

THE SUPREME COURT LEGAL SERVICES COMMITTEE (GROUP 'C' AND 'D' POSTS) RECRUITMENT RULES, 2001

G.S.R. 584 (E), dated 8th August, 2001—In exercise of the powers conferred by sub-sections (5) and (6) of Sec. 3A read with Cl. (h) of sub-section (2) of Sec. 27 of the Legal Services Authorities Act, 1987 (Act 39 of 1987), the Supreme Court Legal Services Committee, in consultation with the Chief Justice of India, hereby makes the following rules regulating the method of recruitment to Groups 'C' and 'D' posts in the Committee, namely;

1. Short title and commencement.— (1) These rules shall be called the Supreme Court Legal Services Committee (Group 'C' and 'D' Posts) Recruitment Rules, 2001.

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

2. Application.—These rules shall apply to the posts specified in Col. 1 of the Schedule annexed hereto.

3. Initial Constitution.— All persons appointed at the commencement of these rules holding the post of Upper Division clerk, Upper Division Clerk-cum-Accountant Clerk, Junior Stenographer, Lower Division Clerk, Daftry, Peon, and Farash on regular basis shall be deemed to have been appointed as such under these rules. The services rendered by them before the commencement of these rules shall be taken into account for deciding the eligibility for promotion etc. to the next higher grade.

4. Number of posts, classification and scale of pay.—The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in Cols. (2) to (4) of the Schedule aforesaid.

5. Method of recruitment, age limit and other qualifications, etc.—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in Cols. (5) to (14) of the said Schedule.

6. Disqualification.—No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. Power to relax.—Where the Central Government is to the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing and in consultation with the Chief Justice of India, relax any of the provisions of these rules with respect to any class or category of persons.

8. Saving.—Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Castes and the Scheduled Tribes, Other Backward Classes, and other special categories of persons in accordance with the order issued by the Central Government from time to time in this regard.

SCHEDULE

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
1. Upper Division Clerk	Two*(2001) (Subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4,000 – 100-6,000	Non-selection	No.

<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled</i>

				<i>by various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Nil	By promotion failing which by deputation or absorption.

<i>In case if recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</i>	<i>If Departmental Promotion Committee exists what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.</i>
12	13	14

Promotion :

8 years regular service as Lower Division Clerk in the scale of Rs. 3,050-75-3,950-80-4,590	Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the Committee) - Chairman	Not Applicable
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Deputation / Absorption :

(i) Officers of Central Government or Public Sector Undertakings holding analogous post on regular basis; or		
(ii) with 8 years regular service in the grade of Lower Division Clerk or equivalent.	Member Supreme Court Legal Services Committee – Member	

Desirable :

Knowledge of filing work, noting drafting, Basic Knowledge of	Secretary, Supreme Court Legal Services Committee – Member	
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Computer or typing.		
Note. – The period of deputation shall not ordinary exceed three years. The maximum age limit shall not exceed 56 years as on the closing date of receipt of the application.		

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
2. Upper Division Clerk-cum-Accountant Clerk	One*(2001) (subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4,000-100-6,000	Non-selection	No.

<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.</i>
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Nil	100 per cent by promotion failing which by deputation or absorption

<i>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made</i>	<i>If Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14
Promotion :		
8 years regular service as Lower Division Clerk in the scale of Rs. 3,050-75-3,950-80-4,590	Departmental Promotion Committee, One Ex-officio member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee) —Chairman	Not Applicable
(b) Knowledge of Maintaining Cashbook and Balance-Sheet		
(c) Knowledge of preparation of receipt and payment statement and Budget;		
(d) Maintenance and reconciliation of accounts etc.; and	Member, Supreme Court Legal Services Committee—Member Secretary, Supreme Court Legal Services Committee—Member	
(e) Basic Knowledge of computer/ typing		
Deputation/ Absorption:		
A.(i) Officers holding analogous post of Upper Division Clerk-cum-Cashier under the Central Government or; under Public Sector Undertaking on regular basis; or		

(ii) with 8 years regular service in the grade of Lower Division Clerk or equivalent; and
B. (i) Knowledge of preparation of Balance sheet, cash book etc.
(ii) Knowledge of Financial Rules;
(iii) Maintenance and reconciliation of accounts etc.
Note. — The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing of receipt of the application.

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
3. Junior Stenographer	One*(2001) (subject to variation dependent on workload)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4,000-100-6,000	Not-applicable	No.

<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by</i>
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		<i>promotees</i>		<i>various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Not applicable	100 Per cent. By promotion failing which by deputation/ absorption.

<i>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made</i>	<i>If Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14

Promotion/deputation/absorption :

Officers of Central Government or Public Sector Undertakings holding analogous posts on regular basis; or	Departmental Promotion Committee; One <i>Ex-officio</i> member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee) —Chairman	Not applicable
Lower Division Clerk with 8 years of regular service and Martriculating or equivalent. A speed of 80 words per minute in shorthand (English). A typing speed of 30 words per minutes in (English).	Member, Supreme Court Legal Services Committee—Member Secretary, Supreme Court Legal Services Committee—Member	

Desirable:

Degree from a recognized University

Note.— The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing of receipt of the application.

