High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014

(As Amended upto 17th Amendment dt.01.10.2026 & Order dt.22.09.2026)

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/13-14/8745 Dated, Agartala, the 13th June, 2014.

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble the Chief Justice of the High Court of Tripura with the approval of the Governor of the State of Tripura, so far as the Rules relate to salaries, allowances, leave & pensions, is hereby pleased to make the following Rules to regulate the appointments, the conditions of service & the conduct of the persons borne on the establishment of the High Court.

1. Short title, extent and commencement —

(1) These Rules may be called the 'High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014',

(2) They shall be deemed to have been come into force on and from the date of their publication in the official gazette.[1]

2. Definition — In these rules, unless there is anything repugnant in the subject or the context –

(a) **"Chief Justice"** means the Chief Justice of the High Court of Tripura.

(b) **"Constitution"** means the Constitution of India.

[(c) **'Court Manager'** means an Officer appointed as per procedure laid down in schedule V for discharging the functions and responsibilities laid down under these rules.][2]

[(d)][3] **"Government"** means the Government of Tripura.

[(e)][3] **"Governor"** means the Governor of Tripura.

[(f)][3] **"Gazette"** means the Tripura Gazette.

[(g)][3] **"High Court"** means the High Court of Tripura.

[(h)][3] **"Members of the Family"** in relation to the member of the service includes spouse, children and dependant parents.

[(i)][3] **"State"** means the State of Tripura.

[(j)][3] **"Service"** means the High Court Service.

---

1. Published in the Tripura Gazette, Extraordinary Issue, dated 17th June, 2014 and w.e.f. 17.06.2014.
2. Inserted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.
3. Renumbered ibid.

[(k)][1] **"Schedule"** means the Schedules appended to these rules.

[(l)][1] **"Members of the Service"** include the officers and other employees appointed or deemed to have been appointed to the different cadres of the service mentioned in Schedule-I, Schedule-II, Schedule-III, Schedule-IV and [Schedule-V][2].

[(m)][1] **"Registrar General"** means Registrar General of the High Court.

3. Application –

These rules shall apply to all the persons appointed to the service before or after the commencement of the rules.

Provided that the Officers of the Tripura Judicial Service specified in Schedule-I will ordinarily be regulated by the rules and orders applicable to the members of the service to which they belong and the Chief Justice will be the competent authority to regulate the condition of their service under these rules and relax the same in appropriate cases.

4. Strength of the service—

(1) There shall be four cadres in the service and the name of the post, classification/grade and strength of the service in each cadre shall be as specified in Schedule – I, Schedule – II, Schedule – III, Schedule – IV and [Schedule-V][2].

(2) The Chief Justice may from time to time with the approval of the Governor, where such approval is necessary, vary the cadre strength by amending the Schedules from time to time.

(3) The Chief Justice may from time to time, leave unfilled or hold in abeyance any post in the service.

5. Appointing Authority —

The Chief Justice shall be the appointing authority for all the gazetted officers of the service and the Registrar General shall be the appointing authority with respect to the other posts. However, such appointments shall be made with prior approval of the Chief Justice.

6. Eligibility —

A person shall be eligible for appointment in the service who, —

(i) is a citizen of India;

(ii) is medically fit;

---

1. Renumbered by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.

2. Inserted ibid.

(iii) is of good moral character;

(iv) possesses the prescribed educational qualification and experience as specified in the Schedules.

(v) on the 1st date of January of the year in which the process of recruitment is initiated is not below 18 years of age and not more than 45 years in case of candidate belonging to schedule castes and schedule tribes and 40 years in case of others.

7. Method of Recruitment and other qualifications, etc. —

(1) The method of recruitment, qualification and other matters relating to the appointment and promotion in the service shall be as specified in the Schedules.

[(2) 15% of the total vacancies in the post of Junior Administrative Assistant may be filled up by promoting graduate Group – C & Group – D employees holding the posts of Restorer, Record Arranger, Treasury Sarkar, Photocopier Operator, Jamadar, Duftry, Cook, Peon/Orderly, Mali, Cloeaning Assistant, Electrician, Plumber & Day/Night Guard having five years of continuous service after taking selection test. In case suitable candidates are not found to be appointed by promotion then the post shall be filled up by direct recruitment.][1]

[(3) One post of Junior Administrative Assistant out of the total sanctioned posts may be filled up by a suitable candidate by direct recruitment on the recommendation of the Chief Justice for his residential secretariat.][2]

8. Reservation —

Save as otherwise, provided herein above, relating to relaxation of age for reserved category of candidate, the Schedule Castes and Schedule Tribes Reservation Act, 1991 and the rules 1992 made thereunder shall be applicable only to the direct recruitment made in the service. If no such suitable candidate is available from one of the two reserved categories, then first attempt should be made to fill up the reserved category post from the candidates of other reserved category and even then if no suitable candidate is available, the post will be filled up by the candidate other than those of Schedule Castes and Schedule Tribes.

9. Disqualification for appointment —

No person shall be eligible for appointment to the service —

(a) unless he is a citizen of India; or

(b) if he has been dismissed from service by the Government, Central Government, High Court, statutory or Local Authority; or

---

1. Substituted by the High Court of Tripura Services (Appointment, conditions of service & Conduct) (Amendment) Rules, 2015, w.e.f. 03.07.2015

2. Inserted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Fifth Amendment) Rules, 2019, w.e.f. 04.02.2019.

(c) if he has been convicted of an offence involving moral turpitude; or

(d) if he has more than one spouses living; or

(e) if he directly or indirectly tries to influence or influences the recruiting authority by any means for his candidature.

10. Fees—

Every candidate for direct recruitment shall be required to pay such fees as may be specified in the advertisement inviting application.

Provided that in the case of a candidate belonging to Schedule Caste or Schedule Tribe, the fees payable shall be half of the fees specified in the advertisement for other candidates.

11. Joining time—

(1) A candidate appointed by direct recruitment shall report for duty to such authority and within such date as may be specified in the order of appointment.

(2) Notwithstanding anything contains in sub-rule (1), the appointing authority may, on application by the candidate, if satisfied, that there are good and sufficient reasons for doing so, by order in writing, grant such further time, as it may deems necessary for joining.

(3) The appointee who fails to assume charge of the post within the time specified in the sub-rule (1) or (2) shall cease to be eligible for joining the service and he shall be removed from the list of the selected candidate unless he satisfies the Chief Justice that the situation preventing him from joining was beyond his control.

12. Probation, officiation and confirmation—

(1) All appointments to the service by direct recruitment shall be on probation for a period of two years.

(2) All appointments by promotion shall be on officiating basis for a period of two years.

(3) The period of probation or officiation as the case may be, of an employee, may, for reasons to be recorded in writing to be extended by a further period not exceeding one year.

(4) At the expiry of the period of probation or officiation, as the case may be, the Chief Justice shall consider the suitability of the person to hold the post to which he is appointed or promoted; and—

(i) if he is found suitable to hold the post, the Registrar General with the approval of the Chief Justice, shall issue an order confirming his service in the post.

(ii) if he is not found suitable to hold the post to which he is appointed or promoted, the Registrar General with the approval of the Chief Justice shall, —

(a) if he is promoted revert him to the post held by him prior to his promotion; or

(b) if he is a probationer, discharge him from service.

13. Furnishing of security —

The employees who have any dealing with public money or hold post of public trust, shall on appointment furnish such security as the Registrar General may, from time to time prescribe under the order of the Chief Justice.

14. Promotion —

Promotion to the higher post/grade in all the cadres of the service shall be made on the basis of merit, merit-cum-seniority, seniority-cum-merit or seniority subject to rejection of unfit as specified in the schedules.

Provided that suitability test for promotion to certain posts may be taken as may be prescribed by the Chief Justice.

15. Seniority —

(1) The members of the service appointed or promoted in accordance with these rules, on regular basis shall be senior to persons appointed on adhoc or temporary basis.

(2) The *inter se* seniority of the members of the service appointed on the basis of the result of the competitive examination shall be determined according to the merit list and where two or more members are placed at the same position in the merit list, the person senior in age shall be senior to the other(s).

(3) The *inter se* seniority of the members of the service appointed by direct recruitment or promotion in the same/grade in any English calendar year shall be determined from the date of their appointment/ promotion, as the case may be.

(4) Where more than one member is promoted in any cadre of the service by the same order, the inter se seniority of persons, so promoted, shall be determined by their *inter se* seniority in the lower grade of the respective cadre, unless directed otherwise.

16. Pay and allowances —

(1) The pay band and grade pay of all the members in various grade/ class of the service shall be as mentioned in the Schedules and they will be entitled to such allowances and other benefits as payable to the members of the State Government Service of the corresponding class/

grade, subject to such amendments and variations as may be made by the Chief Justice from time to time with the approval of the Governor where such approval is necessary.

The pay and allowances indicated in the said schedules shall stand amended as and when pay band, grade pay and allowances are revised for the members of the State Government Service of the corresponding class/grade.

(2) The posts of Registrar General, Registrar, Joint Registrar, Deputy Registrar and Principal Secretary to the Chief Justice of the service filled up from Tripura Judicial Service or High Court Service will carry special pay of Rs. 1,250/- (rupees one thousand two hundred fifty) only, Rs. 1,000/- (rupees one thousand) only, Rs. 750/- (rupees seven hundred fifty) only and Rs. 500/- (rupees five hundred) only, per mensen respectively.

17. Increment—

The periodical increment shall not be given to a member of the service unless his conduct is good and work is satisfactory. Gazetted officers shall, however, draw their increments as a matter of course, unless the same is withheld by the Chief Justice.

18. Initial appointment of existing officers and employees —

The existing members of the service shall be absorbed in the respective posts/grades they may be holding on the commencement of these rules and shall be eligible for pay scale/pay band and grade pay provided for such posts/grades.

19. Age of superannuation —

A member of the service is liable to retire at the age prescribed for the members of the State Government Service and all rules made by the State Government in this regard shall apply to the service.

20. Leave, Pension, etc. —

In regard to leave, pension, leave salary, etc. the rules and regulations, applicable to the members of the State Government Service shall apply to the service.

21. Other conditions of the service —

(1) Subject to the provision of these rules, the rules and orders for the time being in force and applicable to the members of the corresponding classes/grades of the State Government Service shall mutatis mutandis regulate the service of the members of the service.

(2) Any question arising as to which rules or orders are applicable to any case of any member of the service shall be decided by the Chief Justice.

[1][21A. Conditions of Service of Court Managers:

(1) After appointment, the posting of the Court Managers shall be made by the Chief Justice.

(2) The Court Managers may be transferred from one district court to another or from High Court to District Court or vice versa by the Chief Justice.

(3) Every person appointed to the post of Court Manager shall have to undergo training as may be prescribed by the High Court from time to time.

(4) Any other Conditions of Service which is not specifically provided for shall be within the absolute discretion of the Chief Justice.

21. B. Functions & Responsibilities of Court Managers:

(1) The Court Manager shall work under the control of the Registrar General in case of appointment in the High Court or of the District Judge in the case of posting in the District, as the case may be.

(2) The Court Manager shall facilitate to establish the performance standards applicable to the Court, including of Timeliness, Efficiency, Quality of Court performances; Infrastructure; Human Resources; Access to Justice; as well as for Systems for Court Management and Case Management, based on applicable directives of Superior Courts, SCMSC & NCMSC.

(3) He will carry out an evaluation of the compliance of the Court Orders with such standards, identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates etc. and also perform the following duties and responsibilities :

(4) **Planning :**

(i) In consultation with the stakeholders of a court including the Bar, ministerial staff, Executive Agencies, prosecutors/police/process serving agencies and court users, prepare and update annually a 5-year court wise Court Development Plan(CDP);

(ii) Monitor the implementation of the CDP and report to superior authorities on progress;

(5) **Information and Statistics**

(i) Ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court;

1. Inserted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.

(ii) Ensure that reports on statistics are duly completed and provided to High Court as required;

(6) **Court Management**

(i) Ensure that the process and procedures of the court including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and that they safeguard qualify, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.

(ii) The Court Manager will render assistance to the Judges to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial functions.

(7) **Budget Management**

Preparation of budget, supervising the proper utilization of the budget allocations received for different purposes from the State Government as well as Central Government.

(8) **E- Management**

Implementation and managing requirements under e-Courts Project which includes data entry initiation as well as managing the service roll out under e-Courts project.

(9) **Data Management**

(i) Ensuring that statistics on all aspects of functioning of the Courts are properly complied and reported accurately and promptly.

(ii) Ensuring proper generation of reports of statistics and timely submission of all returns to the High Court.

(iii) Ensuring proper data feeding into National Judicial Data Grid.

(10) **Case Management**

Ensure that case management systems fully comply with 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.

(11) **Responsiveness Management: Access to Justice; Legal Aid and User Friendliness**

Ensure that the court meets standards established by the High Court on access to justice, legal aid and users friendliness.

(12) **Quality Management**

Ensure that the court meets quality of adjudication standards established by the High Court.

(13) **Human Resource Management**

Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.

(14) **Core Systems Management**

Ensure that the core systems of the courts, documentation management; utilities management; infrastructure and facilities management; financial systems management (audits, accounts, payments) are established and function effectively.

(15) **IT Systems Management**

(i) Ensure that the IT systems of the court comply with the standards established by the High Court and are fully functional.

(ii) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.

(16) **Residuary Matters**

With regard to matters not specifically covered hereinabove, the Court Manager shall be governed by the directions of the Hon'ble Chief Justice issued from time to time.**]**

22. Code of Conduct —

(1) A member of the service appointed under these rules shall be required to maintain the integrity and conduct himself in conformity with dignity of the service. He should follow the code of conduct, as provided in **Appendix-A**.

(2) The Tripura Civil Service (Conduct) Rules, 1988, with its amendments made from time to time, shall in so far as they are not inconsistent with these rules shall apply to the member of the service.

23. Contravention of the rules —

(1) Any member of the service who contravenes the provisions of these rules shall render himself liable to disciplinary action under these rules.

(2) The Chief Justice shall have the power to take action against any member of the service for contravention of any provision of these rules and the Chief Justice shall be the competent authority for granting permission to the Registrar General in respect of anything which is required to be done with the previous permission of superior authority under any rules for taking departmental action.

24. Disciplinary authority, proceeding etc. —

(1) No proceeding shall commence against a member of the service without previous sanction of the Chief Justice;

(2) Except as otherwise provided herein the Central Civil Service (Classification, Control and Appeal), Rules, 1965, shall apply to the members of the service;

(3) A member of the service shall be entitled to appeal to the Chief Justice against any order passed by the Registrar General which imposes any penalty upon him; and

(4) The order of the Chief Justice passed in appeal shall be final and shall not be questioned in any Civil Court.

25. Re-employment —

If the Chief Justice is of the opinion that is absolutely necessary in the exigency of service the Chief Justice may re-employ a retired gazette officer of the service for a period upto 2 (two) years.

26. Residuary power —

(1) Nothing in these rules shall be deemed to affect the power of the Chief Justice to make such order from time to time as he may deems fit in regard to all matters, incidental or ancillary to these rules not specifically provided for herein or in regard to the matters as have not been sufficiently provided for.

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

(2) The Chief Justice shall have power to relax age or qualification and experience for appointment to the service in appropriate case according to his discretion.

Provided that no person shall get the benefit of relaxation more than once in his service life.

27. Repeal and Savings —

(1) The Gauhati High Court (The High Court of Assam, Nagaland, Meghalaya, Manipur and Tripura) Services (appointment, condition of service and conduct) Rules, 1967, in their application to the High Court of Tripura, are hereby replaced.

(2) Notwithstanding such repeal any appointment made, order issued, action taken or anything whatsoever done under the rules so repealed shall be deemed to have been made, issued, taken or done under the corresponding provisions of these rules.

