-The Candidate must possess the minimum educational qualification and experience as prescribed in **Appendix-II** of these rules; and

(6) **Physical fitness.**-The candidate must be of sound health both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties and is required to undergo medical examination before appointment to the service:

Provided that the relevant provisions of the laws, rules and orders applicable to candidates belonging to the PwBD category shall be duly taken into consideration.

**8. Procedure for direct recruitment.-**

(1) After determination of the total number of vacancies under sub-rule (3) of rule 5, an advertisement shall be published in at least two newspapers, one of which shall be in the Odia language, having wide circulation in the State, and shall also be uploaded on the official website of the High Court.

(2) The qualification, age, experience, method of examination, reservation for SC, ST, SEBC, Women, PwBD or other Categories shall be mentioned in the advertisement.

(3) The applications may be invited through online process containing all the necessary instruction, which must be duly filled by the candidates.

(4) The direct recruitment examination shall be conducted in the manner as prescribed under **Appendix-III** of these rules.

**9. Select list and appointment.-**

(1) On the basis of the results of the examination, a common merit list of candidates found suitable for appointment shall be prepared and published in order of merit, indicating the reservation status of different categories.

(2) The Appointing Authority shall transmit the final list to the Government for approval, and upon such approval, the list shall be constituted as the select list for appointments to the service.

(3) The select list so prepared shall remain valid ordinarily for a period of one year from the date of its approval by the Government or until another selected list is prepared afresh, whichever is earlier.

(4) The inclusion of a candidate's name in the list referred to under Sub-rule(1) shall not confer any right to appointment unless the Appointing Authority, after conducting such enquiry as prescribed by the Government from time to time and as deemed necessary, is satisfied that the candidate is suitable in all respects for appointment to the service.

(5) The Appointing Authority reserves the right to appoint candidates only after verification of their character and antecedents.

**PART-III****OTHER CONDITIONS OF SERVICE****10. Probation and Confirmation.-**

(1) Every person appointed to the service shall be on probation for a period of 2 (two) years:

Provided that Notwithstanding anything contained in these sub-rules, the Appointing Authority may, at any time during the period of probation, discharge a probationer from service on account of unsuitability:

Provided further that such period of probation shall not include;

- (a) Extraordinary leave; or
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty.

(2) A Probationer after completion of the period of probation to the satisfaction of the authority and successful completion of training, if any, during the period shall be deemed to have been confirmed in the service.

### **11. Training.-**

(1) Every person appointed to the post of Court Manager shall undergo training in the Odisha Judicial Academy, Cuttack or in any other institute for such period as may be determined by the Chief Justice.

(2) The Odisha Judicial Academy shall formulate the training module with such subjects & tenure in consultation with the Chief Justice.

### **12. Fixation of Seniority and Gradation.-**

The Seniority of Court Managers who are appointed by direct recruitment through competitive examination in a particular year shall be determined in accordance with the position secured by them in the select list prepared under rule-9:

Provided that the Court Managers who have been already absorbed pursuant to Rule-6 of the Odisha Senior Court Manager and Court Manager of the High Court and District Courts (Method of Recruitment and Conditions of Service) Rules, 2020, so repealed, shall maintain the seniority as per their earlier appointment.

### **13. Transfer and Posting.-**

(1) The posting of Court Managers shall be transferable throughout the State.

(2) The transfer of the Court Managers shall ordinarily be made, by the Registrar General on approval of the Chief Justice from one place to another in every three years:

Provided that in exceptional circumstance or exigencies of public interest, the Chief Justice may defer the transfer of any such person for another period of one year:

Provided further that the Chief Justice reserves the right to transfer a Court Manager from one place to another at any time.

(3) While considering the transfer of Court Managers of the High Court and District Courts, the reports of the Registrar (Judicial) or the District Judges as the case may be, shall be taken into consideration.

**14. Maintenance of Annual Confidential Character Roll.-**

(1) The Annual Confidential Character Roll (in short CCRs) of the Court Managers shall be maintained in the Establishment of the High Court under the Custody of one responsible officer of the High Court as nominated by the Chief Justice.

