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PATNA HIGH COURT

NOTIFICATION

The 29th September, 2025

THE PATNA HIGH COURT (RECRUITMENT, SELECTION, APPOINTMENT AND OTHER CONDITIONS OF SERVICE OF COURT MANAGERS OF PATNA HIGH COURT) RULES, 2025

No. X-04-2025/A.D.(Rules) 2674(R).—In exercise of the powers conferred by clause (2) of Article 229 of the Constitution of India, the Chief Justice of the High Court of Judicature at Patna makes the following rules with respect to the Court Managers of High Court of Judicature at Patna.

PART I

Short Title, Date of Commencement and Definitions

1. *Short Title, Extent and Commencement*—

- (1) These rules may be called the “**The Patna High Court (Recruitment, Selection, Appointment and other conditions of Service of Court Managers of Patna High Court) Rules, 2025**”.
- (2) It shall apply to the Court Managers of the establishment of the High Court.
- (3) It shall come into force with effect from the date of publication in the official Gazette.

2. *Definitions*—In these rules, unless the context otherwise requires—

- (a) ‘**Court Managers**’ means Court Managers of the Patna High Court;
- (b) ‘**Board**’ means any recognized institution, conducting examination up to intermediate standards or awarding diplomas as may be declared by the Chief Justice to be so recognized for the purpose of these rules;
- (c) ‘**Chief Justice**’ means the Chief Justice of the High Court of Judicature at Patna;

- (d) **‘Citizen of India’** means a person who is or is deemed to be citizen of India under Part II of the Constitution;
- (e) **‘Constitution’** means the Constitution of India;
- (f) **‘Court’** means the High Court of Judicature at Patna;
- (g) **‘Direct Recruitment’** means recruitment on the basis of competitive examination held by ‘Establishment Committee’/Committee’ of the Court constituted by the Chief Justice from time to time;
- (h) **‘Establishment’** means the establishment of the High Court of Judicature at Patna;
- (i) **‘Committee’** means the High Court Establishment Committee comprising of the Puisne Judges of the Court as constituted by the Chief Justice from time to time;
- (j) **‘Government’** means the Government of Bihar;
- (k) **‘Governor’** means the Governor of the State of Bihar;
- (l) **‘Appointing Authority’** means the Chief Justice of the High Court of Judicature at Patna;
- (m) **‘Level’** means pay level/scale for different categories of post as available under the State Government;
- (n) **‘Registrar General’** means the Registrar General of the Court;
- (o) **‘University’** means an institution of higher learning that is established or incorporated by or under a Central Act, Provincial Act, or State Act, or an Institution recognised by U.G.C/A.I.C.T.E;
- (p) **‘Year of Recruitment’** means the calendar year;
- (q) Words and phrases not defined herein shall take their meaning from the “*Patna High Court Officers and Staff (Recruitment, Appointment, Promotion and Other Conditions of Service and Conduct) Rules, 2021*” (as amended from time to time).

PART II

3.(1) *Strength of post* —

The strength of post of Court Manager shall be as shown in the 5th Column of the Table shown in Schedule II of these rules:

Provided that the number of posts of Court Managers may be increased by the Hon’ble Chief Justice as and when necessary with the approval of the Governor of the State.

(2) *Sources, Qualification and Mode of Appointment on the posts of Court Managers* —

The mode of recruitment to post of Court Managers shall be as follows:-

Sl. No.	Nomenclature/ Classification of post	Mode of Appointment	Minimum Qualification/ Eligibility Conditions
1.	Court Manager (Gazetted) (Group –B)	By Direct Recruitment	1. <u>Bachelor degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognized by the U.G.C/A.I.C.T.E.</u> 2. <u>5 (five) years working experience in Process management or I.T. Systems Management or Human Resources Management or</u>

Sl. No.	Nomenclature/ Classification of post	Mode of Appointment	Minimum Qualification/ Eligibility Conditions
			Finance Management from Central Government, State Government, Subsidiary of Central or State Government or Reputed and Registered Private Company/Firm. 3. <u>Computer application skill having at least 06 months diploma/certificate course in Computer Application.</u>

PART III

Procedure for Recruitment & Appointment

4. *Procedure for Recruitment and Appointment—*

- (1) In the case of direct recruitment, the following procedure shall be followed:-
 - (i) Applications shall be called for after issuance of advertisement.
 - (ii) The procedure and syllabus relating to the competitive examination shall be such as may be prescribed by the Chief Justice from time to time.
 - (iii) Selection will be made on the basis of marks secured by the candidate in written test(s) & interview and a select list/ panel (waiting list) shall be prepared accordingly. If the number of applicants are on the higher side, they will be shortlisted through screening or preliminary test. If two or more candidates secure equal marks, the candidate securing higher marks in the written test will be placed above and if the marks obtained in the written test are also equal, then the candidate born earlier will be placed above.
 - (iv) Such panel (waiting list) shall remain valid for a period of one year from the date of its approval by the Chief Justice and may be extended for another one year in case of exigency.
 - (v) Posts falling vacant during the currency of the panel may be filled up from the same panel.
- (2) Appointment shall be made as per the mode prescribed against the posts by the Chief Justice or on the recommendation of the Committee.