BY ORDER
Sd/-
(M. Chakrabarti)
Registrar General

[1][SCHEDULE – I

COMMON CADRE AND PAY OF OFFICERS & MINISTERIAL STAFF

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
	GAZETTED OFFICERS					
1.	**Registrar General**	1	**Group-A** Gazetted	The Registrar General shall be a member of the Tripura Judicial Service in Grade-I.	As per Tripura Judicial Service Rules	Time Scale / Selection Grade / Suppertime Scale in his own cadre.
2.	Registrar *(for short Reg.)* *Reg.(Judicial) -1* *Reg.(Vigilance & Rules) -1* *Reg.(Administration, Planning & Management) -1*	3	**Group-A** Gazetted	The Registrar (Judicial) and the Registrar (Vigilance & Rules) shall be a member of the Tripura Judicial Service in Grade-I. The post of Registrar (Administration, Planning & Management) will be filled up on promotion from the post of **Joint Registrar** of the service on the basis of merit if found suitable by the Chief Justice, failing which the said post will be filled up from the members in Grade-I of Tripura Judicial Service.	As per Tripura Judicial Service Rules in case of member of Tripura Judicial Service and minimum 2 years experience **as Joint Registrar** in case of High Court Service.	Time Scale / Selection Grade / Suppertime Scale in his own cadre when manned by person from judicial Service and Apex Scale of Rs.41400-50400/- with no grade pay when filled up by persons from the High Court Service.
3.	**Joint Registrar**	1	**Group-A** Gazetted	By promotion from the post of **Deputy Registrar and Principal Secretary to the Chief Justice** of the service on the basis of merit.	Having minimum experience for 3 year as **Deputy Registrar and the Principal Secretary to the Chief Justice** of the Service.	HAG + SCALE Rs.24625-40600 with Grade Pay Rs.6500/-
4.	**Deputy Registrar** *(for short Dy.Reg.)* *Dy.Reg.(Judicial) -1* *Dy.Reg.(Vigilence-Cum-CPC) -1* *Dy.Reg. (Administration) -1* *Dy.Reg.(Acctts.) -1* *Dy.Reg.(Protocol) -1*	5	**Group-A** Gazetted	Out of 5 posts 2 posts of Deputy Registrar (Judicial) and Deputy Registrar (Vigilance cum CPC) are to be manned by the members of Tripura Judicial Service in Grade-II and rest 3 posts are to be filled up by promotion from **the Secretary to the Chief Justice & Judges and Assistant Registrar** on the basis of merit in the ratio of 1:2 respectively.	As per the Tripura Judicial Service Rules in case of Members of the Judicial Service and minimum 3 years experience as **Secretary to the Chief Justice & Judges and Assistant Registrar** of the Service.	Pay scale in own cadre in respect of Judicial Officers and Pay band – 4 Rs.13575-37000/- with Grade Pay Rs. 5600 for the Officers in case of the Service.
5.	**Assistant Registrar** *(for short Asstt.Reg.)* *Asstt.Reg.(Vig.) -1* *Asstt.Reg.(Bench) -1* *Asstt.Reg.(Admn.) -2* *Asstt.Reg.(Acctts) -1* *Asstt.Reg. (Protocol) -1* *Asstt.Reg. (Statements) -1* *Asstt.Reg.(Court Officer's Sec.) -1*	8	**Group-A** Gazetted	By promotion from the **post of Superintendent Grade** on the basis of merit cum seniority of the service.	Having minimum experience for 3 years in **any post of Superintendent Grade**.	Pay Band – 4 Rs.13575-37000/- with Grade Pay Rs.4500.

1. Substituted by the High Court of Tripura Services (Appointment, Conditions of Service & Conduct) (Amendment) Rules, 2015, w.e.f. 03.07.2015.

6.	Superintendent *(for short Supdt.)* *Sr. Grade Translator -1* *Court Master -5* *Court Officer -1* *Supdt. (Acctts) -1* *Supdt. (Establishment) -1* *Supdt. (Vigilence & Statements) -1* *Supdt. (Criminal Sec.) -1* *Supdt. (Copying & Record Room) -1* *Supdt. (writ petition & writ appeal) -1* *Supdt. (RFA) -1* *Supdt. (RSA & Civil Rev.) -1* *Supdt. (Cause List) -1* *Supdt.(Filing & Stamp reporting) -1* *Supdt. (Store) -1* *Supdt. (Protocol) -1* *Supdt. (Rules & Recruitment) -1*	**20**	**Group-B** Gazetted	The post of Sr. Gd. Translator be filled up by promotion from the **post of Junior Grade Translator and other Posts of Superintendent Grade will be filled up by Promotion from the post of Junior Grade Translator & other posts of Head Clerk** Grade on the basis of merit cum seniority in the ratio of 1:5 respectively.	Having 3 years experience **in the Head Clerk Grade** with good knowledge in Court proceedings including Orders and Rules & Orders of the High Court in respect of Court Master and with good knowledge in respect of all Rules & Order of the High Court and Service & Establishment matters in respect of others.	Pay Band -3 Rs. 9570-30000/- With Grade Pay Rs. 3500
	TOTAL	**38**				

NON GAZETTED MINISTERIAL STAFF OF HEAD CLERK GRADE						
7.	**Head Clerk/ Accountant** *(for short HC/Acctt)* *Jr. Gd. Translator -5* *Commissioner of Afficavit -1* *HC(Establishment) -2* *Acctt.(Acctts.) -1* *HC(Record room) -1* *HC(Statements) -1* *HC(Vigilance) -1* *HC(Store) -1* *HC(Court Officer) -1* *HC(RSA/Civil Rev.) -2* *HC(RFA & Cause List) -1* *HC(Criminal) -1* *HC(Copying) -1* *HC(Writ petition) -1* *HC(Rules & Recruitment) -1*	**21**	**Group-C** Non-Gazetted	The posts of Jr. Gd. Translator be filled up by direct recruitment through competitive examination and other posts be filled up by promotion from **the Senior Administrative Assistant** on the basis of seniority cum merit.	For Jr. Gd. Translator, Master Degree from a recognized University in any official language of the State with proficiency in English language or a Master Degree in English from a recognized University with providiency in any official language of the State. Proficiency in the use of Computer is necessary. Due weightage will be given to a Law graduate. For rest of the posts having 3 years experience as **Senior Administrative Assistant.**	Pay Band-2 Rs. 5310-24000/- with Grade Pay Rs.2400
	TOTAL	**21**				

NON GAZETTED MINISTERIAL STAFF OF UDC GRADE						
8.	**Senior Administrative Assistant**	**17**	**Group-C** Non-Gazetted	By promotion from the **Bench Assistant** on the basis of seniority cum merit failing which, from the **Junior Administrative Assistant** on the basis of seniority cum merit. 10% of the total posts in Sr.A.A. may be filled up by promoting Graduate Restorer having 7 years experience as Restorer on the basis of seniority after taking suitability test.	Having 3 years experience as Bench Assistant or Junior Administrative Assistant and 7 years experience for Graduate Restorer.	Pay Band-2 Rs.5310-24000/- with Grade Pay Rs.2100
	TOTAL	**17**				

NON GAZETTED MINISTERIAL STAFF OF BENCH ASSISTANT GRADE						
9.	**Bench Assistant**	**2**	**Group-C** Non-Gazetted	By promotion from the Junior Administrative Assistant on the basis of seniority subject to rejection of unfit.	Having 3 years experience as Junior Administrative Assistant.	Pay Band – 2 Rs.5310-24000/- with Grade Pay Rs.2000
	TOTAL	**2**				

[1]{

NON GAZETTED MINISTERIAL STAFF OF LDC GRADE						
10.	**Junior Administrative Assistant**	**41**	**Group-C** Non-Gazetted	By direct recruitment after taking a competitive examination. One post of Junior Administrative Assistant out of the total sanctioned posts may be filled up by a suitable candidate by direct recruitment on the recommendation of the Chief Justice for his Residential Secretariat.	**1.** For direct recruitment through competitive examination the candidate must have the following qualifications — (i) Graduate from a recognized university. (ii) Certificate course in computer word processing or equivalent from a recognized university/institute with typing speed of 40 words per minute on computer. **2.** For direct recruitment on the recommendation of the Chief Justice for his residential Secretariat, the candidate must have the following qualification- Post Graduation in any discipline from a recognized university/institute.	Pay in the Level-7 of Pay Matrix as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018.
	TOTAL	**41**				

}

1. Substituted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Fifth Amendment) Rules, 2019, w.e.f. 04.02.2019.

OTHER NON GAZETTED GROUP-C STAFF						
11.	**Restorer**	**5**	**Group-C** Non-Gazetted	By promotion from Group-D staff on the basis of seniority having required educational qualification after taking suitability test, failing which by direct recruitment after taking selection test.	Passed Madhyamik or equivalent examination.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1800/-
12.	**Driver**	**22**	**Group-C** Non-Gazetted	By direct recruitment after taking selection test.	1)Pass in standard VIII or equivalent. 2) Having a validly issued commercial Driving License. 3) Qualify the Driving test.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1800.
13.	**Record Arranger**	**3**	**Group-C** Non-Gazetted	By promotion from the Group-D Photocopier Operator, Jamadar & Duftry on the basis of seniority subject to rejection of unfit.	Having 3 years experience as Group-D Photocopier Operator, Jamadar & Duftry.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1600
14.	**Treasury Sarkar**	**1**	**Group-C** Non-Gazetted	By promotion from the Group-D Photocopier Operator, Jamadar & Duftry on the basis of seniority subject to rejection of unfit.	Having 3 years experience as the Group-D Photocopier Operator, Jamadar & Duftry	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1600
15.	**[Senior Photocopier Operator]**[1]	**4**	**Group-C** Non-Gazetted	By promotion from the Group-D Photocopier Operator, Jamadar & Duftry on the basis of seniority with experience in operating photocopier machine, preferably from the post of Photocopier machine, preferably from the post of Photocopier Operator in Group-D Grade subject to rejection of unfit.	Having 3 years experience as the Group-D Photocopier Operator, Jamadar & Duftry.	Pay Band - 2 Rs.5310-24000 with Grade Pay Rs.1600
	TOTAL	**35**				

GROUP – D STAFF						
16.	**Photocopier Operator**	**2**	**Group-D** Non-Gazetted	By promotion from the post of Peon/ Orderly on the basis of seniority with experience in operating photocopier machine subject to rejection of unfit.	Having 3 years experience as Peon/Orderly.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
17.	**Jamader**	**5**	**Group-D** Non-Gazetted	By promotion from the post of Peon/ Orderly on the basis of seniority subject to rejection of unfit.	Having 3 years experience as the post of Peon/ Orderly.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
18.	**Duftry**	**2**	**Group-D** Non-Gazetted	By promotion from the post of Peon/ Orderly on the basis of seniority subject to rejection of unfit.	Having 3 years experience as the post of Peon/ Orderly.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
19.	**Cook**	**4**	**Group-D** Non-Gazetted	By direct recruitment after taking a selection test.	1) Standard VIII Passed 2) Experience in cooking. 3) Must be free from any contagious diseases.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
20.	**Peon/Orderly**	**58**	**Group-D** Non-Gazetted	By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	1) Standard VIII passed.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200

1. Substituted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 18.06.2018 with immediate effect.

21.	Mali	**10**	**Group-D** Non-Gazetted	By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	1) Standard VIII passed and due weightage will be given to the candidates who have training/experience in horticulture/gardening from any Govt. Institution/ Depar-tment/recognized nursery.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
22.	Cleaning Assistant (Earlier nomenclature 'Sweeper' as changed as 'Cleaning Assistant'.)	**6**	**Group-D** Non-Gazetted	By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	Standard VIII passed.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
23.	Electrician	**1**	**Group-D** Non-Gazetted	By direct recruitment after taking selection test.	1) Standard VIII passed 2) ITI Certificate in the trade of electrician or at least 2 years experience in this trade.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
24.	**Plumber**	**1**	**Group-D** Non-Gazetted	By direct recruitment after taking selection test.	1) Standard VIII passed 2) ITI Certificate in plumbing or at least 2 years experience in this trade.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
25.	**Day/Night Guard**	**10**	**Group-D** Non-Gazetted	By regularization of the existing DRW/ Contingent workers according to suitability, failing which by direct recruitment after taking selection test. Preference will be given to the ex-serviceman.	1) Pass in standard VIII. 2) Good physique.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
	TOTAL	**99**				

]

[1][SCHEDULE – II
CADRE AND PAY OF STENOGRAPHERS

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
[2][1.	**Principal Secretary to Hon'ble the Chief Justice**	**1**	**Group-A** Gazetted	The post may be filled up by an Officer of Grade-I of Tripura Judicial Service on deputation or by promotion from the post of Secretary to the Chief Justice and Judges who may be considered suitable for the post by Hon'ble the Chief Justice.	As per Tripura Judicial Service Rules in case of a Judicial Officer and in case of others the candidate must have qualifying service of 2 years as Secretary to the Chief Justice and Judges subject to the overall suitability of the candidate for the post.	Pay of his own cadre in case of Judicial Officer and in case of other Pay Band-4 Rs.15600 - 39100 G.P.Rs.7600/- Such Promotee will be entitled to the benefit of ACP in the pay scale of HAG + SCALE Rs.37400-67000 with Grade Pay Rs.8700/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble Chief Justice.]
2.	**Secretary to the Hon'ble Chief Justice and Hon'ble Judges**	**4**	**Group-A** Gazetted	By promotion from the Private Secretary-I on the basis of merit.	Having minimum experience for 3 years as Private Secretary-I.	Pay Band-4 Rs. 13575-37000 G.P. Rs.4800 Will be entitled to get the benefit of ACP in the pay scale of Pay Band-4 Rs.13575-37000 with G.P.Rs.5600/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble the Chief Justice.
3.	**Private Secretary I**	**13**	**Group-A** Gazetted	By promotion from Private Secretary II on the basis of merit cum seniority.	Having minimum experience for 2 years as Private Secretary-II.	Pay Band-4 Rs.13575-37000 G.P.Rs.4500
4.	**Private Secretary II**	**7**	**Group-B** Gazetted	By promotion from Personal Assistant, on the basis of merit cum seniority failing which by direct recruitment after taking Written & Stenography Test.	Having minimum experience for 2 years as Personal Assistant in case of promotion and in case of direct recruitment Shorthand Speed at the rate of at least 120 words per minute and Typing Speed of 50 words per minute on a computer. **Due weightage will be given to the Law Graduate.**	Pay Band-3 Rs. 9570-30000 G.P.Rs.3500

1. Substituted by the High Court of Tripura Services (Appointment, Conditions of Service & Conduct) (Amendment) Rules, 2015, w.e.f. 03.07.2015.

2. Substituted by the High Court of Tripura Services (Appointment, Conditions of Services and Conduct) (Second Amendment) Rules, 2016, w.e.f. 30.07.2016.

5.	**Personal Assistant**	**14**	**Group-B** Non-Gazetted	By direct recruitment after taking Written & Stenography Test.	Graduation in any discipline from any recognized University having Shorthand Speed at the rate of at least 100 words per minute and Typing Speed of 40 words per minute on a computer. **Due weightage will be given to the Law Graduate.**	Pay Band-3 Rs.9570-30000 G.P.Rs.3100
	TOTAL	**39**				

]

[1][SCHEDULE – III
CADRE AND PAY OF LIBRARIANS

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	**Chief Librarian**	1	**Group-A** Gazetted	By promotion from Librarian-cum-Research Officer on the basis of merit cum seniority failing, which by direct recruitment after taking competitive examination.	1. Law degree. 2. Degree in Library Science. Having proficiency in computer. 3. In case of promotion 3 years experience as Librarian cum Research Officer.	Pay Band - 4 Rs.13575-37000/- with Grade Pay Rs.5600 Will be entitled to get the benefit of ACP in the pay scale of HAG + SCALE Rs. 24625-40600 with Grade Pay Rs.6500/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble the Chief Justice.
2.	**Librarian-cum-Research Officer**	1	**Group-A** Gazetted	By promotion from Assistant Librarian, on the basis of merit cum seniority.	Degree in Law with minimum experience of 3 years as ***Assistant Librarian.***	Pay Band - 4 Rs.13575-37000/- with Grade Pay Rs.4500 Will be entitled to get the benefit of ACP in the pay scale of Pay Band -4 Rs.13575-37000 with G.P. Rs.4800/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble the Chief Justice.
3.	**Assistant Librarian**	2	**Group-C** Non-Gazetted	By promotion from Library Assistant on the basis of merit cum seniority failing which by direct recruitment after taking competitive examination.	Degree in Law with degree or diploma in Library Science from a recognized University and having proficiency in the use of Computer. **In case of promotion 3 years experience as Library Assistant.**	Pay Band – 2 Rs.5310-24000/- with Grade Pay Rs.2400
4.	**Library Assistant**	3	**Group-C** Non-Gazetted	By direct recruitment after taking competitive examination.	Graduate with degree or diploma in Library Science from any recognized University and having profiency in the use of computer.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.2100/-
	TOTAL	**7**				

]

1. Substituted by the High Court of Tripura Services (Appointment, Conditions & Service & Conduct) (Amendment) Rules, 2015, w.e.f. 03.07.2015.

[1][SCHEDULE – IV
CADRE AND PAY OF COMPUTER SECTION

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	System Analyst	**1**	Group-A Gazetted	By promotion from Programmer on the basis of merit cum seniority failing which by direct recruitment after taking competitive examination.	Having experience for 3 years as Programmer in case of promotion. In case of direct recruitment candidates must have the following qualifications:- a) Master Degree in computer science or computer related subject from any recognized University **OR** B.E. in any discipline with working knowledge of Windows Operating System, Unix, Linux, application Software such as Office Package (2000/XP/Vista), Open Office, working knowledge in Language:- VB6, Java 1.3, RBDMS:- SQL Server Web base programming language:- Html, Sevelet, Applet, ASP & JSP Exposure in Hardware & Networking Experience to set up an Office Network (Internet) will be preferred.	Pay Band -4 Rs. 13575-37000 With Grade Pay Rs.4500 Will be entitled to get the benefit of ACP in the pay scale of Pay band-4 Rs.13575-37000 with G.P. Rs. 4800/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Chief Justice.
2.	**Programmer**	**2**	**Group-B** Non-Gazetted	By promotion from Senior Computer Assistant on the basis of merit cum seniority, failing which by direct recruitment after taking competitive examination.	Having experience for 3 years as Sr.Computer Assistant in case of promotion. In case of direct recruitment candidates must have the following qualifications:- Bachelor of Engineering (B.E) in any Discipline with DCA & 1 year experience in Computer Programming/ B.E./ B.Tech. in Computer Science/MCA/M.Sc. (Computer Science) from an AICTE approved University. **OR** Bachelor Degree in computer science or computer related subject from any recognized University.	Pay Band - 3 Rs.9570-30000 with Grade Pay Rs.3100
3.	**Sr. Computer Assistant**	**2**	**Group-C** Non-Gazetted	[By promotion of the eligible System Assistant from e-courts services in terms of seniority cum merit **or** by direct recruitment through Competitive Examination.][2]	[2][In case of promotion from the post of System Assistant under eCourts Services, the candidate must have 4(four) years of service as System Assistant and in case of direct recruitment, through competitive examination, the candidate must have **(i)** Bachelor Degree in any discipline from any recognized university/	Pay Band-2 Rs.5310-24000, with Grade Pay Rs.2100

1. Substituted by the High Court of Tripura Services (Appointment, Condition of Service & Conduct) (Amendment) Rules, 2015, w.e.f. 03.07.2015

2. Substituted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.

					institution with **(ii)** 1(one) year Diploma in Computer Application accredited by DOEACC and at least two years of post qualification experience in computerization / relevant field.]	
	TOTAL	**5**				]

[1][SCHEDULE – V

1	2	3	4	5	6
Sl. No.	**Name of the post**	**Classification**	**Methods of recruitment**	**Qualifications**	**Scale of pay**
01.	**Court Manager**	**Group – A** Gazetted	Appointment of the post of Court Manager shall be made by direct recruitment through written examination followed by viva voce as per procedure laid down in **Appendix-B** appended to these Rules. A Selection Committee constituted by the Hon'ble Chief Justice shall conduct the selection process and recommend to the Hon'ble Chief Justice names of suitable candidates for appointment to the post on the basis of their performance in the written test and viva voce.	A candidate having the following Qualifications will be eligible for appointment as a Court Manager:- B.Tech in Computer Science / Information Technology with a degree in MBA from recognized University/Institute or MBA in Finance / HR and with 1(one) year Diploma in Computer science accredited by DOEACC having at least two years of experience in managerial capacity. Preference shall be given to the candidates having experience in the field of law.	Entry pay per month Rs.56,700/- in the pay matrix level 15 of Tripura State Civil Services (Revised Pay) Rules, 2017, subject to revision by the State Government from time to time.