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
4. Lower Division Clerk	Four* (2001) (Subject to variation dependent on workload)	General Central Service Group 'C' (Non-Gazetted) Ministerial	Rs. 3,050-75-80-4,590	Non-applicable	No

<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Not applicable	100 Per cent. By promotion failing which by deputation/ absorption.

<i>In case if recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made</i>	<i>If Departmental promotion Committee exists what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14

Promotion:		
With 8 years of regular Service in the post of Daftry/Peon/Farash possessing matriculation or equivalent qualification from a recognized Board or University from a recognized Board or University and a typing speed of 30 words per minute in English.	Departmental Promotion Committee, One <i>Ex-officio</i> Member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee) —Chairman	
Deputation:		
Officers of Central Government/ Public Sector Undertaking holding analogous posts on regular basis; and	Member, Supreme Court Legal Services Committee—Member Secretary, Supreme Court Legal Services Committee—Member	Not applicable.
(ii) Matriculation or equivalent from a recognized Board or University with speed of 30 words per minute in (English typing).		
Note. — The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing date of receipt of application.		

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
5. Daftry	One* (2001) (Subject	General Central Service Group 'D' (Non-	Rs. 2,610-60-3,150-3,540	Non-selection	Not applicable

	to variation dependent on workload)	Gazetted)			
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<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Not applicable	100 Per cent. By promotion failing which by deputation/ absorption.

<i>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made</i>	<i>If Departmental Promotion Committee exists, what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14

Promotion :

Peon in the Supreme Court Legal Service Committee with not less than five years regular service in that grade	Departmental Promotion Committee, One <i>Ex-officio</i> member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee) —Chairman	Not Applicable
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Deputation :

Officers of Central Government/
Public Sector Undertakings:

(ii) Holding analogous posts on
regular basis; and

(iii) Who have passed 8th class from
a recognized School/Board/
Institution.

Member, Supreme Court Legal
Services Committee—Member
Secretary, Supreme Court Legal
Services Committee—Member

Note.— The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years as on the closing date of receipt of application.

<i>Name of post</i>	<i>Number of posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum seniority or non-selection post</i>	<i>Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
6. Peon	Three (2001) (Subject to variation dependent on workload)	General Central Service Group 'D' (Non-Gazetted)	Rs. 2,550-55-2,660-60-3,200	Non-applicable	Not applicable

<i>Age limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by</i>

				<i>various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Not applicable	100 Per cent. By promotion failing which by deputation/ absorption.

<i>In case if recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made</i>	<i>If Departmental promotion Committee exists what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14
Deputation/Absorption:		
Officers of Central Government/ Public Sector Undertakings: (i) holding analogous posts on regular basis; and (ii) who have passed 8th class from a recognized school/ Board/ Institution.	Departmental Promotion Committee, One <i>Ex-officio</i> Member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee) —Chairman	Not applicable.
Note. — The period of deputation shall not ordinarily exceed three years. The maximum age limit shall not exceed 56 years on the closing date of receipt of application.	Member, Supreme Court Legal Services Committee—Member Secretary, Supreme Court Legal Services Committee—Member	

<i>Name of post</i>	<i>Number of Posts</i>	<i>Classification</i>	<i>Scale of pay</i>	<i>Whether selection by merit or selection-cum Seniority or non-selection</i>	<i>Whether benefit of added years of service admissible under rule 30</i>
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				<i>post</i>	<i>of the Central Civil Service (Pension) Rules, 1972</i>
1	2	3	4	5	6
7. Farash	*(One (2001) (subject to variation dependent workload).	General Central Service Group 'D' (Non-Gazetted)	Rs. 2,550-55-2,660-60-3,200	Non-applicable	Not applicable

<i>Age Limit for direct recruits</i>	<i>Educational and other qualifications required for direct recruits</i>	<i>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</i>	<i>Period of probation</i>	<i>Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods.</i>
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Nil	100 Per cent by promotion failing which by deputation / absorption.

<i>In case if recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made</i>	<i>If Departmental promotion Committee exists what is its composition</i>	<i>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</i>
12	13	14
Absorption :		
A. Officers of Central	Departmental Promotion	Not applicable.

<p>Government/ Public Sector Undertakings:</p> <p>(i) Holding analogous posts on regular basis; or</p>	<p>Committee, One <i>Ex-officio</i> member of the Executive Committee of Supreme Court Legal Services Committee (nominated by Chairman of the (Committee)</p> <p>—Chairman</p>	
<p>(ii) Who have passed 8th class from a recognized School/ Board Institutions.</p> <p>(iii) The maximum age limit shall not exceed 56 years on the closing date of receipt of application.</p>	<p>Member, Supreme Court Legal Services Committee— Member Secretary, Supreme Court Legal Services Committee—Member</p>	
<p>Note.—The period of deputation shall not ordinarily exceed three years.</p>		

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