PART IV

Reservation and Other Miscellaneous Provisions

5. **Reservation**—Reservation in direct recruitment to the posts of Court Manager in the establishment of this Court shall be in accordance with the orders issued by the Chief Justice from time to time having due regard to the legislative enactment and orders issued by the Governor of Bihar from time to time on the subject.
6. **Nationality**—A candidate for recruitment to the establishment must be-
 - A. A citizen of India, or
 - B. A Tibetan refugee who came over to India before 1st January, 1972 with the intention of permanently settling in India, or
 - C. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Tanzania (formerly Tanganyika) and Zambia with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided also that, if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and such a candidate can be retained in service after a period of one year only if he has acquired Indian citizenship.

Note - A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

7. **Age**—No person shall be recruited as a Court Manager if he or she is less than 26 years and is above 40 years on the 1st January of the year in which the process of recruitment is initiated. The upper age limit for different categories shall be in accordance with the orders issued by the Chief Justice from time to time having due regard to orders issued by the Governor of Bihar from time to time on the subject.

Provided that upper age limit for those in Government employment shall be relaxable by 5 years.

8. **Character**—The character of a person for direct recruitment to the service of the Court must be such as to render suitable in all respect for appointment to the service. It will be the duty of the appointing authority to satisfy himself on this score.

Note - Person terminated/ dismissed by the Government or by a Local Authority or a Corporation owned or controlled by the Government or convicted of serious offences (other than those punishable with only fine) by Court of law will be deemed to be ineligible for the recruitment under these rules.

9. **Marital status**—Any candidate who has more than one spouse alive shall not be eligible for recruitment to the establishment.

10. **Physical fitness**—No person shall be recruited to the establishment unless he/ she be in good mental and physical health and free from any physical defect likely to interfere with the efficient performance on his/ her official duties. Before a candidate recruited directly is appointed to the establishment, he shall be required to produce a medical certificate of physical fitness issued under the signature of a Medical Officer (not below the rank of Civil Surgeon) at the time of joining the post:

Provided that no person under orthopedically handicapped category shall be recruited unless he/ she be in good mental health and physically fit except to the extent of his disability.

PART - V

Appointment, Probation, Confirmation and other service matters

11. **Appointment**— On occurrence of substantive vacancies, the appointing authority shall make appointments to the posts of Court Manager from the respective list of persons duly selected under these rules. Where a Select list has been prepared, appointments shall be made in the same order in which the names appear in the list:

Provided that the appointee shall have to join within the period specified in the appointment letter. Joining time may be extended upon the satisfaction of the Appointing Authority:

Provided further that the appointee who joins after the period specified in the appointment letter and beyond the extension period, if any, his/ her seniority shall be determined on the basis of his/ her date of joining.

12. **Probation**—

- (1) A person on initial appointment to a post in the establishment in substantive capacity shall be placed on probation for a period of two years.
- (2) The appointing authority may, for reasons to be recorded in writing, extend the period of probation in individual cases specifying the date up to which the extension is granted:

Provided that in no case the period of probation will be extended by more than three years.

- (3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation, as the case may be, that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, his services will be dispensed with.
- (4) A person whose service is dispensed with under sub-rule (3) shall not be entitled to any compensation.

13. Confirmation of Services—A probationer shall be confirmed in his appointment at the end of his period of probation or extended period of probation, as the case may be, by the appointing authority if-

- (1) he has successfully completed training and passed a Departmental Examination to be conducted after completion of his probation period and the modalities of the said examination shall be decided as per direction of the Hon'ble the Chief Justice.
- (2) his/her work and conduct during the probation period have been found to be satisfactory by the Registrar General.
- (3) his/her integrity is not doubtful.
- (4) no adverse entry in his/her service record has been made.
- (5) no departmental proceeding/ action is pending or under contemplation against him/her.