]

1. Inserted by the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.

APPENDIX-A
CODE OF CONDUCT
(See Rule- 22)

1. General -

(1) Every member of the service shall at all times maintain absolute integrity and devotion to duty.

(2) No member of the service shall act in a manner prejudicial to discipline and good order in the Registry of the High Court.

2. Absence from duty–

(1) Every member of the service shall be punctual in attendance and shall not absent himself from duty without previous permission of the authority except as provided below.

(2) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, a member of the service shall give information thereof to the office by sending application or over telephone without delay;

3. Taking part in politics and elections-

(1) No persons employed in the Service shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner: any political movement or activity;

(2) No person employed in the service shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that-

(a) a member of the service qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(b) a member of the service shall not be deemed to have contravened the provisions of this rule by reasons only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation- The display by a member of the service on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this provision.

4. Connection with press or radio-

(1) No person employed in the service shall, except with the previous permission of the Registrar General work wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication;

(2) No person employed in the service shall, except with the previous permission of the Registrar General or in the bona fide

discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, educational or cultural character.

5. Evidence before committees-

(1) No person employed in the service shall, except with the previous permission of the Chief Justice, give evidence before any public committee.

(2) Nothing in this rule shall apply to-

(a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or

(b) evidence given before an authority holding any judicial or departmental inquiry.

6. Unauthorized communication of information- No member employed in the service shall, except in accordance with any general or special order of the Chief Justice or the Registrar General or in the performance in good faith of the duties assigned to him communicate directly or indirectly to any other member of the service or to a Government servant or to any private person or to the press, any document or information which has come into his possession or knowledge in the course of his official duties or has been prepared or collected by him in the course of those duties.

7. Collecting subscription for public causes

(1) No person employed in the service shall without the permission of the Registrar General, circulate amongst other members of the service or persons connected with the business of the High Court, appeal for subscriptions for public causes or raise any subscriptions by exerting his official position or influence.

(2) No person employed in the service shall assist any outsider to have access for such purposes to any High Court room or the Registry of the High Court.

8. Gifts- Any member of the service except with the previous permission of the Registrar General accept from any person directly or indirectly or permit any member of his family to accept any gift, gratuity or reward for more than trifling value.

Provided that the gift of a value, reasonable in all circumstances of the case, may be accepted from relations, personal friends or presented to such persons on occasion such as, weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

9. Private trade or employment - No person employed in the service shall engage directly or indirectly, in any trade or business or undertake any employment:

Provided that a member of the service may with intimation to Registrar General undertake honorary work of a social or charitable nature or occasional work of all literary, artistic, scientific, educational or cultural character, subject to the condition that his official duties does not thereby suffer; but he shall not undertake or shall discontinue such work, if so directed by the Registrar General.

Explanation - Canvassing by a member of the service in support of the business of insurance agency, commission agency, etc. owned or managed by any member of his family shall be deemed to be breach of this rule.

10. Investments, lending and borrowing –

(1) No person employed in the service shall speculate in any investment.

Explanation - The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this provision.

(2) No person employed in the service shall make or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(3) No person employed in the service shall engage himself in the business of money lending.

(4) No person employed in the service shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings nor shall he permit any member of his family, except with the previous permission of the Registrar General, to enter into any such transaction:

11. Insolvency and habitual indebtedness - A member of the service shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A member of the service who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts thereof to the Registrar General.

12. Movable, immovable and valuable property –

(1) No person employed in the service shall except with the previous knowledge of the authority mentioned in the Explanations below, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.

(2) A member of the service who enters into any transaction concerning any movable property exceeding twenty five thousand rupees in

value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the authority specified below.

Explanations - The authority for the purposes as stated above shall be-

(1) The Chief Justice in the case of the Registrar General and other members of the High Court Service holding a gazetted post.

(2) The Registrar General in the case of all other members of the service

(3) Every Class I member of the service and such other categories of persons employed in the High Court Service as may be specified by the Chief Justice by general or special order shall, on first appointment in the service and thereafter at intervals of every twelve months, submit a return in such form as the Chief Justice may prescribe in this behalf, of all immovable property owned, acquired or inherited by him or held by him in lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(4) The Chief Justice may, at any time by general or special order require a member of the service to submit, within a period specified in the order, a full and complete statement of such movable and immovable property, held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required include details of the means by which, or the source from which property was acquired.

13) Vindication of acts and character of members of the service –

(1) No person employed in the service shall without the previous permission of the Registrar General, have recourse to a Court or to the press for the vindication of his official acts or character, which have been the subject matters of adverse criticism or an attack of defamatory character. In granting permission to the recourse to a Court, the Registrar General shall, in each case, decide whether the High Court shall bear the cost of the proceedings or whether the employee concerned should institute the proceeding at his own expense, and if so, whether, in the event of a decision in his favour, the High Court shall reimburse to the extent of the whole or any part of the costs.

(2) Nothing in this rule shall be deemed to prohibit or otherwise affect the right of any member of the service from vindicating his private character or any act done by him in his private capacity.

14. Canvassing of non-official or other outside influence - No person employed in the service shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the High Court.

15. Relations with Advocates –

(1) No person employed in the service shall have any business dealings with an Advocate, nor shall save with the express permission of the Registrar General, share any residential accommodation with any such Advocate.

(2) This provision shall apply notwithstanding that the member of the service is related to the Advocate concerned.

(3) This provision does not debar, a member of the service from accepting an invitation from an advocate to a marriage party or to a social gathering.

16. Seeking of redress from Court in respect of service matters -

(1) A member of the service may seek redress from the Registrar General or from the Chief Justice with the permission of the Registrar General in the matter of grievance arising out of his employment or conditions of service.

(2) No member of the service shall resort to a Court of law without first exhausting all the remedies available to him under the rules regulating his conditions of service.

17. Demonstrations and strikes - No person employed in the service shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

18. Arrests on a criminal charge - It shall be the duty of a member of the service who has been arrested on criminal charge made or a proceeding taken against him in connection with his position as a member of the service or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Registrar General promptly in writing even though he might have subsequently been released on bail. Failure on the part of the member of the service concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

19. High Court property - No person employed in the service shall take out any article or property belonging to the High Court outside the High Court house or premises without the express permission of the Registrar General.

20. Contravention of laws and conviction by a court of law - Any contravention of any law by a member of the service which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally.

Where such contravention is followed by a conviction in a Court of law, the member of the service may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental proceeding.

[1][APPENDIX-B

Selection Process of Court Manager

1. FORM OF APPLICATION

To
The Registrar General
High Court of Tripura
Agartala

Sir,
I propose my candidature, to consider for appointment to the post of Court Manager

1. Name (In Capital Letters) :-
2. Name of Parents (Father) :-
   (Mother) :-
   (If lady, then name of husband) :-
3. Address :-
4. Date of Birth (Attach Certificate, may that be a copy of Secondary School examination Certificate) :-
5. Details of Educational Qualifications Including the qualifications in Computer :-
   (i)
   (ii)
   (iii)
   (iv)
   (v)
   (vi)
   (Attach copies of statement of marks or grades secured in the examination concerned)
6. Experience (Specify details and attach copies of certificates) :-
7. If subjected to any criminal case, give necessary details and particulars :-
8. If, is/was party to any civil litigation (give necessary details and particulars) :-
9. Particulars of the application fee (Postal Order/Demand Draft) :-
10. Email address of candidate Mobile/Landline No. :-

SIGNATURE OF CANDIDATE

DECLARATION:

The details and particulars given above by me are true and correct to my personal knowledge. I have neither concealed nor misrepresented any relevant fact.

SIGNATURE OF CANDIDATE
(FULL NAME OF CANDIDATE)

1. Inserted by the The High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third Amendment) Rules, 2018, dt. 10.10.2018, w.e.f. 12.10.2018.

2. Advertisement:

Application for the post of Court Manager shall be invited by publishing advertisement in 2(two) local newspapers; one in Bengali and another in English having wide circulation and on website of the High Court and also by affixation on the notice board of the High Court as well as of the District Courts.

3. The Scrutiny of Application:

The Applications received in response to the advertisement shall be scrutinized in the Registry and Admit Cards shall be issued for written examination to the candidates who will be found eligible to appear in the written examination after scrutiny of their applications.

4. Examination fee:

There shall be examination fee of Rupees 500/-(five hundred) for the candidates of UR category and Rupees 250/-(two hundred and fifty) for the reserved category of candidates which shall be deposited by IPO or Bank draft payable to the Registrar General, High Court of Tripura.

5. Travel Expense:

No TA/DA will be payable to the candidate for attending the written examination, Interview & Project Report etc.

6. Selection Process:

Whole Selection process shall be conducted in two phases namely (1) Written Examination & (2) Interview & Project Report.

The written examination shall consist of an Objective Type (multiple choices) Examination consisting of 3(three) papers with breakup of marks as follows:

Phase - 1		
Sl. No.	Paper – I (2 hours duration) **Subject components**	Maximum marks
1.	Introduction of Management, Communication, Orgizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer skills	100
Sl. No.	Paper – II (45 minutes duration) **Subject components**	Maximum marks
2.	General Knowledge, English, Legal Knowledge & General Aptitude	50

Sl. No.	Paper—III (45 minutes duration) **Subject components**	Maximum marks
3.	Official language of the State of Tripura	50

Phase - 2		
Sl. No.	**Subject Components**	Maximum marks
1.	Interview & Project Report	50

The Objective Type (multiple choices) Examination will consist of 3(three) papers on OMR (Optical Mark Recognition) answer sheet. Paper—III shall be of qualifying in nature and marks secured therein shall not be counted in arriving at the total aggregate of marks obtained.

For every correct answer in the Written Examination, the candidate will be awarded 1(one) mark. There shall be no negative mark for wrong answer. The question(s) not attempted will receive no credit or discredit. Candidates have to secure at least 30% marks out of 50 marks to qualify in the official language paper (Paper-III).

No candidate shall be considered to have qualified in Paper-I & II unless he/she obtains minimum 50% marks in the aggregate, provided that there will be relaxation of 5% in Paper-I & Paper-II for reserved category of candidates. Those candidates who qualify in the Written Examination (Phase-1), shall be called (in the ration of 1:3 i.e. 3 candidates for 1 vacancy in order of merit) for interview & Project Report after checking of original documents/testimonials etc. Interview shall of 50 marks.

Interview & Project Report:

After declaration of Result of the Written Examination, Interview shall be held at High Court of Tripura campus and / or at other places as notified / decided by the High Court of Tripura, on the dates which shall be notified on the website of High Court of Tripura.

Before interview, every candidate, by providing him 7(seven) days, shall be asked to prepare a short project report on a given topic /subject communicated through email/SMS or by other means of communication as decided by the High Court. The candidate shall have to submit/send it to the Registrar General so as to reach at least four days prior to the interview. Such project report shall be evaluated by the interview Board during the interview. The Interview & Project Report shall be of 50 marks and minimum 30 marks have to be secured by the candidate to be finally selected.

7. Final Selection List/Result:

Result shall be declared and published on the official website and also the Notice Board of the Hon'ble High Court of Tripura. The Selection list so prepared shall be valid for One year.

8. Elimination of Exam Materials:

Due to scarcity of space, used /unused answer sheets and all other examination materials shall be eliminated after 3(three) months of publication of the Final Selection List. High Court of Tripura reserves the right to alter/ change any of the stipulations indicated in the advertisement.

9. Exam Schedule etc.:

Shortly after closure of receipt of the applications, the list of candidates who will be provisionally allowed to appear in the written examination will be published in the official website of the High Court of Tripura along with a Notification containing other details. Any changes will be notified in advance in the website of the High Court. Candidates should visit the website regularly for latest updates and information.]

By order,
Sd/-
(S.G. Chattopadhyay)
Registrar General

No. 152

Registered No. N. E. 930.

TRIPURA GAZETTE

· Published by Authority

EXTRAORDINARY ISSUE

Agartala, Tuesday, July 7, 2015 A. D., Asadha 16, 1937 S. E.

PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/13-15/14755 Dated, Agartala, the 3rd July, 2015

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura is pleased to make the following Rules to amend the High Court of Tripura Services (Appointments, Conditions of Service and Conduct) Rules, 2014 namely :

1. **Short Title and Commencement :**

(i) These Rules may be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Amendment), Rules 2015".

(ii) They shall come into force with immediate effect.

2. **Amendment of Rule 7 of the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 (here-in-after referred to as Principal Rules)**

The existing provisions under sub-rule (2) of Rule 7 of the Principal Rules shall be substituted with the followings :

15% of the total vacancies in the post of Junior Administrative Assistant may be filled up by promoting graduate Group-C & Group-D employees holding the posts of Restorer, Record Arranger, Treasury Sarkar, Photocopier Operator, Jamadar, Duftry, Cook, Peon/Orderly, Mali, Cleaning Assistant, Electrician, Plumber & Day/Night Guard having five years of continuous service after taking selection test. In case suitable candidates are not found to be appointed by promotion then the post shall be filled up by direct recruitment.

3. **Amendment of Schedule-I**

The existing Schedule-I of the Principal Rules shall be substituted with the followings :

COMMON CADRE AND PAY OF OFFICERS & MINISTERIAL STAFF

Sl. No	Grade & Name of the post	Existing strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
				GAZETTED OFFICERS		
1.	Registrar General	1	Group-A Gazetted	The Registrar General shall be a member of the Tripura Judicial Service in Grade-I.	As per Tripura Judicial Service Rules	Time Scale / Selection Grade / Supertime Scale in his own cadre.
2.	Registrar *(for short Reg.)* *Reg (Judicial) -1* *Reg (Vigilance & Rules) -1* *Reg (Administration Planning & Management) -1*	3	Group-A Gazetted	The Registrar (Judicial) and the Registrar (Vigilance & Rules) shall be a member of the Tripura Judicial Service in Grade-I. The post of Registrar (Administration, Planning & Management) will be filled up on promotion **from the post of Joint Registrar** of the service on the basis of merit if found suitable by the Chief Justice, failing which the said post will be filled up from the members in Grade-I of Tripura Judicial Service.	As per Tripura Judicial Service Rules in case of member of Tripura Judicial Service and minimum 2 years experience as **Joint Registrar** in case of High Court Service.	Time Scale / Selection Grade / Supertime Scale in his own cadre when manned by person from Judicial Service and Apex Scale of Rs.41400-50400/- with no grade pay when filled up by persons from the High Court Service.
3.	Joint Registrar	1	Group-A Gazetted	By promotion **from the post of Deputy Registrar and Principal Secretary** to the Chief Justice of the service on the basis of merit.	Having minimum experience for 3 years as **Deputy Registrar and the Principal Secretary to the Chief Justice** of the service	HAG + SCALE Rs.24625-40600 with Grade Pay Rs.6500/-
4.	Deputy Registrar *(for short Dy.Reg.)* *Dy Reg (Judicial)-1* *Dy.Reg.(Vigilance-cum-CPC) -1* *Dy Reg (Administration) -1* *Dy.Reg.(Acctts.) -1* *Dy.Reg.(Protocol) -1*	5	Group-A Gazetted	Out of 5 posts 2 posts of Deputy Registrar (Judicial) and Deputy Registrar (Vigilance cum CPC) are to be manned by the members of Tripura Judicial Service in Grade-II and rest 3 posts are to be filled up by promotion *from the Secretary* to the Chief Justice & Judges and ***Assistant Registrar*** on the basis of merit in the ratio of 1:2 respectively.	As per the Tripura Judicial Service Rules in case of Members of the Judicial Service and minimum 3 years experience as ***Secretary* to the Chief Justice** & Judges and ***Assistant Registrar*** of the Service.	Pay Scale in own cadre in respect of Judicial Officers and Pay Band – 4 Rs.13575-37000/- with Grade Pay Rs.5600 for the Officers in case of the Service.
5	Assistant Registrar *(for short Asstt.Reg.)* *Asstt.Reg.(Vig.) -1* *Asstt.Reg.(Bench) -1* *Asstt.Reg.(Admn.) -2* *Asstt.Reg.(Acctts) -1* *Asstt.Reg. (Protocol) -1* *Asstt.Reg. (Statements) -1* *Asstt.Reg.(Court Officer's Sec.) -1*	8	Group-A Gazetted	By promotion from ***the post of Superintendent* Grade** on the basis of merit cum seniority of the Service.	Having minimum experience for 3 years in **any post of Superintendent Grade**	Pay Band - 4 Rs. 13575-37000/- with Grade Pay **Rs.4500.**
6	Superintendent *(for short Supdt.)* *Sr. Grade Translator -1* *Court Master -5* *Court Officer -1* *Supdt. (Acctts) -1* *Supdt. (Establishment) -1* *Supdt. (Vigilance & Statements) -1*	20	Group-B Gazetted	The post of Sr. Grade Translator be filled up by promotion from ***the post* of Junior Grade Translator** and **other posts of Superintendent Grade will be filled up by promotion from the post of Junior Grade Translator & other posts of Head Clerk Grade** on the basis of merit cum seniority in the ratio of 1:5 respectively.	Having 3 years experience **in the Head Clerk grade** with good knowledge in Court proceedings including Orders and Rules & Orders of the High Court in respect of Court Master and with good knowledge in respect of all Rules & Orders of the High Court and Service	Pay Band - 3 Rs.9570-30000/- with Grade Pay Rs.3500