(2) The District Judges shall send the CCRs of the Court Managers of their respective Judgeships with the appropriate grading to the High Court every year in the month of January.

(3) The Registrar (Judicial) shall record the CCRs of the Court Managers posted at High Court.

(4) The Registrar General shall be the Countersigning authority of the CCRs of all the Court Managers.

**15. Promotion.-**

(1) Promotion to the post of Senior Court Manager shall be made from among eligible Court Managers who have completed a minimum of five years of continuous service in the regular post.

(2) The promotion shall be based on selection through the principle of merit-*cum*-seniority and shall require passing of suitability test to be conducted by the Committee.

(3) The Committee shall consider the promotion to the post of Senior Court Managers on the basis relevant laws, rules, circular & orders etc. as applicable to equivalent posts of Government.

(4) Merit and suitability for promotion to the post of Senior Court Manager shall be assessed out of 100 marks with the following divisions, namely:-

- (i) 40 marks for knowledge of practice and procedures of the Courts;
- (ii) 30 marks for service records;
- (iii) 30 marks for personality & communication skills:

Provided that for the purpose of undertaking such test, the Chief Justice or the Committee of Judges constituted for the purpose may devise the mode and method of the test, if any, in addition to the tests prescribed in sub-rule (4).

**16. Assured Career Progression.-**

The Court Manager shall be allowed to get Assured Career Progression Scale of Pay as decided by the Government from time to time, subject to assessment of

performance and suitability by the Committee constituted by the Chief Justice for the purpose.

**17. Lien.-**

There shall be no provision for lien in respect of the post of Court Managers.

**18. Other Conditions of Service.-**

The conditions of service including salaries, allowances, retirement age, leave and pension of the employees of the Court shall be the same as are or as may from time to time be prescribed by the State Government.

**PART-IV**

**DUTIES AND RESPONSIBILITIES**

**19. Duties and Responsibilities of Court Managers.-**

(1) The Court Managers being sub-ordinate to all the Judicial Officers in the High Court and District Courts, shall discharge the functions, duties and responsibilities as detailed below.

(2) The Court Manager of the High court shall work under the supervision and control of the Registrar General or Registrars of the High Court. Similarly the Court Managers of the District Courts shall work under the supervision and direct control of the District Judges and Registrars, Civil Courts of respective Judgeships.

(3) The Court Manager shall perform the duties and functions as enumerated in **Appendix-I** appended to these rules. In addition to the duties enumerated in **Appendix-I**, the Court Managers shall discharge and perform such other duties as may be assigned to him by the Registrar General or Registrars or the District Judge, as the case may be.

(4) The Court Managers shall maintain professional secrecy and shall not divulge any information to anyone under any circumstances.

(5) Breach of any of the duties, functions and service conditions shall amount to misconduct.

**PART-V**

**MISCELLANEOUS**

**20. Disciplinary Authority and Enquiry.-**

(1) The Appointing Authority shall be the Disciplinary Authority.

(2) The disciplinary proceedings shall be governed by the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962 and other rules, regulations and orders

regulating enquiries into allegations and Disciplinary Proceedings against Government employees in the service of the Government of Odisha shall apply *Mutatis Mutandis* to enquiries and disciplinary proceedings of the members of the service.

(3) The Odisha Government Servants Conduct Rules, 1959 shall be applicable to the members of the service.

### **21. Appeal.-**

An appeal by any member of the service against any final order passed by the Disciplinary Authority in the disciplinary proceeding shall lie to the Chief Justice:

Provided that no such appeal shall be entertained by the Chief Justice unless it is filed with the Registrar General of the High Court within a period of 30 (thirty) days from the date of communication of the Order to be appealed against:

Provided further that the Chief Justice, for sufficient reason, may condone the delay in filing of appeal.

### **22. Retirement.-**

Except as otherwise provided in these rules, every employee working under the High Court and District Courts shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years:

Provided further that in case State Government takes a policy decision on changing the age of superannuation, same shall be applicable to the Court Managers.

### **23. Retirement in Public Interest.-**

(1) Notwithstanding anything contained in these rules, the Chief Justice, if he is of the opinion that it is in the public interest so to do, have absolute right to retire any member of the service who has attained the age of fifty years, by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.