14. Permission for appointment to other Govt. Services & Resignation—

- (1) Permission or 'no objection certificate' may be granted/ issued to a Court Manager to appear at an examination / test for appointment to a substantive post in any government organization/ undertaking.
- (2) A Court Manager shall not be relieved from the services of the establishment on Lien even if his/her services are confirmed and he/ she has been granted prior permission or 'no objection certificate' for the purpose referred to above in rule 14(1).
- (3) A Court Manager shall have to inform (in writing), the appointing authority three months prior to date of resignation. However, the appointing authority shall have the liberty to relax the provision under extraordinary circumstance:

Provided that the Court Manager who has already appeared at an examination / test (for appointment to a substantive post in any government/ undertaking) prior to joining services in the establishment of the Court shall have exemption from the aforesaid provision.

15. Annual Confidential Remarks (A.C.R)/ Permanent Character Roll (P.C.R.)—

- (1) Annual Confidential Remarks of year (1st April - 31st March) in respect of Court Managers of the Patna High Court shall be given every year by the Registrar General and shall be maintained in the office.
- (2) Entries in Permanent Character Roll (P.C.R.), if any, shall also be maintained.

16. Seniority—Seniority shall be determined by the date of order of appointment in a substantive capacity and names of the candidates appearing in the select list/ panel (waiting list) shall be arranged in order of merit on the basis of marks secured in the written test and interview. In case of two or more candidates securing equal marks, seniority shall be determined in terms of Rule 4(1)(iii) Part III of these rules.

PART- VI

Pay and Allowances

17. **Pay and Allowances**—The Court Manager shall be entitled to Pay Level as mentioned in the Schedule II of these rules and shall be entitled to all such allowances admissible to other employees of equivalent Pay Level determined by the Hon'ble Chief Justice from time to time with the approval of the Governor of Bihar.
18. **Pay, Allowances and Increment during probation** —A Court Manager shall draw during the period of probation, the 1st increment on the condition that his work and conduct is reported to be satisfactory by the Registrar General:
 Provided that if the period of probation is extended on account of failure to give satisfaction, such extension shall not be counted for increment unless the Chief Justice directs otherwise.
19. **Any other financial benefits** —
- (1) Subsequent Annual increment shall be granted to the Court Managers whose services have been confirmed in the same manner other employees of the Court are granted the annual increment.
 - (2) A Court Manager shall be entitled to get Financial Upgradation as per 'M.A.C.P. Scheme, 2010' (as amended from time to time).

PART – VII

Disciplinary Action and Appeal

20. **Disciplinary Authority & Appellate Authority** —The Chief Justice shall be the Disciplinary Authority & Appellate Authority for the Court Managers the High Court.
21. **Disciplinary Action**—Registrar General under the order of Hon'ble the Chief Justice may suspend and/ or initiate any disciplinary proceedings against the delinquent Court Manager of the Court and impose any of the penalties in terms of provisions laid down in 'Bihar Government Servants (Classification, Control and Appeal) Rules, 2005'.
22. **Appeal**—
- (1) Any Court Manager aggrieved by the imposition of any minor/ major punishment upon him/ her by the disciplinary authority may prefer an appeal before appropriate appellate authority within 60 days from the date of receipt of copy of such order or from the date of communication of the said order. Such memorandum of appeal shall be considered by the appellate authority preferably within a period of three months.
 - (2) The provisions as laid down in 'Bihar Government Servants (Classification, Control and Appeal) Rules, 2005' shall ordinarily be applicable in respect of Court Managers of High Court. Under extraordinary circumstances, the Chief Justice may pass any order(s) as is deemed fit.

PART - VIII

Other Provisions

23. **Dress Code** —

- (1) The Court Managers shall present themselves before the Hon'ble Judges and Registrar General/Registrars of the Court:
For Male:
 White Shirt, Steel Grey Coat/ Prince Coat and Dark Blue Tie with logo of Patna High Court and Black Trouser
For Female:
 White or Cream/ Black Saree – Blouse/ White or Cream Shalwar - Kameez, Steel Grey Coat with logo of Patna High Court.
- (2) Court Managers who are required to wear the dress as prescribed in clause (1), shall be paid every year an amount as fixed by the Chief Justice from time to time for purchase and maintenance of dress. Payment of the said amount shall be made to eligible Court Managers only after completion of one year from the date of previous sanction order.

24. Duties and responsibilities—

- (1) The Court Managers shall perform the duties enumerated in Schedule I of these rules.
- (2) The Court Managers shall assist the Registrar General and other Registrars of the Court in administrative functioning of the Courts to enhance efficiency of Court Management.
- (3) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his/her knowledge to anyone under any circumstances. Breach of this condition shall amount to misconduct.
- (4) In addition to the duties enumerated in Schedule I, the Court Manager shall discharge and perform such other duties as may be assigned to him/her by the Registrar General.