	Supdt. (Criminal Sec.) -1 *Supdt. (Copying & Record Room) -1* *Supdt. (writ petition & writ appeal -1* *Supdt. (RFA) -1* *Supdt(RSA & Civil Rev.) -1* *Supdt. (Cause List) -1* *Supdt. (Filing & Stamp reporting) -1* *Supdt. (Store) -1* *Supdt. (Protocol) -1* *Supdt. (Rules & Recruitment) -1*				& Establishment matters in respect of others.	
	TOTAL	38				
	NON GAZETTED MINISTERIAL STAFF OF HEAD CLERK GRADE					
7.	Head Clerk/ Accountant *(for short HC/Acctt)* *Jr. Gd. Translator -5* *Commissioner of Affidavit -1* *HC(Establishment) -2* *Acctt.(Acctts.) -1* *HC(Record room) -1* *HC(Statements) -1* *HC(Vigilence) -1* *HC(Store) -1* *HC(Court Officer) -1* *HC(RSA/Civil Rev.) -2* *HC(RFA & Cause list)-1* *HC(Criminal) -1* *HC(Copying) -1* *HC(Writ petition) -1* *HC(Rules & Recruitment) -1*	21	Group-C Non-Gazetted	The posts of Jr. Gd. Translator be filled up by direct recruitment through competitive examination and other posts be filled up by promotion from ***the Senior Administrative Assistant*** on the basis of seniority cum merit.	For Jr. Grade Translator, Master Degree from a recognized University in any official language of the State with proficiency in English language or a Master Degree in English from a recognized University with proficiency in any official language of the State. Proficiency in the use of Computer is necessary. Due weightage will be given to a Law graduate. For rest of the posts having 3 years experience as ***Senior Administrative Assistant***	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.2400
	TOTAL	21				
	NON GAZETTED MINISTERIAL STAFF OF UDC GRADE					
8.	Senior Administrative Assistant	17	Group-C Non-Gazetted	By promotion from ***the Bench Assistant*** on the basis of seniority cum merit failing which, from ***the Junior Administrative Assistant*** on the basis of seniority cum merit. 10% of the total posts in Sr. A.A may be filled up by promoting **Graduate Restorer** having 7 years experience as ***Restorer*** on the basis of seniority after taking suitability test.	Having 3 years experience as ***Bench Assistant*** or ***Junior Administrative Assistant*** and 7 years experience for Graduate ***Restorer***	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.2100
	TOTAL	17				
	NON GAZETTED MINISTERIAL STAFF OF BENCH ASSISTANT GRADE					
9.	Bench Assistant	2	Group-C Non-Gazetted	By promotion from ***the Junior Administrative Assistant*** on the basis of seniority subject to rejection of unfit	Having 3 years experience as ***Junior Administrative Assistant***	Pay Band - 2 Rs. 5310-24000/- with Grade Pay Rs.2000
	TOTAL	2				

			NON GAZETTED MINISTERIAL STAFF OF LDC GRADE			
10.	Junior Administrative Assistant	41	Group-C Non-Gazetted	By direct recruitment after taking a competitive examination	1) Graduate from any recognized University. 2) Certificate course in computer word processing or equivalent with Typing Speed of 40 wpm on a computer.	Pay Band - 2 Rs. 5310-24000/- with Grade Pay Rs.1800
	TOTAL	41				

			OTHER NON GAZETTED GROUP-C STAFFS			
11.	Restorer	5	Group-C Non-Gazetted	By promotion from **Group-D** staff on the basis of seniority having required educational qualification after taking suitability test, failing which by direct recruitment after taking selection test.	Passed Madhyamik or equivalent examination.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1800
12	Driver	22	Group-C Non-Gazetted	By direct recruitment after taking selection test	1) Pass in standard VIII or equivalent 2) Having a validly issued commercial Driving License. 3) Qualify the Driving test.	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1800
13.	Record Arranger	3	**Group-C** Non-Gazetted	By promotion from the **Group-D Photocopier Operator, Jamadar & Duftry** on the basis of seniority subject to rejection of unfit.	Having 3 years experience as **Group-D Photocopier Operator, Jamadar & Duftry**	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1600
14.	Treasury Sarkar	1	**Group-C** Non-Gazetted	By promotion from **the Group-D Photocopier Operator, Jamadar & Duftry** on the basis of seniority subject to rejection of unfit.	Having 3 years experience as **Group-D Photocopier Operator, Jamadar & Duftry**	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1600
15.	Photocopier Operator [Nomenclature of existing 2 (two) posts of 'Duplicating Operator' is changed as 'Photocopier Operator'.]	4	**Group-C** Non-Gazetted	By promotion from **the Group-D Photocopier Operator, Jamadar & Duftry** on the basis of seniority with experience in operating photocopier machine, preferably from the post of Photocopier Operator in **Group-D** Grade subject to rejection of unfit.	Having 3 years experience as **Group-D Photocopier Operator, Jamadar & Duftry**	Pay Band - 2 Rs.5310-24000/- with Grade Pay Rs.1600
	TOTAL	35				

			GROUP -D STAFFS			
16.	Photocopier Operator	2	**Group-D** Non-Gazetted	By promotion from **the post of Peon/Orderly** on the basis of seniority with experience in operating photocopier machine subject to rejection of unfit.	Having 3 years experience as Peon/Orderly	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
17.	Jamader	5	**Group-D** Non-Gazetted	By promotion from **the post of Peon/Orderly** on the basis of seniority subject to rejection of unfit.	Having 3 years experience as the post of Peon/Orderly	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
18.	Duftry	2	**Group-D** Non-Gazetted	By promotion from **the post of Peon/Orderly** on the basis of seniority subject to rejection of unfit.	Having 3 years experience as the post of Peon/Orderly	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400
19.	Cook	4	**Group-D** Non-Gazetted	By direct recruitment after taking a selection test.	1) Standard VIII passed. 2) Experience in cooking. 3) Must be free from any contagious diseases.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1400

20.	Peon/Orderly	58	Group-D Non-Gazetted	By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	1) Standard VIII passed.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
21.	Mali	10	Group-D Non-Gazetted	By regularization of the existing DRW/ Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	1) Standard VIII passed and due weightage will be given to the candidates who have training/experience in horticulture/gardening from any Govt. Institution/Department/recognized nursery	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
22.	Cleaning Assistant (Earlier nomenclature 'Sweeper' is changed as 'Cleaning Assistant')	6	Group-D Non-Gazetted	By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test.	Standard VIII passed.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
23.	Electrician	1	Group-D Non-Gazetted	By direct recruitment after taking selection test.	1) Standard VIII passed. 2) ITI Certificate in the trade of electrician or at least 2 years experience in this trade	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
24.	Plumber	1	Group-D Non-Gazetted	By direct recruitment after taking selection test.	1) Standard VIII passed. 2) ITI Certificate in plumbing or at least 2 years experience in this trade.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
25.	Day/Night Guard	10	Group-D Non-Gazetted	By regularization of the existing DRW/ Contingent workers according to suitability, failing which by direct recruitment after taking selection test. Preference will be given to the Ex-serviceman.	1) Pass in standard VIII. 2) Good physique.	Pay Band - 1 Rs.4530-13000/- with Grade Pay Rs.1200
	TOTAL	99				

4. Amendment of Schedule-II

The existing Schedule-II of the Principal Rules shall be substituted with the followings:

CADRE AND PAY OF STENOGRAPHERS

Sl. No	Grade & Name of the post	Existing strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	Principal Secretary to the Hon'ble Chief Justice	1	*Group-A* Gazetted	By promotion from the Secretary to the Chief Justice and Judges on the basis of merit.	Having minimum experience for 2 years as Secretary to the Chief Justice and Judges or any other officer of this cadre as considered suitable by the Chief Justice.	Pay Band-4 Rs. 13575 -37000 G.P.Rs.5600 Will be entitled to get the benefit of ACP in the pay scale of HAG + SCALE Rs. 24625-40600 with Grade Pay Rs. 6500/ after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble Chief Justice.

2	Secretary to the Chief Justice and Judges	4	***Group-A*** Gazetted	By promotion from the Private Secretary-I on the basis of merit.	Having minimum experience for 3 years as Private Secretary-I.	Pay Band-4 Rs. 13575-37000 G.P. Rs.4800 Will be entitled to get the benefit of ACP in the pay scale of Pay band-4 Rs.13575-37000 with G.P. Rs.5600/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and perform-ance by the Hon'ble the Chief Justice.
3	Private Secretary-I	13	***Group-A*** Gazetted	By promotion from Private Secretary-II on the basis of merit cum seniority.	Having minimum experience for 2 years as Private Secretary-II.	Pay Band-4 Rs. 13575-37000 G.P.Rs.4500
4.	Private Secretary-II	7	***Group-B*** Gazetted	By promotion from Personal Assistant, on the basis of merit cum seniority failing which by direct recruitment after taking Written & Stenography Test.	Having minimum experience for 2 years as Personal Assistant in case of promotion and in case of direct recruitment Shorthand Speed at the rate of at least 120 words per minute and Typing Speed of 50 words per minute on a computer. Due weightage will be given to the Law Graduate.	Pay Band-3 Rs. 9570 -30000 G.P.Rs.3500
5.	Personal Assistant	14	***Group-B*** Non-Gazetted	By direct recruitment after taking Written & Stenography Test.	Graduation in any discipline form any recognized University having Shorthand Speed at the rate of at least 100 words per minute and Typing Speed of 40 words per minute on a computer. Due weightage will be given to the Law Graduate.	Pay Band-3 Rs.9570 -30000 G.P.Rs.3100
	TOTAL	39				

5. Amendment of Schedule-III

The existing Schedule-III of the Principal Rules shall be substituted with the followings:

CADRE AND PAY OF LIBRARIANS

Sl. No	Grade & Name of the post	Existing strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	Chief Librarian	1	***Group-A*** Gazetted	By promotion from Librarian-cum-Research Officer on the basis of merit cum seniority failing which by direct recruitment after taking competitive examination	1. Law degree. 2.Degree in Library Science. Having proficiency in computer. 3. In case of promotion 3 years experience as Librarian cum Research Officer.	Pay Band – 4 Rs.13575-37000/- with Grade Pay Rs.5600 Will be entitled to get the benefit of ACP in the pay scale of HAG + SCALE Rs.24625-40600 with Grade

						Pay Rs.6500/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble Chief Justice.
2.	**Librarian-cum-Research Officer**	1	*Group*-A Gazetted	By promotion from Assistant Librarian on the basis of merit cum seniority.	Degree in Law with minimum experience of 3 years as ***Assistant Librarian.***	Pay Band - 4 Rs. 13575-37000/- with Grade Pay Rs.4500 Will be entitled to get the benefit of ACP in the pay scale of Pay band-4 Rs. 13575-37000 with G.P. Rs. 4800/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble the Chief Justice.
3.	**Assistant Librarian**	2	***Group-C*** Non-Gazetted	By promotion from Library Assistant on the basis of merit cum seniority failing which by direct recruitment after taking competitive examination.	Degree in Law with degree or diploma in Library Science from a recognized University and having proficiency in the use of Computer. **In case of promotion 3 years experience as Library Assistant**	Pay Band - 2 Rs. 5310-24000/- with Grade Pay Rs.2400
4.	**Library Assistant**	3	***Group-C*** Non-Gazetted	By direct recruitment after taking competitive examination.	Graduate with degree or diploma in Library Science from any recognized University and having proficiency in the use of Computer.	Pay Band - 2 Rs. 5310-24000/- with Grade Pay Rs.2100.
	TOTAL	7				

6. Amendment of Schedule-IV

The existing Schedule-IV of the Principal Rules shall be substituted with the followings:

CADRE AND PAY OF COMPUTER SECTION

Sl. No	Grade & Name of the post	Existing strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	System Analyst	1	***Group-A*** Gazetted	By promotion from Programmer on the basis of merit cum seniority failing which by direct recruitment after taking competitive examination	Having experience for 3 years as Programmer in case of promotion. In case of direct recruitment candidates must have the following qualifications: - a) Master Degree in computer science or computer related subject from any recognized University OR	Pay Band-4 Rs.13575-37000 With Grade Pay Rs.4500 Will be entitled to get the benefit of ACP in the pay scale of Pay band-4 Rs.13575-37000 with G.P. Rs.4800/- after 5 years of

					B.E in any discipline with working knowledge of Windows Operating System, UNIX, LINUX, application Software such as Office Package (2000/XP/Vista), Open Office, working knowledge in Language:- VB6, Java 1.3, RBDMS:- SQL Server Web base programming language:- Html, Sevelet, Applet, ASP & JSP Exposure in Hardware & Networking Experience to setup an Office Network (Internet) will be preferred.	continuous service from the date of joining in that post on appraisal of his work and performance by the Chief Justice.
2.	Programmer	2	*Group-B* Non Gazetted	By promotion from Senior Computer Assistant on the basis of merit cum seniority, failing which by direct recruitment after taking competitive examination.	Having experience for 3 years as Sr. Computer Assistant in case of promotion. In case of direct recruitment candidates must have the following qualifications: - Bachelor of Engineering (B.E.) in any Discipline with DCA & 1 year experience in Computer Programming/B.E./ B.Tech. in Computer Science / MCA/M.Sc (Computer Science) from an AICTE approved University. **OR** Bachelor Degree in computer science or computer related subject from any recognized University.	Pay Band-3 Rs.9570-30000 With Grade Pay Rs.3100
3.	**Sr. Computer Assistant**	2	*Group-C* Non-Gazetted	By direct recruitment after taking competitive examination.	1) Bachelor Degree in any discipline from any recognized University. 2) 1(One) year diploma course in computer science or 'O' level course passed from DOEACC. / 1 year diploma course from any institution accredited by DOEACC.	Pay Band-2 Rs.5310-24000, With Grade Pay Rs.2100
	TOTAL	**5**				

7. Amendment of Paragraph 12 of Appendix-A.

In Explanation (3) of paragraph 12 of Appendix-A of the Principal Rules, the words *"Class I member of the Service"* be substituted with the words ***"Group-A Officers of the Service holding the posts of Registrar General & Registrar"***

By Order

Sd/-

(M. CHAKRABARTI)

REGISTRAR GENERAL

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/13-16/ 13709 Dated, Agartala, the 30th July, 2016

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura has been pleased to make the following rules to further amend the High Court of Tripura Services (Appointments, Conditions of Service and Conduct) Rules, 2014, namely :

1. **Short Title and Commencement** :

(1) These Rules may be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Second Amendment), Rules 2016".

(2) They shall come into force with immediate effect.

2. **Amendment of Schedule-II**

In the High Court of Tripura Services (Appointments, Conditions of Service and Conduct) Rules, 2014, against serial no.1, for Column 5, 6 & 7 relating to methods of recruitment, qualification and scale of pay for the post of Principal Secretary to Hon'ble the Chief Justice, the following shall be substituted, namely;

SCHEDULE-II

Sl. No	Grade & Name of the post	Existing strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
1.	Principal Secretary to Hon'ble the Chief Justice	1	*Group-A* Gazetted	**The post may be filled up by an Officer of Grade-I of Tripura Judicial Service on deputation or by promotion from the post of Secretary to the Chief Justice and Judges who may be considered suitable for the post by Hon'ble the Chief Justice.**	**As per Tripura Judicial Service Rules in case of a Judicial Officer and in case of others the candidate must have qualifying service of 2 years as Secretary to the Chief Justice and Judges subject to the overall suitability of the candidate for the post.**	**Pay of his own cadre in case of Judicial Officer and in case of others** Pay Band-4 Rs. 15600 -39100 G.P.Rs.7600/-. Such promotee will be entitled to the benefit of ACP in the pay scale of HAG + SCALE Rs. 37400-67000 with Grade Pay Rs. 8700/- after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the Hon'ble Chief Justice.