(2) Whether any member of the service should be required to retire in public interest under sub-rule(1) shall be considered at least three times, that is, when he is about to attain the age of fifty years, fifty-five years, and fifty-eight years:

Provided that nothing in sub-rule(2) shall be construed in public interest as limiting the powers of the Chief Justice to retire a member of the service at any time after he attains the age of fifty years.

**24. Relaxation.-**

Notwithstanding anything contained in these rules, the Government may, by order, for reasons to be recorded in writing, after consultation with the High Court, relax or dispense with any of the provisions of these rules in administrative exigencies.

**25. Interpretation.-**

All questions relating to the interpretation of these rules shall be referred to the Government, whose decision thereon, after consultation with the High Court, shall be final.

**APPENDIX - I**

**[See rule 19 sub-rule (3)]**

**Functions, Duties and Responsibilities of Senior Court Manager or Court Manager**

**1. The Senior Court Manager or Court Manager posted in the District Courts shall perform the following Functions, Duties and Responsibilities,-**

**A. Information and Statistics**

(i) Ensure that the IT systems of the Court are fully functional.

(ii) Ensure compilation of statistics accurately and promptly in accordance with systems established by the High Court.

(iii) Ensure timely preparation and submission of periodical returns i.e. monthly, quarterly etc. and other statements relating to pendency, institution and disposal of cases.

(iv) Ensure uploading of relevant statistics in the official website of the District Court in co-ordination with the System Officer of the District.

**B. Infrastructure & Planning related Matter**

(i) The Senior Court Manager or Court Manager shall, in consultation with the stakeholders of a Court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions, such as prosecutors or police or process serving agencies and Court Users), prepare and update annually a 5 year Court wise Court Development Plan hereinafter referred to as (CDP) and monitor implementation of the CDP and report to the District Judge on its progress.

(ii) Monitor the matter relating to the infrastructure of courts and residential quarters with Public Works Department and other authorities.

(iii) Apprise the District Level Building Committee relating to infrastructure development of the District Court.

### **C. Information Technology Management**

- (i) Monitor and ensure that the activities and schemes of e-Courts Project are fully implemented.
- (ii) Monitor and ensure that the Case Information System (CIS) is functioning properly.
- (iii) Monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.
- (iv) Take necessary steps for imparting computer training to the ministerial staff in co-ordination with the Regional Judicial Academy or Odisha Judicial Academy, Cuttack upon approval of the concerned District Judge.
- (v) Furnish necessary feedback regarding the institution/disposal of the cases to the National Judicial Data Grid.

### **D. Record Management**

- (i) Monitor and ensure that the disposed of records are consigned to district record room without delay.
- (ii) Ensure that the records, files and registers due for destruction are destroyed as per General Rules and Circular Orders (Civil & Criminal) and instructions of the High Court issued from time to time.
- (iii) Ensure, after taking such assistance as may be required from the concerned Chief Administrative Officer, that the records of the Courts are maintained and classified properly.

### **E. Monitoring of Process Establishment Section and Storehouse**

- (i) Undertake weekly inspection of the Process Establishment Section to ensure that the process of the Courts are served properly and shall submit report to the judge-in Charge.
- (ii) Undertake monthly verification or inspection of the Storehouse and its' Registers as well except the valuables and shall submit report to the Judge-in Charge.

### **F. Protocol Duty**

- (i) Supervise the protocol duties during visit of Hon'ble Judges of Supreme Court and High Court and other dignitaries.
- (ii) Take necessary instructions from the concerned District Judge or CJM or Registrar or Protocol Officer in this regard and carry out the same.
- (iii) Ensure accommodation for the Judicial Officers in the Circuit House or Government Guest House or Court Transit House on their visit and joining in Station.

### **G. Human Resource Management**

(i) Ensure that Human Resource Management of the Ministerial Staff in the Court complies with the standards established by the High Court.

(ii) Assist the District Judge, District Recruitment Committee and District Recruitment Cell in the matter of undertaking regular and smooth recruitment process on the norms fixed by the High Court.