25. Training—There shall be training for the Court Managers upon their appointment in order to make them acquainted with their duties & responsibilities and relevant rules, practices and procedures of the Court.**26. Permission for going abroad on private visit—**A Court Manager may have to submit an application as per prescribed procedure ordinarily 45 days in advance for prior permission for going abroad on private visit (except where visa is not required).

Such permission shall be granted to the satisfaction of the Court under normal circumstances within three weeks of the date of receipt of complete application. Any lacunae in the application should be brought to the notice of the employee within one week of the date of the application.

However, permission shall be denied if disciplinary proceeding/ criminal case is pending against him/her or in case he/she is under suspension.

27. Canvassing—No recommendation for appointment either written or oral other than those required under these rules will be taken into consideration. Any attempt on the part of a candidate to gather directly or indirectly support for his candidature by any means will disqualify him/her for appointment.**28. Regulation of other matters—**

- (1) The Court Managers of the Court shall be subject to the superintendence and control of the Registrar General.
- (2) In respect of all the matters (not provided for in these rules) regarding the conditions of service of Court Managers of the Court including matters relating to leave, conduct, control and discipline, the rules and orders for the time being in force and applicable to Government servants holding corresponding posts/posts of same pay level in the Government of Bihar shall apply to Court Managers subject to such modifications, variations, and exceptions, if any, as the Chief Justice may, from time to time, specify:

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

29. Residuary powers—Nothing in these rules shall be deemed to affect the powers of the Chief Justice to make such orders, from time to time, as he may deem fit in regard to all the matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as have not been sufficiently provided for:

Provided that if any such order relates to salaries, allowances leave or pension, the same shall be made with the approval of the Governor.

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

Notwithstanding anything contained in these rules, the Chief Justice shall have the power to make such orders, as he may consider fit, in respect of recruitment, appointment, promotion, confirmation or any other matter.

31. Repeal and savings—All rules, direction issued time to time either by this Court or by the Government regarding Court Managers in Patna High Court stand repealed from the date when these rules shall come into force:

Provided that any action taken or proceedings under the repealed rules/directions and pending at the commencement of these rules shall be continued and disposed of in accordance with the provisions of those rules.

**By order of the Court,
PRADEEP KUMAR MALIK,
Registrar General.**

Schedule I

Duties of Court Managers of Patna High Court

1. The Court Manager shall assist the Registrar General/Registrar in ensuring that case management systems are fully compliant of the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.
2. The Court Manager shall assist the Registrar General/Registrar in ensuring that the processes and procedures of the Court, such as, filing, issuing certified copies, access to information and documents and grievance Redressal are in consonance with the policies and standards established by the High Court for Court Management.
3. The Court Manager shall assist the Registrar General/Registrar in ensuring that the core systems of the Court, such as, documentation management, utilities management, computerization, infrastructure and facilities management, financial systems management function effectively.
4. The Court Manager shall assist the Registrar General/Registrar in file tracking and management of all judicial records from the filing section to the consignment of the record in the Record Room.
5. The Court Manager shall assist the Registrar General/Registrar for implementation of the activities and schemes of e-Court project.
6. The Court Manager shall assist the Registrar General/Registrar in ensuring that the Case Information System (CIS) is functioning properly.
7. The Court Manager shall assist the Registrar General/Registrar in ensuring uploading of the judgements and orders of the courts in the website without any delay.
8. The Court Manager shall assist the Registrar General/Registrar in furnishing necessary feedback regarding institution/ disposal of cases to the National Judicial Data Grid.
9. The Court Manager shall assist the Registrar General/Registrar to ensure that Human Resource Management of Ministerial Staff in the Court comply with the Human Resource Management standards established by the High Court.
10. The Court Manager shall assist the Registrar General/Registrar in infrastructure development of the High Court.
11. The Court Manager shall assist the Registrar General/Registrar in monitoring the matters related to residential quarters, Guest Houses etc. of High Court.
12. The Court Manager shall assist the concerned Registrar General/Registrar in monitoring and maintaining cleanliness & discipline in the premises of the Court.
13. The Court Manager shall assist the Registrar General/Registrar of the Court in arrangement of swearing-in of Hon'ble the Chief Justice and Hon'ble Judges of the Court.
14. The Court Manager shall assist the Registrar General/Registrar of the Court in organizing Independence Day/Republic Day or any function to be organized in the premises of the Court.
15. The Court Manager shall assist the Registrar General/Registrar in preparation of the telephone directory of High Court.

**By order of the Court,
PRADEEP KUMAR MALIK,
Registrar General.**

Schedule II

Sl. No.	Name of the post	Status	Pay Level	Sanctioned Strength
I	II	III	IV	V
1.	Court Manager	Group-B (Gazetted)	Pay Level-09	02

By order of the Court,
PRADEEP KUMAR MALIK,
Registrar General .

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