By Order

Sd/-

(S. G. CHATTOPADHYAY)
REGISTRAR GENERAL

No.F.3(35)-HC/13-16/13710-733 Dated, Agartala, the 30th July, 2016

Copy to:-

1. The LR & Secretary, Government of Tripura, Agartala.
2. The Accountant General, Tripura, Agartala.

3. The Registrar (Vigilance), High Court of Tripura, Agartala.
4. The Registrar (Judicial), High Court of Tripura, Agartala.
5. The District & Sessions Judges, Unakoti Judicial District, Kailashahar/Gomati Judicial District, Udaipur/West Tripura Judicial District, Agartala/South Tripura Judicial District, Belonia/North Tripura Judicial District, Dharmanagar.
6. The Registrar (Admn.) High Court of Tripura, Agartala.
7. The Joint Registrar, High Court of Tripura, Agartala.
8. All Deputy Registrars, High Court of Tripura, Agartala.
9. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
10. The Chief Librarian, High Court of Tripura, Agartala.
11. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala.
12. The Secretary to the Registrar General, High Court of Tripura, Agartala.
13. The System Analyst, High Court of Tripura, Agartala for uploading the said Notification in the official Website of the High Court.
14. The Manager, Government Press, Agartala. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and to send at least 5 (five) copies of the same to the undersigned after publication.
15. The Superintendents, Establishment/Accounts Section, High Court of Tripura, Agartala.
16. Concerned file(s).

30.7.16

(S. G. CHATTOPADHYAY)
REGISTRAR GENERAL

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2018/ 10105 Dated, Agartala, the 18th June, 2018

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble Chief Justice of the High Court of Tripura, do hereby makes the following rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, namely:—

1. **Short title and Commencement:**

   (1) These Rules may be called the **'High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (Third amendment) Rules, 2018.**

   (2) They shall come into force immediately.

2. **Amendment of Schedule – I**

   In Schedule I of the **'High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, for** the words **"Photocopier Operator [Nomenclature of existing 2(two) posts of 'Duplicating Operator' is changed as 'Photocopier Operator'.]"** appearing in column 2 against Sl.No.15, the following shall be substituted, namely:—

   "Senior Photocopier Operator"

By order
Sd/-
(S.G.Chattopadhyay)
Registrar General

No. F. 3(35)-HC/2018/10106-138 Dated, Agartala, the 18th June, 2018
Copy to:

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretaries to Hon'ble Judges, High Court of Tripura, Agartala.
3. The LR & Secretary, Law, Government of Tripura, Agartala.
4. The Director, Tripura Judicial Academy, High Court of Tripura, Agartala.
5. **The District & Sessions Judge,**
   South Tripura Judicial District, Belonia / North Tripura Judicial District, Dharmanagar / Gomati Judicial District, Udaipur /West Tripura Judicial District, Agartala/ Unakoti Judicial District, Kailashahar.

6. The Registrar (Vigilance), High Court of Tripura, Agartala.
7. The Registrar (Judicial), High Court of Tripura, Agartala.
8. The Registrar (Admn. P& M), High Court of Tripura, Agartala.
9. The Sr. Protocol Officer, High Court of Tripura, Agartala.
10. The Joint Registrar, High Court of Tripura, Agartala.
11. The Deputy Registrar (Judicial)-cum-CPC, High Court of Tripura, Agartala.
12. All Deputy Registrars, High Court of Tripura, Agartala.
13. The Chief Librarian, High Court of Tripura, Agartala.
14. All Assistant Registrars, High Court of Tripura, Agartala.
15. The System Analyst, for uploading the notification in the official website of the High Court of Tripura, Agartala.
16. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.
17. The Superintendent, Establishment Section/Accounts Section, High Court of Tripura, Agartala.
18. Concerned file(s).

18.06.18

Registrar General

No. 996 Registered No. N. E. 930.

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, October 12, 2018 A. D., Asvina 20, 1940 S. E.

PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA.

No. F.3(35)-HC/18/17308-54 Dated, Agartala, the 10th October, 2018.

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Chief Justice of the High Court of Tripura with the approval of the Governor do hereby make the following rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, namely:—

1. (1) These Rules may be called, '**The High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (third amendment) Rules, 2018.**

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

2. in rule 2 of '**The High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014,** hereinafter referred to as the 'Principal Rules', after clause (b), the following shall be inserted, namely:—

   (1)"(c) **'Court Manager'** means an Officer appointed as per procedure laid down in schedule V for discharging the functions and responsibilities laid down under these rules"

   (2) Existing clauses (c),(d),(e),(f),(g),(h),(i),(j),(k) & (l) in the 'Principal Rules' shall be renumbered as (d),(e),(f),(g),(h),(i),(j),(k),(l) & (m) respectively.

   (3) in clause, (k) of Rule 2 of the 'Principal Rules' hereinabove renumbered as (l), after the words 'Schedule IV', the words, 'Schedule V' shall be inserted.

3. in rule 4, sub-rule(1) of the 'Principal Rules', after the words 'Schedule IV', the words, 'Schedule V' shall be inserted.

4. in the 'Principal Rules', after Rule 21, the following Rules shall be inserted, namely:—

"**<u>21A. Conditions of Service of Court Managers</u>**:

(1) After appointment, the posting of the Court Managers shall be made by the Chief Justice.

(2) The Court Managers may be transferred from one district court to another or from High Court to District Court or vice versa by the Chief Justice.

(3) Every person appointed to the post of Court Manager shall have to undergo training as may be prescribed by the High Court from time to time.

(4) Any other Conditions of Service which is not specifically provided for shall be within the absolute discretion of the Chief Justice.

21. B. Functions & Responsibilities of Court Managers:

(1) The Court Manager shall work under the control of the Registrar General in case of appointment in the High Court or of the District Judge in the case of posting in the District, as the case may be.

(2) The Court Manager shall facilitate to establish the performance standards applicable to the Court, including of Timeliness, Efficiency, Quality of Court performances; Infrastructure; Human Resources; Access to Justice; as well as for Systems for Court Management and Case Management, based on applicable directives of Superior Courts, SCMSC & NCMSC.

(3) He will carry out an evaluation of the compliance of the Court Orders with such standards, identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates etc. and also perform the following duties and responsibilities:

(4) **Planning** :

(i) In consultation with the stakeholders of a court including the Bar, ministerial staff, Executive Agencies, prosecutors/police/process serving agencies and court users, prepare and update annually a 5-year court wise Court Development Plan(CDP);

(ii) Monitor the implementation of the CDP and report to superior authorities on progress;

(5) **Information and Statistics**

(i) Ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court;

(ii) Ensure that reports on statistics are duly completed and provided to High Court as required;

(6) **Court Management**

(i) Ensure that the process and procedures of the court including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.

(ii) The Court Manager will render assistance to the Judges to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial functions.

(7) **Budget Management**

Preparation of budget, supervising the proper utilization of the budget allocations received for different purposes from the State Government as well as Central Government.

(8) **E- Management**

Implementation and managing requirements under e-Courts Project which includes data entry initiation as well as managing the service roll out under e-Courts project.

(9) **Data Management**

(i) Ensuring that statistics on all aspects of functioning of the Courts are properly complied and reported accurately and promptly.
(ii) Ensuring proper generation of reports of statistics and timely submission of all returns to the High Court.
(iii) Ensuring proper data feeding into National Judicial Data Grid.

(10) **Case Management**

Ensure that case management systems fully comply with 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.

(11) **Responsiveness Management: Access to Justice; Legal Aid and User Friendliness**

Ensure that the court meets standards established by the High Court on access to justice, legal aid and users friendliness.

(12) **Quality Management**

Ensure that the court meets quality of adjudication standards established by the High Court.

(13) **Human Resource Management**

Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.

(14) **Core Systems Management**

Ensure that the core systems of the courts, documentation management; utilities management; infrastructure and facilities management; financial systems management (audits, accounts, payments) are established and function effectively

(15) **IT Systems Management**

(i) Ensure that the IT systems of the court comply with the standards established by the High Court and are fully functional.
(ii) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.

(16) **Residuary Matters**

With regard to matters not specifically covered hereinabove, the Court Manager shall be governed by the directions of the Hon'ble Chief Justice issued from time to time."

5. (1) in the 'Principal Rules', in column 5, against serial no.3 of Schedule IV, for the words, "by direct recruitment after taking competitive examination" the following shall be substituted, namely:—

" by promotion of the eligible System Assistant from e-courts services in terms of seniority cum merit **or** by direct recruitment through Competitive Examination"

(2) in the 'Principal Rules', for the words appearing in column 6, against serial no.3, in Schedule IV, the following shall be substituted, namely:—

"in case of promotion from the post of System Assistant under eCourts Services, the candidate must have 4(four) years of service as System Assistant and in case of direct recruitment, through competitive examination, the candidate must have **(i)** Bachelor degree in any discipline from any recognized university/ institution with **(ii)** 1(one) year Diploma in Computer Application accredited by DOEACC and at least two years of post qualification experience in computerization / relevant field.".

6. in the 'Principal Rules', after Schedule IV, the following Schedule shall be inserted, namely:—

"[SCHEDULE V]

1	2	3	4	5	6
Sl. No.	Name of the post	Classification	Methods of recruitment	Qualifications	Scale of pay
01.	Court Manager	Group–A Gazetted	Appointment to the post of Court Manager shall be made by direct recruitment through written examination followed by viva voce as per procedure laid down in **Appendix-B** appended to these Rules. A Selection Committee constituted by the Hon'ble Chief Justice shall conduct the selection process and recommend to the Hon'ble Chief Justice names of suitable candidates for appointment to the post on the basis of their performance in the written test and viva voce.	A candidate having the following Qualifications will be eligible for appointment as a Court Manager:- B.Tech in Computer Science / Information Technology with a degree in MBA from recognized University/ Institute or MBA in Finance / HR and with 1(one) year Diploma in Computer science accredited by DOEACC having at least two years of experience in managerial capacity. Preference shall be given to the candidates having experience in the field of law.	Entry pay per month Rs.56,700/- in the pay matrix level 15 of Tripura State Civil Services (Revised Pay) Rules, 2017, subject to revision by the State Government from time to time.

7. in the 'Principal Rules' after Appendix-A, the Appendix-B shall be inserted namely:—

"**APPENDIX-B**

Selection Process of Court Manager

1. FORM OF APPLICATION

To
The Registrar General
High Court of Tripura
Agartala

Sir,
I propose my candidature, to consider for appointment to the post of Court Manager

1. Name (In Capital Letters) :-
2. Name of Parents(Father) :-
   (Mother) :-
   (If lady, then name of husband) :-
3. Address :-
4. Date of Birth (Attach Certificate, may that be a copy of Secondary School examination Certificate) :-
5. Details of Educational Qualifications Including the qualifications in Computer :-
   (i)
   (ii)
   (iii)
   (iv)
   (v)
   (vi)
   (Attach copies of statement of marks or grades secured in the examination concerned)
6. Experience
   (Specify details and attach copies of certificates) :-
7. If subjected to any criminal case, give necessary details and particulars :-
8. If, is/was party to any civil litigation (give necessary details and particulars) :-
9. Particulars of the application fee (Postal Order/ Demand Draft) :-
10. Email address of candidate Mobile/Landline No. :-

SIGNATURE OF CANDIDATE

DECLARATION:

The details and particulars given above by me are true and correct to my personal knowledge. I have neither concealed nor misrepresented any relevant fact.

SIGNATURE OF CANDIDATE
(FULL NAME OF CANDIDATE)

2. Advertisement:

Application for the post of Court Manager shall be invited by publishing advertisement in 2(two) local newspapers; one in Bengali and another in English having wide circulation and on website of the High Court and also by affixation on the notice board of the High Court as well as of the District Courts.

3. The Scrutiny of Application:

The Applications received in response to the advertisement shall be scrutinized in the Registry and Admit Cards shall be issued for written examination to the candidates who will be found eligible to appear in the written examination after scrutiny of their applications.

4. Examination fee:

There shall be examination fee of Rupees 500/-(five hundred) for the candidates of UR category and Rupees 250/-(two hundred and fifty) for the reserved category of candidates which shall be deposited by IPO or Bank draft payable to the Register General, High Court of Tripura.

5. Travel Expense:

No TA/DA will be payable to the candidates for attending the written examination, Interview & Project Report etc.

6. Selection process:

Whole selection process shall be conducted in two phases namely (1) Written Examination & (2) Interview & Project Report.

The written examination shall consist of an Objective Type (multiple choices) Examination consisting of 3(three) papers with breakup of marks as follows:

Phase -1		
Sl.No.	Paper –I (2 hours duration) **Subject components**	Maximum marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer skills	100

Sl.No	Paper –II (45 minutes duration) **Subject components**	Maximum marks
2.	General Knowledge, English, Legal Knowledge & General Aptitude	50
Sl.No	Paper –III (45 minutes duration) **Subject components**	Maximum marks
3.	Official language of the state of Tripura	50

Phase -2		
Sl.No.	Subject Components	Maximum marks
1	Interview & Project Report	50

The Objective Type (multiple choices) Examination will consist of 3(three) papers on OMR (Optical Mark Recognition) answer sheet. Paper –III shall be of qualifying in nature and marks secured therein shall not be counted in arriving at the total aggregate of marks obtained.

For every correct answer in the Written Examination, the candidate will be awarded 1(one) mark. There shall be no negative mark for wrong answer. The question(s) not attempted will receive no credit or discredit. Candidates have to secure at least 30% marks out of 50 marks to qualify in the official language paper (Paper-III).

No candidate shall be considered to have qualified in Paper-I & II unless he/she obtains minimum 50% marks in the aggregate , provided that there will be relaxation of 5% in Paper-I & Paper –II for reserved category of candidates. Those candidates who qualify in the Written Examination (Phase-1), shall be called (in the ratio of 1:3 i.e. 3 candidates for 1 vacancy in order of merit) for interview & Project Report after checking of original documents/ testimonials etc. Interview shall be of 50 marks.

Interview & Project Report:

After declaration of Result of the Written Examination , Interview shall be held at High Court of Tripura campus and / or at other places as notified /decided by the High Court of Tripura, on the dates which shall be notified on the website of High Court of Tripura.

Before interview, every candidate, by providing him 7(seven) days, shall be asked to prepare a short project report on a given topic /subject communicated through email/SMS or by other means of communication as decided by the

High Court. The candidate shall have to submit/send it to the Registrar General so as to reach at least four days prior to the interview. Such project report shall be evaluated by the interview Board during the interview. The Interview & Project Report shall be of 50 marks and minimum 30 marks have to be secured by the candidate to be finally selected.

7. Final Selection List/Result:

Result shall be declared and published on the official website and also the Notice Board of the Hon'ble High Court of Tripura. The Selection list so prepared shall be valid for One year.

8. Elimination of Exam Materials:

Due to scarcity of space, used /unused answer sheets and all other examination materials shall be eliminated after 3(three) months of publication of the Final Selection List. High Court of Tripura reserves the right to alter/ change any of the stipulations indicated in the advertisement.

9. Exam Schedule etc.:

Shortly after closure of receipt of the applications, the list of candidates who will be provisionally allowed to appear in the written examination will be published in the official website of the High Court of Tripura along with a Notification containing other details. Any changes will be notified in advance in the website of the High Court. Candidates should visit the website regularly for latest updates and information."

By order,
Sd/-
(S.G.Chattopadhyay)
Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2019/2695 **Dated, Agartala, the 4th February, 2019**

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble Chief Justice of the High Court of Tripura, does hereby make the following rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, namely:—

1. Short title and Commencement:

(i) These Rules may be called the 'High Court of Tripura Services (Appointment, Conditions of Service and Conduct) **(5th Amendment) Rules, 2019.**

(ii) They shall come into force immediately.

2. Amendment of Rule-7

In Rule-7 of the 'High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, hereinafter referred to as to Principal Rules, after sub-rule (2), the following shall be inserted, namely ;-

"(3) One post of Junior Administrative Assistant out of the total sanctioned posts may be filled up by a suitable candidate by direct recruitment on the recommendation of the Chief Justice for his residential secretariat"

3. Amendment of Schedule – I

(1) In Schedule I of the Principal Rules, for the table under the Heading, **'NON-GAZETTED MINISTERIAL STAFF OF LDC GRADE'** with regard to appointment of Junior Administrative Assistant, the following shall be substituted, namely ;-

"

10	Junior Administrative Assistant	41	Group-C Non-Gazetted	By direct recruitment after taking competitive examination. One post of Junior Administrative Assistant out of the total sanctioned posts may be filled up by a suitable candidate by direct recruitment on the recommendation of the Chief Justice for his Residential Secretariat.	1.For direct recruitment through competitive examination the candidate must have the following qualifications – (i) Graduate from a recognized university. (ii) Certificate course in computer word processing or equivalent from a recognized university/institute with typing speed of 40 words per minute on computer. 2.For direct recruitment on the recommendation of the Chief Justice for his residential Secretariat, the candidate must have the following qualification- Post Graduation in any discipline from a recognized university / institute.	Pay in the Level-7 of Pay Matrix as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018

",

By order
Sd/-
(S.G.Chattopadhyay)
Registrar General

No.F.3(35)-HC/2019/2696-723 **Dated, Agartala, the 4th February, 2019**

Copy to:

1. The Principal Secretary to His Lordship, Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to His Lordship, Hon'ble Mr. Justice S.Talapatra, Judge, High Court of Tripura, Agartala.
3. The Secretary to His Lordship, Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
4. The LR & Secretary, Law, Government of Tripura, Agartala.
5. The Registrar (Vigilance), High Court of Tripura, Agartala.
6. The Registrar (Judicial), High Court of Tripura, Agartala.
7. The Registrar (Admn. P & M), High Court of Tripura, Agartala.
8. The Joint Registrar, High Court of Tripura, Agartala.
9. The Deputy Registrar (Judicial)-cum-CPC, High Court of Tripura, Agartala.
10. All Deputy Registrars, High Court of Tripura, Agartala.
11. The Chief Librarian, High Court of Tripura, Agartala.
12. All Assistant Registrars, High Court of Tripura, Agartala.
13. The System Analyst, for uploading the notification in the official website of the High Court of Tripura, Agartala.
14. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.
15. The Superintendent, Establishment Section/Recruitment & Rules/Accounts Section, High Court of Tripura, Agartala.
16. Concerned file(s).