### **H. Court Management**

(i) Ensure that the processes and procedures of the Court such as filling, scheduling, conduct of adjudication, access to information and documents and grievance redressal are in consonance with the policies and standards established by the High Court for court management and they safeguard quality, ensure efficiency and timelines, and minimize costs to litigants and to the State, and enhance access to justice.

(ii) Render assistance to the District Judge or Other Judges or Magistrates to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial function.

### **I. Accounts and Budget Management**

(i) Undertake preparation of annual budget; supervise the proper utilization of the budget allocations received for different purpose from the State Government.

(ii) Assist the Judge-in-charge of Accounts in the matter of drawl and disbursement of funds, monitor timely preparation of bills and all ancillary functions in relation thereto.

### **J. Other Duties**

(i) Ensure cleanliness of the Court Campus and he or she may, in consultation with the District Judge or CJM or Registrar, take necessary steps for improving surroundings of the Court Premises and residential complexes of Judges.

(ii) Monitor hosting of the National Flag in the Court Campus as per Flag Code.

(iii) Assist the Secretary, District Legal Services Authority of the District Court in the matter of arrangement of Lok Adalats, Literacy Camps and other related works whenever required.

(iv) Supervise power facility, telephone and internet connectivity in the Courts and residential quarters of the Judicial Officers.

(v) Ensure co-ordination with Government Authorities and other organisations for smooth Court Management with approval of the District Judge.

**2. The Senior Court Manager(s) or Court Manager(s) posted in the High Court shall perform the following Functions, Duties and Responsibilities:-**

**A. Infrastructure**

- (i) Look after the Infrastructural requirements and developments of the High Court including regular day-to-day maintenance of the High Court Buildings. He is to assist the Assistant Registrar (Administration) in the matters of maintenance of infrastructure of High Court Building, Residential Bungalows, residential quarters, Court Guest House etc.
- (ii) Work in co-ordination with the Building, Court Officer Section for the matters in order to be placed before the Building Committee, and for compliance of the decisions of the Committee.
- (iii) Assist the concerned Registrar for monitoring and maintaining cleanliness and discipline and suggest measures for space management and power (energy) management.

**B. Human Resources Management**

- (i) Responsible for HR management of the High Court.
- (ii) Work out the requirement of Staff in order to move the Government for sanction from time to time as per necessity and assist the Registry in timely initiating the process of recruitment.

**C. Court Management**

- (i) Ensure that the process and procedure of the court including filing registration, scheduling, conduct of adjudication, access to information, issuing certified copies and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and they safeguard quality, ensure efficiency and timelines, and minimize costs to litigants and to the State, and enhance access to justice.
- (ii) Render assistance to the Registrars in performance of their administrative duties.

**D. Information Technology Management**

- (i) Monitor and ensure that the activities and schemes of e-Courts Project are fully implemented.
- (ii) Monitor and ensure that the Case Information System (CIS) is functioning properly.
- (iii) Monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.

(iv) Take necessary steps for imparting computer training to the ministerial staff in consultation with the Central Project Co-ordinator.

(v) Assist the Registry for in implementation of the activities of e-Court Project.

(vi) Furnish necessary feedback regarding the institution or disposal of the cases to the National Judicial Data Grid.

**E. Liaison with the Senior Court Manager(s) or Court Manager(s) of the District Courts for**

(i) Effective implementation of the e-Court Projects under the supervision of the Central Project Coordinator (CPC) of the Court.

(ii) Proper planning and execution of Infrastructural Projects relating to sub-ordinate Judiciary.

(iii) Proper utilisation of funds placed at the disposal of the sub-ordinate courts and placement of requirements.

(iv) Ensure timely receipt of the periodical returns or statements and information from the District Court.

(v) Ensure despatch of the letters of the High Court to District Courts by Email and confirm its receipts.

**F. Accounts and Budget Management**

(i) Undertake preparation of annual budget; supervise the proper utilization of the budget allocations received for different purpose from the State Government.

(ii) Assist the Registry in the matter of drawl and disbursement of funds, monitor timely preparation of bills and all ancillary functions in relation thereto.

(iii) Assist the Financial Advisor in the matter of preparation of Budget for the District Courts and supervise proper utilization of the budget allocations received for different purpose from the State Government.

**G. Other Duties**

They Shall assist the,-

(i) Registrar General or Registrars in the arrangement of swearing-in of the Chief Justice and the Judges.

(ii) Registrar General or Registrars in organising Independence Day and Republic Day functions and observation of other ceremonial functions of the Court.

(iii) concerned Registrar in file tracking and management of all judicial records from the filling section to the consignment of the record in the Record Room.

(iv) Protocol Section in protocol matters and preparation of the Court News and telephone directory of the High Court.

(v) Secretary, High Court Legal Services Committee in legal services activities of the Court.

**APPENDIX – II**  
[See rule 3 and 7(5)]

Category	Name of the Post	Scale of Pay	Qualification	Experience, If any	Method of recruitment
1.	Senior Court Manager <b>(Group – A)</b>	Cell 1, Level -12 of ORSP Rules, 2017 (Rs. 56,100 – 1,77,500/-)	--	Minimum 5 (five) years of service experience in the regular post of Court Manager.	By way of promotion from the cadre of Court Managers on the basis of merit- <i>cum</i> - seniority and passing of suitability test to be decided by the Committee.
2.	Court Manager <b>(Group – B)</b>	Cell 1, Level -10 of ORSP Rules, 2017 (Rs. 44,900 – 1,42,400/-)	(i) Bachelor Degree in any stream with Masters in Business Administration or advanced Diploma in General Administration /Management from a University or Institution in India recognized by University Grants Commission. (ii) 5 years working experience in system and process management and/or IT systems management or Human		By Direct Recruitment.

			<p>Resource Management or Financial Management.</p> <p>(iii) The authority to issue working experience certificates should be the Head of the Institution or such other Authority Authorised to issue such certificates. The Institution certifying the experience certificate must be a Govt. recognized Institution or any other reputed Private Companies/ Institutions dealing with such matter.</p> <p>(iv) Good Computer application skill having at least 6 months Diploma in Computer Application from a recognized University or AICTE recognized Institution or any other Institution recognized by the Government.</p>		
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**Appendix–III****[See rule-8 sub-rule(4)]****PLAN OF EXAMINATION AND SYLLABUS OF COMPETITIVE EXAMINATION, SHORTLISTING OF CANDIDATES & DRAWING OF FINAL MERIT LIST FOR DIRECT RECRUITMENT TO THE POST OF COURT MANAGER.****I. PLAN OF EXAMINATION:**

The Competitive Examination for direct recruitment for the post of Court Manager shall be conducted in four phases, namely:

- (1) Preliminary Examination
- (2) Written Examination
- (3) Computer Application Test (Practical)
- (4) Interview and Project Report

The details are as follows:

<b>Sl. No.</b>	<b>Examination</b>	<b>Marks</b>	<b>Remarks</b>
(1)	(2)	(3)	(4)
1.	Preliminary Examination	100 Marks	Qualifying in nature and marks shall not be counted for drawing the merit list
2.	Written Examination	200 Marks	To be counted for drawing the merit list
3.	Computer Application Test (Practical)	50 marks	Qualifying in nature and marks shall not be counted for drawing the merit list
4.	Interview & Project Report	20 + 30 = 50 Marks	To be counted for drawing the merit list

**II. PRELIMINARY EXAMINATION:**

(i) Candidates who qualify in the Preliminary Examination shall be shortlisted, in order of merit, for appearing in the Written Examination.

(ii) The Preliminary Examination shall be qualifying in nature and the marks secured therein shall not be counted towards preparation of the final merit list.

(iii) The Preliminary Examination shall consist of one paper carrying 100 marks.

(iv) The questions shall be of MCQ (Objective-type) pattern with OMR evaluation.

(v) The paper shall consist of 100 questions carrying 1 (one) mark each.

(vi) The duration of the examination shall be 2 hours.

(vii) There shall be a penalty for incorrect answers with a deduction 25% for each wrong answer.

(viii) There shall be no penalty for un-attempted questions.

(ix) The syllabus shall broadly cover:

(a) General Awareness

(b) Current Affairs

(c) Quantitative Aptitude

(d) Reasoning Ability

(e) Basic knowledge of Management

(x) The qualifying marks shall be fixed category-wise, with a relaxation of five per cent for candidates belonging to the Scheduled Castes, Scheduled Tribes, and PwBD categories.