4.2.19

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2022/2606 Dated, Agartala, the 28th January, 2022

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, with the approval of the Governor has been pleased to make the following rules to further amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 namely:-

1. **Short Title and Commencement:**

(1) These Rules may be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) **(6th Amendment) Rules, 2022**".

(2) They shall come into force with immediate effect.

(1). **Amendment of Schedule-II**

In Column 7 of Schedule-II against serial No.3 of the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, after the words "***Pay Band-4 Rs.13575-37000 with Grade Pay Rs.4500/-***", the following shall be inserted, namely;

"***Will be entitled to the benefit of ACP in the Pay Scale of PB-4 Rs.15600-39100 with Grade Pay of Rs.6800/- after 5 years of continuous service from the date of joining in the post on appraisal of work and performance by Hon'ble the Chief Justice.***"

By Order
Sd/-
(D.M.Jamatia)
Registrar General

No.F.3(35)-HC/2022/2607-28 Dated, Agartala, the 28th January, 2022

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge, High Court of Tripura, Agartala.
3. The Secretary to Hon'ble Mr. Justice T.Amarnath Goud, Judge, High Court of Tripura, Agartala.
4. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
5. The Secretary to Hon'ble Mr. Justice S.G.Chattopadhyay, Judge, High Court of Tripura, Agartala.
6. The Accountant General, Tripura, Agartala.
7. The Principal Secretary, Finance Department, Government of Tripura, Agartala.
8. The LR & Secretary, Law, Government of Tripura, Agartala.
9. The Private Secretary to the Registrar General, High Court of Tripura, Agartala.
10. The Registrar (Vigilance), High Court of Tripura, Agartala.
11. The Registrar (Judicial), High Court of Tripura, Agartala.
12. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
13. The Joint Registrar, High Court of Tripura, Agartala.
14. The Deputy Registrar(s), High Court of Tripura, Agartala.
15. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action.
16. All Private Secretary-I, High Court of Tripura, Agartala.
17. The Assistant Registrar(s), High Court of Tripura, Agartala.
18. The System Analyst, High Court of Tripura, Agartala for uploading the notification in the official website of the High Court of Tripura, Agartala.
19. The Treasury Officer, Treasury No.-II, Agartala.
20. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.
21. The Superintendant, Establishment Section/Recruitment & Rules/ Accounts Section, High Court of Tripura, Agartala.
22. Concerned File(s).

28/1/22

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2022/ 13078

Dated, Agartala, the 25th May, 2022

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble Chief Justice of the High Court of Tripura, do hereby makes the following rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 namely:-

1. **Short Title and Commencement:**

(i) These Rules may be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) **(7th Amendment) Rules, 2022".**

(ii) They shall come into force with immediate effect.

(2). **Amendment of Schedule-I**

In Serial No. 6 of Schedule-I of the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, the words appearing in the column 'Methods of recruitment' **"The post of Sr. Gd. Translator be filled up by promotion from the post of Junior Grade Translator and other Posts of Superintendent Grade will be filled up by promotion from the post of Junior Grade Translator & other posts of Head Clerk Grade on the basis of merit cum seniority in the ratio of 1:5 respectively."** shall be substituted by the following:-

"The post of Superintendent grade including one Sr. Grade Translator will be filled up by promotion from the post of Junior Grade Translator and Head Clerk grade on the basis of merit cum seniority in the ratio of 1:10 respectively. However, the post of Senior Grade Translator must be filled up from the post of Junior Grade Translator."

By Order
Sd/-

(D.M.Jamatia)
Registrar General

No.F.3(35)-HC/2022/13079-133 Dated, Agartala, the 25th May, 2022

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge, High Court of Tripura, Agartala.
3. The Secretary to Hon'ble Mr. Justice T.Amarnath Goud, Judge, High Court of Tripura, Agartala.
4. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
5. The Secretary to Hon'ble Mr. Justice S.G.Chattopadhyay, Judge, High Court of Tripura, Agartala.
6. The Accountant General, Tripura, Agartala.
7. The LR & Secretary, Law, Government of Tripura, Agartala.
8. The Private Secretary to the Registrar General, High Court of Tripura, Agartala.
9. The Registrar (Vigilance), High Court of Tripura, Agartala.
10. The Registrar (Judicial), High Court of Tripura, Agartala.
11. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
12. The Joint Registrar, High Court of Tripura, Agartala.
13. The Deputy Registrar(s), High Court of Tripura, Agartala.
14. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action.
15. All Private Secretary-I, High Court of Tripura, Agartala.
16. The Assistant Registrar(s), High Court of Tripura, Agartala.
17. The System Analyst, High Court of Tripura, Agartala for uploading the notification in the official website of the High Court of Tripura, Agartala.
18. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.
19. All Superintendents, Sr. Grade Translator, Court Officer, Court Masters, High Court of Tripura, Agartala.
20. Concerned File(s).

25/5/22

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.4(22)-HC/2022/ 20675 / Dated, Agartala, the 18th August, 2022

ORDER

In pursuant to Memorandum No.F.23(11)-GA(P&T)/2022 dated 11.07.2022 issued by the General Administration (P&T) Department, Govt. of Tripura, the Hon'ble High Court has been pleased to relax 02 (two) years in upper age limit for all categories of candidates in case of direct recruitment in the establishment of High Court of Tripura and all the Courts under Subordinate Judiciary as one time measure with prospective effect and shall remain in force from the date of issue of this Order till 30th June, 2023.

By order,
sd/-
(D.M.Jamatia)
Registrar General

No.F.4(22)-HC/2022/ 20676-719/ Dated, Agartala, the 18th August, 2022

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretaries to Hon'ble Judges, High Court of Tripura, Agartala.
3. The Director, Tripura Judicial Academy, Agartala;
4. The LR & Secretary, Law, Government of Tripura, Agartala;
5. **The District & Sessions Judge**, Dhalai Judicial District, Ambassa/ North Tripura Judicial District, Dharmanangar/ Sepahijala Judicial District, Sonamura/ West Tripura Judicial District, Agartala/ Gomati Judicial District, Udaipur/ South Tripura Judicial District, Belonia/ Khowai Judicial District, Khowai/ Unakoti Judicial District, Kailashahar for information and compliance.
6. The Registrar (Vigilance), High Court of Tripura, Agartala.
7. The Registrar (Judicial), High Court of Tripura, Agartala.
8. **The Judge, Family Courts**, Khowai, Khowai Judicial District/ Agartala, West Tripura Judicial District/ Kailashahar, Unakoti Judicial District/ Sonamura, Sepahijala Judicial District/ Ambassa, Dhalai Judicial District / Dharmanangar, North Tripura Judicial District / Belonia, South Tripura Judicial District / Udaipur, Gomati Judicial District for information and compliance.
9. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
10. The Joint Registrar, High Court of Tripura, Agartala.
11. The Deputy Registrar(s), High Court of Tripura, Agartala.
12. The Chief Librarian, High Court of Tripura, Agartala.
13. The Assistant Registrar(s), High Court of Tripura, Agartala.
14. The System Analyst, High Court of Tripura, Agartala, High Court of Tripura, Agartala.
15. The Superintendant Estt./ Rules & Recruitment/ Accounts, High Court of Tripura, Agartala.
16. All Concerned.

18/8/22
Registrar General

HIGH COURT OF TRIPURA

AGARTALA

No.F.3(35)-HC/2023/261 Dated, Agartala, the 4th January, 2023

NOTIFICATION

In exercise of powers conferred by Article 229 of the Constitution of India, the Hon'ble Chief Justice (Acting) of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 :-

1. Short Title and Commencement:

(1) These Rules will be called **the "HIGH COURT OF TRIPURA SERVICES (APPOINTMENT, CONDITIONS OF SERVICE AND CONDUCT) (8TH AMENDMENT) RULES, 2023".**

(2) They shall come into force with immediate effect.

2. AMENDMENT OF RULE 19

(i) Rule 19 of the Principal Rules shall be renumbered as Rule 19(1);

(ii) In the Principal Rules, in Rule 19, after Sub-Rule (1), Sub-Rule (2) shall be inserted as follows:

"(2) Notwithstanding anything contained in Sub-Rule (1) above, the High Court shall have the power to assess and evaluate the records of its Officers and Ministerial Staff for their continued utility in service upto the age of 60 years.

(a) *The potential for continued utility shall be assessed and evaluated by an appropriate Committee of Judges of the High Court, constituted and headed by the Chief Justice and the evaluation shall be made on the basis of the employee's past record of service, character role, quality of work and other relevant matters.*

(b) *The High Court shall undertake and complete the exercise well within time, before the employee attains the age of 58 years.*

(c) *In case the employee is found fit for being given the benefit of extended age of superannuation, the High Court shall issue necessary order on the recommendation of the appropriate committee of the Judges of the High Court.*

3. INSERTION OF RULE 24 A

After Rule 24 of the Principal Rules, the following new Rule shall be inserted –

"***24A. RETIREMENT IN PUBLIC INTEREST***

(1) *The Chief Justice or an appropriate committee of Judges of the High Court constituted by Him in this regard shall review the career progress and other attributes of all employees of the High Court.*

(2) *If the Chief Justice or the appropriate committee is of the opinion that it is in the public interest to do so, shall have the absolute right to retire any employee of the High Court by giving him/her notice of not less than 3 (three) months in writing or 3 (three) months pay and allowances in lieu of the such notice:*

(a) *If the employee is in Group-A or Group-B Gazetted service or posted in a substantive, quasi permanent or temporary capacity and had entered the service before*

attaining the age of 35 years, after he/she has attained the age of 50 years.

(b) In any other case, after the employee has attained the age of 55 years."

Provided that nothing in this Rule shall prevent the imposition of compulsory retirement upon an employee at any time other than those mentioned in this Rule.

4. AMENDMENT IN SCHEDULE –I

(i) In the Table "**Gazetted Officers**" in Schedule-I COMMON CADRE AND PAY OF OFFICERS & MINISTERIAL STAFF OF THE PRINCIPAL RULES, the words appearing in the column "**Methods of recruitment**" for **Sl. No. 4** of the table shall be substituted by the following :-

"Out of 5 posts 2 posts of Deputy Registrar (Judicial) & Deputy Registrar (Vigilance-cum-CPC) are to be manned by the Members of Tripura Judicial Service in Grade-II and rest 3 posts are to be filled up by promotion from the Secretary to the Chief Justice & Judges and Assistant Registrar on the basis of merit in the ratio of 1:2 respectively. In case of Assistant Registrar, ACRs of last 3 years are to be considered and the officers having minimum "One Very Good" grading out of 3 ACRs will be considered. His character and integrity should be beyond doubt during the years of eligibility. The Assistant Registrars eligible for promotion shall have to appear for suitability test before an appropriate committee of Judges of the High Court as may constituted by the Chief Justice for this purpose."

(ii) In the Table "**Gazetted Officers**" in Schedule-I COMMON CADRE AND PAY OF OFFICERS & MINISTERIAL STAFF OF THE PRINCIPAL RULES, the words appearing in the column "**Methods of recruitment**" for **Sl. No. 5** of the table shall be substituted by the following :-

"By promotion from the post of Superintendent Grade on the basis of merit cum seniority of the service. ACRs of last 3 years of the eligible employees of Superintendent Grade to be considered and the ***employees having minimum "One Very Good" grading out of 3 ACRs will be considered. His character and integrity should be beyond doubt during the years of eligibility. The Superintendents eligible for promotion shall have to appear for suitability test before an appropriate committee of Judges of the High Court as may be constituted by the Chief Justice for this purpose."***

By order
Sd/-
(V. Pandey)
Registrar General

No.F.3(35)-HC/2023/262-306 *Dated, Agartala, the 4th January, 2023*

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice (Acting), High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
3. The LR & Secretary, Law, Government of Tripura, Agartala.
4. The Private Secretary to the Registrar General, High Court of Tripura, Agartala.
5. The Director, Tripura Judicial Academy, Narsingarh, Agartala.
6. The Registrar (Vigilance), High Court of Tripura, Agartala.
7. The Registrar (Judicial), High Court of Tripura, Agartala.
8. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
9. The Joint Registrar, High Court of Tripura, Agartala.
10. The Deputy Registrar(s), High Court of Tripura, Agartala.
11. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action.
12. The Assistant Registrar(s), High Court of Tripura, Agartala.
13. The System Analyst, High Court of Tripura, Agartala for uploading the notification in the official website of the High Court of Tripura, Agartala.

14. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.

15. All Superintendants, High Court of Tripura, Agartala.

16. Concerned File(s).

Digitally signed by VISHWAJEET PANDEY
Date: 2023.01.04 17:49:31 +05'30'

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.3(35)-HC/2023/13830 **Dated, Agartala, the 23rd May, 2023**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 :-

1. Short Title and Commencement:

(1) These Rules will be called the "**HIGH COURT OF TRIPURA SERVICES (APPOINTMENT, CONDITIONS OF SERVICE AND CONDUCT) (9TH AMENDMENT) RULES, 2023**".

(2) They shall come into force with immediate effect.

2. AMENDMENT OF RULE 25

In the Principal Rules, Rule 25, shall be substituted by the following words:

"25. Fresh engagement post retirement–

(1) Ordinarily no retired member of the service (Gazetted Officers as well as Non-Gazetted Officials of the Registry including Group-D Staff) shall be re-employed.

(2) However, if the Chief Justice is of the opinion that it is absolutely necessary in the exigency of service, the Chief Justice may engage a retired member of the service (Gazetted officers as well as Non-Gazetted officials of the Registry including Group-D Staff) on stipend for such period as may be fixed at the discretion of the Chief Justice which may be extended to a maximum period of two years subject to the satisfactory performance of duties allotted to the member concerned.

(3) The above mentioned stipend shall be as follows:

(a) For Gazetted Officers: Rs.40,000/- per month.

(b) For Non- gazetted officials-

(i) Non-gazetted Ministerial Staff: Rs.20,000/- per month.

(ii) Group-D Staff: Rs. 15,000/- per month

(4) Rates of stipend shall be subject to revision by the Chief Justice as and when the Chief Justice thinks it appropriate."

By order,

Sd/-
(**Vishwajeet Pandey**)
Registrar General

No.3(35)-HC/2023/13831-80 **Dated, Agartala, the 23rd May, 2023**

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
2. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;
3. The Private Secretary-I to the Registrar General, High Court of Tripura, Agartala;
4. The Director, Tripura Judicial Academy, Agartala;
5. The LR & Secretary, Law Deptt., Government of Tripura, Agartala;
6. The Registrar (Vigilance), High Court of Tripura, Agartala;
7. The Registrar (Judicial), High Court of Tripura, Agartala;
8. The Registrar (Admn. P& M), High Court of Tripura, Agartala;
9. The Joint Registrar, High Court of Tripura, Agartala;
10. The Deputy Registrar(s), High Court of Tripura, Agartala;
11. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;
12. The Assistant Registrar(s), High Court of Tripura, Agartala;
13. The System Analyst, High Court of Tripura, Agartala for uploading the notification in the official website of the High Court of Tripura, Agartala;
14. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication;
15. All Superintendents, High Court of Tripura, Agartala; and
16. Concerned File(s).

Digitally signed by VISHWAJEET PANDEY
Date: 2023.05.23 16:42:04 +05'30'

Registrar General

No.309 Registered No. N. E. 930.

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, February 16, 2024 A. D., Magha 27 , 1945 S. E.

PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2024/3188 Dated, Agartala, the 8th February, 2024

NOTIFICATION

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')*** :-

1. **Short Title and Commencement:**

(i) These Rules will be called the **"HIGH COURT OF TRIPURA SERVICES (APPOINTMENT, CONDITIONS OF SERVICE AND CONDUCT) (10th AMENDMENT) RULES, 2024".**

(ii) They shall come into force with immediate effect.

2. **AMENDMENT OF RULE 2**

The existing Rule 2(l) of the Principal Rules shall be substituted with the following words:

"Members of the Service" include the officers and other employees appointed or deemed to have been appointed to the different cadres of the service mentioned in Schedule-I, Schedule-IA, Schedule-II, Schedule-III, Schedule-IV and Schedule-V.

3. **AMENDMENT OF RULE 4**

The existing Rule 4(1) of the Principal Rules shall be substituted with the following words:

There shall be five cadres in the service and the name of the post, classification/grade and strength of the service in each cadre shall be as specified in Schedule-I, Schedule-IA, Schedule-II, Schedule-III, Schedule-IV and Schedule-V.