### III. WRITTEN EXAMINATION:

(i) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Written Examination.

(ii) The Written Examination shall consist of 2 (two) Papers carrying a total of 200 marks.

(iii) The questions shall be subjective type

(iv) The structure shall be as follows:

Paper	Subject	Marks	Duration
Paper-I	Management	100	2 hour
Paper-II	English & Odia Language	100	2 hour

(v) No candidate shall be considered to have qualified in written examination unless he obtains a minimum of 45% marks in aggregate and 40% in each paper in the said written examination.

## SYLLABUS

### Paper-I: Management

(i) Introduction to Management

(ii) Communication

(iii) Organizational Behaviour

(iv) Quantitative Techniques

(v) Research Methodology

(vi) Financial Management

(vii) Human Resource Management

(vii) Computer & Information Technology

### **Syllabus for Paper-II: English & Odia Language**

(i) Grammar

(ii) Sentence Rearrangement

(iii) Comprehension

(iv) Vocabulary

(v) Short Essay

(vi) Precis writing

(vii) Translation

### **IV. COMPUTER APPLICATION TEST (PRACTICAL):**

(i) A reasonable number of candidates, in order of merit based on the marks secured in the Written Examination, shall be shortlisted to appear in the Computer Application Test, which shall be a hands-on practical test.

(ii) The Computer Application Test will consist of 50 marks consisting of topics mentioned below and duration of the Test will be 30 minutes.

<b>Computer Application Test (Practical):</b>	<b>Marks</b>	<b>Duration</b>
<b>Skill Test</b> Computer Fundamentals, Windows (MS Windows), MS Office (Word, Excel & Power Point), Linux Fundamentals and Open Office Applications, Usage of Internet, Communication Technology, Networking Concepts (LAN, Ethernet, Broadband, Wireless), Digital Signature	50	30 Minutes

(iii) The Computer Application Test shall be qualifying in nature and the marks secured shall not be counted for drawing the merit list. The qualifying mark shall be 50% of the marks for all the candidates except Scheduled Castes, Scheduled Tribes and PwBD categories. For the candidates belonging to Scheduled Castes, Scheduled Tribes and PwBD categories, the qualifying marks shall be 40%.

### **V. INTERVIEW AND PROJECT REPORT:**

(i) A reasonable number of candidates of various categories, who qualify in the Computer Application Test, shall be shortlisted in order of merit on the basis of the marks secured in the Written Examination for the Interview and submission of the Project Report.

(ii) The Interview shall carry 20 marks and Project Report shall carry 30 marks.

<b>Sl. No.</b>	<b>Subject</b>	<b>Maximum Marks</b>
1.	Project Report	30
2.	Interview	20
<b>Total</b>		50

(iii) Detailed guidelines for submission of the Project Report shall be issued, and the topic(s) thereof shall be assigned immediately after the declaration of the results of the Written Examination.

(iv) The documents and testimonials submitted by the candidates in support of their eligibility shall be verified, prior to the Interview, as to their correctness and authenticity.

#### **VI. PREPARATION OF MERIT LIST:**

(i) The final merit list of candidates, equal to the number of advertised vacancies in each category, shall be drawn up in order of merit on the basis of the marks secured in the Written Examination (200 marks), the Project Report (30 marks), and the Interview (20 marks), with an aggregate of 250 marks.

(ii) If two or more candidates secure equal marks in the aggregate, the order of merit in respect of such candidates shall be fixed on the basis of their age, where the person or persons older in age be placed higher in the order of merit.

#### **VII. GENERAL:**

The matters relating to direct recruitment not provided for in these Rules shall be governed by the procedure prescribed or followed by the Court. In respect of any matter not so provided for, the Court, in consultation with the Government, shall take such decision as it may deem fit to ensure the smooth conduct of the selection process, and such decision shall be final, unless otherwise provided by any subsequent amendment or decision.

[No.7748—VJ-82/2020/L.]

By Order of the Governor

PABITRA MOHAN SAMAL

Principal Secretary to Government