4. **AMENDMENT OF SCHEDULE-I**

The Sl. No. 6 & 7 of existing Schedule-I of the Principal Rules shall be substituted with the followings:

SCHEDULE – I

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
6.	**Superintendent** *(for short Supdt.)* *Court Master-5* *Court Officer -1* *Supdt. (Accounts)-1* *Supdt. (Establishment)-1* *Supdt. (Rules & Recruitment)-1* *Supdt. (Vigilance & Statements)-1* *Supdt. (Criminal Sec.)-1* *Supdt. (Copying & Record Room) -1* *Supdt. (Writ Petition & Writ Appeal)-1* *Supdt. (RFA)-1* *Supdt.(Cause List)-1* *Supdt.(Filing & Stamp Reporting)-1* *Supdt.(Store)-1* *Supdt.(Protocol)-1* *Supdt.(RSA & Civil Rev.)-1*	19	**Group-B Gazetted**	The Posts of Superintendent Grade will be filled up by Promotion from the post of Head Clerk Grade on the basis of merit cum seniority	Having 3 years experience **in the Head Clerk Grade** with good knowledge in Court proceedings including Orders and Rules & Orders of the High Court in respect of Court Master and with good knowledge in respect of all Rules & Order of the High Court and Service & Establishment matters in respect of others.	PB-3 of Rs.10230-34800/- with grade pay Rs.4800/-
7.	**Head Clerk/ Accountant** *(for short HC/Acctt)* *Commissioner of Affidavit -1* *HC(Establishment) -2* *Acctt. (Acctts.) -1* *HC(Record room) -1* *HC(Statements) -1* *HC(Vigilance) -1* *HC(Store) -1* *HC(Court Officer) -1* *HC(RSA/Civil Rev.) -2* *HC(RFA & Cause List) -1* *HC(Criminal) -1* *HC(Copying) -1* *HC(Writ Petition) -1* *HC(Rules & Recruitment)-1*	16	**Group-C Non-Gazetted**	The posts of Head Clerk be filled up by promotion from the Senior Administrative Assistant on the basis of seniority cum merit.	Having 3 years experience as Senior Administrative Assistant.	PB-2 of Rs. 5700-24000/-with Grade Pay Rs.4200/-

5. INSERTION OF SCHEDULE-I(A)

The following Schedule shall be inserted after the Schedule-I of the Principal Rules:

SCHEDULE – I(A)

CADRE AND PAY OF TRANSLATORS

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of Pay
1.	Special Officer	01	Group-A Gazetted	By promotion form the post of Chief Translator on the basis of merit cum seniority	Having minimum experience for 3 years in the post of Chief Translator.	PB-4 of Rs.15600-39100/- with grade pay Rs.7600/-
2.	Chief Translator	01	Group-A Gazetted	By promotion form the post of Senior Grade Translator on the basis of merit cum seniority	Having minimum experience for 3 years in the post of Senior Grade Translator	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-
3.	Senior Grade Translator	01	Group-B Gazetted	By promotion form the post of Junior Grade Translator on the basis of merit cum seniority	Having minimum experience for 3 years in the post of Junior Grade Translator	PB-3 of Rs.10230-34800/- with grade pay Rs.4800/-
4.	Junior Grade Translator	05	Group-C Non-Gazetted	By direct recruitment	Master Degree from a recognized University in any official language of the State with proficiency in English language or a Master Degree in English from a recognized University with proficiency in any official language of the State. Proficiency in the use of Computer is necessary. Due weightage will be given to a Law graduate.	PB-2 of Rs.5700-24000/- with grade pay Rs.4200/-

6. AMENDMENT OF SCHEDULE-IV

The existing Schedule-IV of the Principal Rules shall be substituted with the followings:

SCHEDULE – IV

CADRE AND PAY OF COMPUTER SECTION

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of Pay
1.	Senior System Analyst	01	Group-A Gazetted	By promotion from the post of System Analyst on the basis of merit cum seniority of the service.	Having minimum experience for 5 years in the post of System Analyst.	Pay Band-4 of Rs.15600-39100/- with grade pay Rs.7600/-.
2.	System Analyst	02	Group-A Gazetted	By promotion from programmer on the basis of merit cum seniority, failing which by direct recruitment through competitive examination.	Having experience for 3 years as Programmer in caseof promotion. In case of direct recruitment candidate must have the following qualification: a) Master's Degree in Computer Science from any recognized University OR Bachelor of Engineering in any discipline with working knowledge of Windows Operating System, Unix, Linux, application Software such as Office Package (2000/XP/Vista), Open Office, working knowledge in Language:- VB6, Java 1.3, RBDMS:- SQL Server Web base programming language:- Html, Sevelet, Applet, ASP & JSP Exposure in Hardware & Networking experience to set up an Office Network (Internet) will be preferred.	Pay Band-4 of Rs.15600-39100/- with grade pay Rs.6600/-.

3.	**Programmer**	03	Group-B Non-Gazetted	By promotion from the Senior Computer Assistant on the basis of merit cum seniority, failing which by direct recruitment through competitive examination.	Having experience for 3 years as Senior Computer Assistant in case of promotion. In case of direct recruitment candidate must have the following qualifications:- Bachelor of Engineering (BE) in any Discipline with DCA & 1 year experience in Computer Programming/B. Tech. in Computer Science/MCA/ M. Sc. (Computer Science) from an AICTE approved University or Bachelor Degree in Computer science from any recognized University.	Pay Band -3 of Rs. 10230-34800/- with Grade Pay Rs.4600/-.
4.	**Senior Computer Assistant**	03	Group-C Non-Gazetted	By direct recruitment through Competitive Examination.	(i) Bachelor Degree in any discipline from any recognized university. (ii) 1(one) year Diploma course in Computer science or 'O' level course passed from DOEACC or NIELIT / 1 year diploma course from any institution accredited by DOEAAC or NIELIT.	Pay Band -2 Rs.5700-24000/- with Grade Pay Rs.2800/-

By order,

Sd/-

(Vishwajeet Pandey)
Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3 (35)-HC/2024/18237 **Dated, Agartala, 2nd August, 2024**

N O T I F I C A T I O N

In exercise of the powers conferred by Article 229 of the Constitution of India, the Hon'ble Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 *(herein after referred as the 'Principal Rules')* :-

1. Short Title and Commencement:

(i) These Rules will be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (11th Amendment) Rules, 2024".

(ii) They shall come into force with immediate effect.

2. Amendment of Rule 14:

Rule 14 of the Principal Rules shall be substituted with the following words:

"14. Promotion –

Promotion to the higher post/grade in all the cadres of the service shall be made on the basis of merit, merit-cum-seniority, seniority-cum-merit or seniority subject to rejection of unfit as specified in the schedules:

Provided that suitability test for promotion to certain posts may be taken as may be prescribed by the Chief Justice.

Notwithstanding anything to the contrary contained herein before, promotion to all Group–A Gazetted Posts of the High Court service is subject to Suitability Test to be taken by a Committee as may be constituted by the Chief Justice. The officials having "one very good" grading out of 03 ACRs shall only be considered for promotion. Character and integrity of the

Officials on the promotional fray has to be beyond doubt during the years of eligibility.**"**

By order,

Sd/–

(**Vishwajeet Pandey)**
Registrar General

No.F.3 (35)-HC/2024/18238–54 **Dated, Agartala, 2nd August, 2024**

Copy to:-

(01) The Principal Secretary to the Hon'ble Chief Justice, High Court of Tripura, Agartala;
(02) The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;
(03) The Personal Assistant attached to the Registrar General, High Court of Tripura, Agartala;
(04) The Registrar (Vigilance), High Court of Tripura, Agartala;
(05) The Director, Tripura Judicial Academy, Agartala;
(06) The LR & Secretary, Law Deptt., Government of Tripura, Agartala;
(07) The Registrar (Judicial), High Court of Tripura, Agartala;
(08) The Registrar (Admn. P&M), High Court of Tripura, Agartala;
(09) The Joint Registrar, High Court of Tripura, Agartala;
(10) The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;
(11) The Deputy Registrar(s), High Court of Tripura, Agartala;
(12) The Assistant Registrar(s), High Court of Tripura, Agartala;
(13) The System Analyst, High Court of Tripura, Agartala for uploading the Notification in the official website of the High Court;
(14) The Manager, Government Press, Agartala, Tripura. **He is requested to publish the Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 05(five) copies of the same to the undersigned after publication;**
(15) All the Superintendents/Court Masters/Sr. Grade Translator, High Court of Tripura, Agartala;
(16) Recruitment Cell, High Court of Tripura, Agartala; and
(17) File(s) concerned.

Digitally signed by VISHWAJEET PANDEY
Date: 2024.08.02 15:30:58 +05'30'

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2025/31078 **Dated, the 15th December, 2025**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')*** :-

1. Short Title and Commencement:

(i) These Rules will be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (12th Amendment) Rules, 2025".

(ii) They shall come into force with immediate effect.

2. Amendment of Schedule – I

(i) In Schedule–I appended to the Principal Rules, in the table under the heading "**NON GAZETTED MINISTERIAL STAFF OF UDC GRADE**", against the post of **Senior Administrative Assistant**, for the words *"10% of the total posts in Sr.A.A. may be filled up by promoting Graduate Restorer having 7 years experience as Restorer on the basis of seniority after taking suitability test"*, the following shall be substituted:

"10% of the total posts in Sr.A.A. may be filled up by promoting Graduate Restorer having 7 years experience as Restorer on the basis of seniority."

(ii) In Schedule–I appended to the Principal Rules, in the table under the heading "**OTHER NON GAZETTED GROUP–C STAFF**", against the post of **Restorer**, for the words *"By promotion from Group–D staff on the basis of seniority having required educational qualification after taking suitability test, failing which*

by direct recruitment after taking selection test", the following shall be substituted:

"By promotion from Group–D staff on the basis of seniority having required educational qualification, failing which by direct recruitment after taking selection test."

(iii) In Schedule–I appended to the Principal Rules, in the table under the heading "**GROUP–D STAFF**", against the posts of **Peon/Orderly, Mali, Cleaning Assistant and Day/Night Guard**, for the words "*By regularization of the existing DRW/Contingent workers according to suitability, failing which by direct recruitment after taking selection test*", wherever they occur, the following shall be substituted:

"By regularization of the existing DRW/Contingent Workers, having 03(three) years' experience as DRW/Contingent Worker, as per seniority, failing which by Direct Recruitment after taking selection test."

By order,

Sd/–

(**Vishwajeet Pandey)**
Registrar General

No.F.3(35)-HC/2025/31079–94 **Dated, the 15th December, 2025**

Copy to:-

01. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
02. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;
03. The PS–II attached to the Registrar General, High Court of Tripura, Agartala;
04. The LR & Secretary, Law Deptt., Government of Tripura, Agartala;
05. The Registrar (Admn. P & M), High Court of Tripura, Agartala;
06. The Registrar (Vigilance), High Court of Tripura, Agartala;
07. The Registrar (Judicial), High Court of Tripura, Agartala;
08. The Joint Registrar, High Court of Tripura, Agartala;

09. The Deputy Registrar(s), High Court of Tripura, Agartala;
10. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;
11. The Assistant Registrar(s), High Court of Tripura, Agartala;
12. The System Analyst, High Court of Tripura, Agartala for uploading the Notification in the official website of the High Court of Tripura;
13. The Manager, Government Press, Agartala, Tripura. He is requested to publish the Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication;
14. All Superintendents/Court Masters/Sr. Grade Translator, High Court of Tripura, Agartala;
15. The Recruitment Cell, High Court of Tripura, Agartala; and
16. Concerned File(s).

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)–HC/2026/3382 **Dated, the 10th February, 2026**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')*** :-

01. Short Title and Commencement:

(i) These Rules will be called the "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (13th Amendment) Rules, 2026".

(ii) They shall come into force with immediate effect.

02. Insertion of Appendix – C

In the Principal Rules, after the Appendix–B, the following Appendix–C shall be inserted:

"APPENDIX–C

(Selection Process of the posts to be recruited through Direct Recruitment)

JR. ADMINISTRATIVE ASSISTANT

Applications for the post of Junior Administrative Assistant shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Screening Test and (ii) Type Test on Computer & Written Test (English).

Phase – 1		
Sl. No.	**Written Screening Test (Objective Type)** **(Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**: English, General Knowledge, Aptitude, Reasoning, Basic Computer Knowledge etc.	100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the		

case of reserved category candidates, shall be called for the Type Test on Computer, followed by a Written Test (English). The ratio of candidates to be shortlisted through Written Screening Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for the Type Test on Computer followed by Written Test (English).		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Type Test (English) on Computer Environment	20
02.	Written Test (English) to evaluate writing skills and overall language proficiency Subject components: English Comprehension, Précis Writing, Paragraph Writing, Letter Writing, Translation from Bengali to English and vice versa, Writing Ability etc.	30
The minimum qualifying marks in the Phase – 2 Test shall be 60%.		

DRIVER

Applications for the post of Driver shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Driving Test.

Phase – 1		
Sl. No.	**Written Test (Objective Type)** **(Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**: General Knowledge, General English, Current Affairs, Aptitude etc.	100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Driving Test. The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Driving Test).		
Phase – 2		

Sl. No.	Subject components	Maximum Marks
01.	Driving Test	25
The minimum qualifying marks in the Driving Test shall be 60%.		

GROUP–D STAFF (COOK)

Applications for the post of Cook shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in a single phase, namely:

Skill Test on Cooking (Practical Examination): Marks: **100**

Assessment Criteria shall include:

(1) Preparation of Dishes (as prescribed by the Selection Committee)
(2) Taste, quality and presentation of food
(3) Hygiene and cleanliness during preparation and handling of food
(4) Time management and efficiency
(5) Basic knowledge of nutrition and balanced diet
(6) Basic knowledge of different kinds of spices and cooking ingredients

Candidates must secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, to be considered for selection.

OTHER GROUP–D STAFF (ENTRY LEVEL POST)

(In case posts are filled up by direct recruitment)

Applications for the post of Group–D (Entry Level Post) shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Viva Voce (Interview).

Phase – 1		
Sl. No.	**Written Test (Objective Type) (Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**: General Knowledge, General English, Current Affairs,	75

	Aptitude etc.	
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Viva Voce (Interview). The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Viva Voce (Interview).		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Viva Voce (Interview)	25
The minimum qualifying marks in the Viva Voce (Interview) shall be 30%. **Note:** For recruitment to the posts of Mali, Electrician and Plumber, there shall be no Viva Voce (Interview). Instead, a separate Skill Test carrying 25 marks shall be conducted to assess proficiency in the relevant trade. The minimum qualifying marks shall be 30%.		

DAILY RATED WORKER (D.R.W.)

Applications for the post of Daily Rated Worker (D.R.W.) shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Viva Voce (Interview).

Phase – 1		
Sl. No.	**Written Test (Objective Type)** **(Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**: General Knowledge, General English, Current Affairs, Aptitude etc.	75
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Viva Voce (Interview). The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Viva Voce (Interview).		
Phase – 2		

Sl. No.	Subject components	Maximum Marks
01.	Viva Voce (Interview)	25
The minimum qualifying marks in the Viva Voce (Interview) shall be 30%.		

JUNIOR GRADE TRANSLATOR

Applications for the post of Junior Grade Translator shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Viva Voce (Interview).

Phase – 1		
Sl. No.	**Written Test (Duration: 3 hours)**	**Maximum Marks**
01.	**Subject components**:	
	General English Subject components: English Comprehension, Précis Writing, Paragraph Writing, Letter Writing, Translation from Bengali to English and vice versa, Writing Ability etc.	75
	General Knowledge, Aptitude, Reasoning, Basic Computer Knowledge etc.	25
TOTAL		100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Viva Voce (Interview). The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Viva Voce (Interview).		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Viva Voce (Interview)	25

The minimum qualifying marks in the Viva Voce (Interview) shall be 30%

PERSONAL ASSISTANT

Applications for the post of Personal Assistant shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Stenography Test (Dictation & Transcription).

Phase – 1		
Sl. No.	**Written Test (Objective and/or Subjective Type) (Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**:	
	English	75
	General Knowledge, Aptitude, Reasoning, Basic Computer Knowledge etc.	25
TOTAL		100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Stenography Test (Dictation & Transcription). The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Stenography Test (Dictation & Transcription).		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Stenography Test (English) (Dictation & Transcription) (Dictation: 10 minutes and Transcription: 25 minutes)	25
The minimum qualifying marks in the Stenography Test shall be 70%.		

LIBRARY ASSISTANT

Applications for the post of Library Assistant shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Viva Voce (Interview).

Phase – 1		
Sl. No.	**Written Test (Objective Type)** **(Duration: 2 hours)**	**Maximum Marks**
01.	**Subject components**: General Knowledge, General English, Current Affairs, Aptitude, Library Science, Basic Computer Knowledge etc.	100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Viva Voce (Interview). The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Viva Voce (Interview).		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Viva Voce (Interview)	25
The minimum qualifying marks in the Viva Voce (Interview) shall be 30%		

SR. COMPUTER ASSISTANT

Applications for the post of Sr. Computer Assistant shall be invited by publishing advertisement in 2(two) local newspapers: one in Bengali and one in English having wide circulation within the State, on the websites of the High Court as well as the District Courts and by affixation of the same on the Notice Board of the High Court.

The entire selection process shall be conducted in two phases, namely, (i) Written Test and (ii) Viva Voce (Interview) & Skill Test.

Phase – 1

Sl. No.	Written Test (Objective Type) (Duration: 2 hours)	Maximum Marks
01.	**Subject components**: General Knowledge, General English, Current Affairs, Aptitude, Knowledge of Computer Science and allied matters etc.	100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Viva Voce (Interview) & Skill Test. The ratio of candidates to be shortlisted through Written Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for Viva Voce (Interview) & Skill Test.		
Phase – 2		
Sl. No.	**Subject components**	**Maximum Marks**
01.	Viva Voce (Interview)	25
02.	Skill Test (Practical Demonstration: Knowledge of software as well as hardware)	25
The minimum qualifying marks in the Phase – 2 Test shall be 70%.		

Residuary Power–

Notwithstanding anything contained in this Appendix, the Hon'ble Chief Justice shall have the power to **modify, vary, relax, amend or alter** the selection process prescribed herein, including the mode, stages, syllabus, distribution of marks, or qualifying criteria, in whole or in part, **at any stage of the recruitment process**, if so required in the interest of administration or for reasons to be recorded.**"**

This is issued in supersession of the earlier Notification No.F.3(35)–HC/ 2026/2040, dated 29th January, 2026 issued by the Registry.

By order,

Sd/–

(Vishwajeet Pandey)
Registrar General

No.F.3(35)–HC/2026/3383–400 **Dated, the 10th February, 2026**

Copy to:-

01. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
02. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;

03. The PS–II attached to the Registrar General, High Court of Tripura, Agartala;
04. The LR & Secretary, Law Deptt., Government of Tripura, Agartala;
05. The Registrar (Admn. P & M), High Court of Tripura, Agartala;
06. The Registrar (Vigilance), High Court of Tripura, Agartala;
07. The Registrar (Judicial), High Court of Tripura, Agartala;
08. The Joint Registrar, High Court of Tripura, Agartala;
09. The Deputy Registrar(s), High Court of Tripura, Agartala;
10. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;
11. The Assistant Registrar(s), High Court of Tripura, Agartala;
12. The System Analyst, High Court of Tripura, Agartala for uploading the Notification in the official website of the High Court of Tripura;
13. The Manager, Government Press, Agartala, Tripura. He is requested to publish the Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication;
14. All Superintendents/Court Masters/Sr. Grade Translator, High Court of Tripura, Agartala;
15. The Recruitment Cell, High Court of Tripura, Agartala; and
16. Concerned File(s).

Registrar General

No.2026832 Registered No. N. E. 930.

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Thursday, May 14, 2026 A. D. Vaisakha 24, 1948 S.E.

PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2026/12124 **Dated, Agartala, the 13th May, 2026**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')***:-

1. Short Title and Commencement:

(i) These Rules shall be called the **"High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (14th Amendment) Rules, 2026".**

(ii) They shall come into force with immediate effect.

2. AMENDMENT OF SCHEDULE–IV

The existing Schedule-IV of the Principal Rules shall be substituted with the followings:

SCHEDULE – IV

CADRE AND PAY OF COMPUTER SECTION

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of Pay
1.	Senior System Analyst	01	Group-A Gazetted	By promotion from the post of System Analyst on the basis of merit cum seniority of the service.	Having minimum experience for 5 years in the post of System Analyst.	Pay Band-4 of Rs.15600-39100/- with grade pay Rs.7600/-.
2.	System Analyst	02	Group-A Gazetted	By promotion from programmer on the basis of merit cum seniority, failing which by direct recruitment through competitive examination.	Having experience for 5 years as Programmer in case of promotion. In case of direct recruitment candidate must have the following qualifications: (I) Master's Degree in Computer Science from any recognized University. (II) 3(three) years (full-time) working experience in the relevant field in any Govt. Department or Multinational Company or Private Limited Company.	Pay Band-4 of Rs.15600-39100/- with grade pay Rs.6600/-.

3.	**Programmer**	03	Group-B Non-Gazetted	By promotion from the Senior Computer Assistant on the basis of merit cum seniority, failing which by direct recruitment through competitive examination.	Having experience for 5 years as Senior Computer Assistant in case of promotion. In case of direct recruitment candidate must have the following qualifications:- (I) B.E. / B.Tech. in Computer Science / Information Technology or MCA from any recognized University. (II) 2(two) years (full-time) working experience in the relevant field in any Govt. Department or Multinational Company or Private Limited Company.	Pay Band -3 of Rs. 10230-34800/- with Grade Pay Rs.4600/-.
4.	**Senior Computer Assistant**	03	Group-C Non-Gazetted	By direct recruitment through Competitive Examination.	B.E. / B.Tech. in Computer Science / Information Technology or MCA from any recognized University	Pay Band -2 Rs.5700-24000/- with Grade Pay Rs.2800/-

By order,

Digitally signed by ANGSHUMAN DEBBARMA
Date: 2026.05.13 11:09:47 +05'30'

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.44(11)(a)–HC/2026/15061 **Dated, the 29th June, 2026**

ORDER

His Lordship Hon'ble the Chief Justice has been pleased to order that, henceforth, the following procedure shall be followed in respect of reporting and acceptance of the Annual Confidential Reports (ACRs) of all Secretaries, Private Secretaries–I, Private Secretaries–II and Personal Assistants attached to the Hon'ble Chief Justice and the Hon'ble Judges of the High Court–

(01) In respect of the Annual Confidential Reports (ACRs) of the Secretary, Private Secretary–I, Private Secretary–II and Personal Assistant attached to the Hon'ble Chief Justice, both the Reporting Authority and the Accepting Authority shall be the Hon'ble Chief Justice.

(02) In respect of the Annual Confidential Reports (ACRs) of the Secretary, Private Secretary–I, Private Secretary–II and Personal Assistant attached to the Hon'ble Judges, the concerned Hon'ble Judge shall be the Reporting Authority.

(03) In respect of the Annual Confidential Reports (ACRs) of the Secretary, Private Secretary–I, Private Secretary–II and Personal Assistant attached to the Hon'ble Judges of the High Court, the Hon'ble Chief Justice shall be the Accepting Authority.

By order,

Sd/–

(**Angshuman Debbarma**)
Registrar General

No.F.44(11)(a)–HC/2026/15062–79 **Dated, the 29th June, 2026**

Copy to:

01. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
02. The Secretary to Hon'ble Mr. Justice Dr. T. Amarnath Goud, Judge, High Court of Tripura, Agartala;
03. The Secretary to Hon'ble Mr. Justice S. Datta Purkayastha, Judge, High Court of Tripura, Agartala;
04. The Secretary to Hon'ble Mr. Justice Biswajit Palit, Judge, High Court of Tripura, Agartala;
05. The Private Secretary–II attached to the Registrar General, High Court of Tripura, Agartala;
06. The Registrar (Admn., P & M), High Court of Tripura, Agartala;
07. The Registrar (Vigilance), High Court of Tripura, Agartala;
08. The Registrar (Judicial), High Court of Tripura, Agartala;
09. The Joint Registrar, High Court of Tripura, Agartala;
10. The Deputy Registrars, High Court of Tripura, Agartala;
11. The Chief Librarian, High Court of Tripura, Agartala;
12. The Assistant Registrars, High Court of Tripura, Agartala;
13. The System Analyst, High Court of Tripura, Agartala;
14. All Superintendents/Court Masters/Sr. Grade Translator-cum-I/C. Paper Book Section, High Court of Tripura, Agartala;
15. All relevant Files.

29/06/26

Registrar General

No. 20261482 **Registered No. N. E. 930.**

TRIPURA GAZETTE

सत्यमेव जयते

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, August 14, 2026 A. D., Sravana 23, 1948 S. E.

PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.ces.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2026/19079 **Dated, Agartala, the 13th August, 2026**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')***:-

1. Short Title and Commencement:

(i) These Rules shall be called the "**High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (15th Amendment) Rules, 2026**".

(ii) They shall come into force with immediate effect.

2. Amendment of Rule 7

The existing Rule 7 of the Principal Rules shall be substituted with the followings:

"**7. Method of Recruitment and other qualifications, etc.-**

(1) The method of recruitment, qualification and other matters relating to the appointment and promotion in the service shall be as specified in the Schedules.

(2) 15% of the total vacancies in the post of Junior Administrative Assistant may be filled up by promoting graduate Group – C & Group – D employees holding the posts of Restorer, Record Arranger, Treasury Sarkar, Photocopier Operator, Jamader, Duftry, Cook, Peon/Orderly, Mali, Cleaning Assistant, Electrician, Plumber & Day/Night Guard having five years of continuous service on the basis of seniority. In case suitable candidates are not found to be appointed by promotion then the post shall be filled up by direct recruitment.

(3) One post of Junior Administrative Assistant out of the total sanctioned posts may be filled up by a suitable candidate by direct recruitment on the recommendation of the Chief Justice for his residential secretariat."

By order,

Sd/–

(Angshuman Debbarma)
Registrar General

No.F.3(35)-HC/2026/19080–96 **Dated, Agartala, the 13th August, 2026**

Copy to:-

(01) The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;

(02) The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;

(03) The Private Secretary–II attached to the Registrar General, High Court of Tripura, Agartala;

(04) The LR & Secretary, Law Department, Government of Tripura, Agartala;

(05) The Registrar (Admn., P & M), High Court of Tripura, Agartala;

(06) The Registrar (Vigilance), High Court of Tripura, Agartala;

(07) The Registrar (Judicial), High Court of Tripura, Agartala;

(08) The Joint Registrar, High Court of Tripura, Agartala;

(09) The Deputy Registrars, High Court of Tripura, Agartala;

(10) The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;

(11) The Assistant Registrars, High Court of Tripura, Agartala;

(12) The System Analyst, High Court of Tripura, Agartala for uploading the Notification in the Official Website of the High Court of Tripura;

(13) The Librarian-cum-Research Officer, High Court of Tripura, Agartala for taking necessary steps for uploading of this Notification in the e-Gazette portal;

(14) The Publisher, Tripura Gazette, Tripura Government Press, Agartala for publication of the above Notification in the next issue of the Tripura Gazette;

(15) All Superintendents/Court Masters/Sr. Grade Translator-cum-I/C. Paper Book Section, High Court of Tripura, Agartala;

(16) The Recruitment Cell, High Court of Tripura, Agartala;

(17) Concerned File(s).

Digitally signed by ANGSHUMAN DEBBARMA
Date: 2026.08.13 12:59:36 +05'30'

Registrar General

No.20261698 Registered No. N. E. 930.

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Thursday, September 24, 2026 A. D., Asvina 2, 1948 S.E.

PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2026/22123 September 21, 2026

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Tripura with the approval of the Governor do hereby make the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 (***herein after referred as the 'Principal Rules'***) :-

1. Short Title and Commencement:

(i) These Rules will be called the **"HIGH COURT OF TRIPURA SERVICES (APPOINTMENT, CONDITIONS OF SERVICE AND CONDUCT) (16th AMENDMENT) RULES, 2026".**

(ii) They shall come into force with Immediate effect.

2. <u>INSERTION IN RULE 21A.</u>

In the existing Rule 21A. "Conditions of Service of Court Managers" of the Principal Rules, after sub-rule (4), the following Rule shall be inserted, namely:-

(5) The Court Manager shall be directly recruited by the Hon'ble High Court of Tripura and shall remain under the control of the High Court.

3. <u>INSERTION IN RULE 21.B.</u>

In the existing Rule 21.B. "Functions & Responsibilities of Court Managers" of the Principal Rules, after sub-rule (16), the following Rules shall be inserted, namely:-

(17) **Qualification for direct recruitment & Strength:**

No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he or she possesses the qualifications as shown in 5th Column of the Table shown in "[Schedule - V]".

The Cadre Strength of the Service on the date of insertion of these rules shall be as shown in 7th Column of the Table shown in "[Schedule -V]"

Provided that the number of posts of Court Managers for the state may be increased by the State Government with the concurrence of the High Court, as and when necessary.

(18) **Age:**

No person shall be recruited as a Court Manager if he or she is less than 25 (twenty-five) years and is above 38 (thirty-eight) years as on the last date fixed for receipt of applications.

(19) In addition to the mentioned duties, the Court Manager shall discharge and perform such other duties as may be assigned to him or her by the Registrar General or the District Judge concerned, as the case may be.

4. AMENDMENT OF SCHEDULE -V

The existing Schedule-V of the Principal Rules shall be substituted with the followings:

"[SCHEDULE-V]"

1	2	3	4	5	6	7
SL. No.	Name of the Post	Classification of post	Methods of recruitment	Qualification	Scale of Pay	Number of posts
1.	Court Manager	Group-B Gazetted	Appointment to the post Court Manager shall be made by direct recruitment through written examination followed by viva voce as per procedure laid down in Appendix-B appended to this Rules. A Selection Committee constituted by the Hon'ble Chief Justice shall conduct the selection process and recommend to the Hon'ble Chief Justice names of suitable candidates for appointment to the post on the basis of their performance in the written test and viva voce	No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he or she possesses the following qualifications: 1. Bachelor Degree in any stream with a Degree in MBA from recognized University 2. At least 02(two) years of experience in managerial capacity 3. Good computer application, people and communication skill having at least 6 months Diploma in Computer Application 4. Preference shall be given to the candidates having experience in the field of law	Entry pay per month Rs. 47600/- in the pay matrix level 13 of Tripura State Civil Service Revised Pay (First Amendment) Rules, 2018, subject to revision by the State Government from time to time They shall be entitled to ACP & other benefits as per Tripura State Civil Service Revised Pay Rules, 2017, subject to revision by the State Government from time to time	09(nine) posts [01(one) post for the High Court of Tripura and 08(eight) posts for the Districts of Tripura

By order

Sd/-

(Angshuman Debbarma)

Registrar General

HIGH COURT OF TRIPURA
AGARTALA

F.No.44(1)(C)-HC/2026/ 22268 September 22, 2026

ORDER

In the interest of the smooth and efficient functioning of the Registry, Hon'ble the Chief Justice has been pleased to approve that henceforth the designations of the staff members entrusted with duties in the Protocol Section be renamed, , as indicated below:

a. Post of Head Clerk **as Protocol Officer;**
b. Posts of Sr. A.A./ Jr. A.A. **as Assistant Protocol Officer;**
c. Post of Group-D **as Protocol Assistant.**

In this regard, necessary notification(s), as and when required, may accordingly be issued by the Protocol Section from time to time.

Sd/-
(Sankar Lal Dutta)
Registrar (Admn., P&M)

F.No.44(1)(C)-HC/2026/ 22269-82 September 22, 2026

Copy to:

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
2. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;
3. The Private Secretary-II attached to the Registrar General, High Court of Tripura, Agartala;
4. The Registrar (Vigilance), High Court of Tripura, Agartala;
5. The Registrar (Judicial), High Court of Tripura, Agartala;
6. The Joint Registrar, High Court of Tripura, Agartala;
7. The Deputy Registrars, High Court of Tripura, Agartala;
8. The Chief Librarian, High Court of Tripura, Agartala for information and necessary action;
9. The Assistant Registrars, High Court of Tripura, Agartala;
10. The Chief Translator, High Court of Tripura, Agartala;
11. All Superintendents/Court Masters/Sr. Grade Translator-cum-I/C. Paper Book Section, High Court of Tripura, Agartala;
12. Concerned File(s).

22.09.26

Registrar (Admn., P&M)

No.20261737 Registered No. N. E. 930.

TRIPURA GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Thursday, October 1, 2026 A. D. Asvina 9, 1948 S. E.

PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA

No.F.3(35)-HC/2026/22558 **Dated, the 24th September, 2026**

N O T I F I C A T I O N

In exercise of powers conferred by Article 229 of the Constitution of India, **Hon'ble the Chief Justice of** the High Court of Tripura, do hereby makes the following Rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 ***(herein after referred as the 'Principal Rules')***:

1. **Short Title and Commencement**:

(i) **These Rules will be called the** "High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (17th Amendment) Rules, 2026".

(ii) They shall be deemed to have come into force with effect from 17.06.2014 i.e. the date when the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 came into force.

2. **Amendment of Schedule – I**

The entries against Sl. Nos. 5 and 6 in Schedule I to the Principal Rules shall be substituted by the following:

Sl. No.	Grade & Name of the Post	Existing Strength	Classification of post	Methods of recruitment	Qualification	Scale of pay
	GAZETTED OFFICERS					
5.	**Assistant Registrar** *(for short Asstt. Reg.)* *Asstt Reg (Vig.) - 1* *Asstt. Reg. (Bench) - 1* *Asstt. Reg. (Admn.) - 2* *Asstt. Reg. (Acctts) - 1* *Asstt Reg (Protocol) - 1* *Asstt. Reg. (Statements) - 1* *Asstt. Reg. (Court Officer's Sec.) - 1*	8	Group – A Gazetted	By promotion from the post of Superintendent Grade on the basis of merit cum seniority of the service.	Having minimum experience for 3 years in any post of Superintendent Grade.	Pay Band – 4 Rs.15600 – 39100/- with Grade Pay Rs.6600/- (Corresponding Scale of Pay as per RoP, 2009: Rs.13575–37000/- with Grade Pay Rs.4500/-). Will be entitled to get the benefit of ACP in the Pay Scale of Pay Band – 4 Rs.15600 – 39100/- with Grade Pay Rs.7600/- (Corresponding Scale of Pay as per RoP, 2009: Rs.13575–37000/- with Grade Pay Rs.5600/-) after 5 years of continuous service from the date of joining in

						that post on appraisal of his work and performance by the **Hon'ble Chief** Justice.
6.	**Superintendent** *(for short Supdt.)* *Court Master - 7* *Court Officer - 1* *Supdt. (Acctts) - 1* *Supdt. (Establishment) - 1* *Supdt. (Rules & Recruitment) - 1* *Supdt. (Vigilance & Statements) - 1* *Supdt. (Criminal Sec.) - 1* *Supdt. (Copying & Record Room) - 1* *Supdt. (Writ Petition & Writ Appeal) - 1* *Supdt. (RFA) - 1* *Supdt. (Cause List) - 1* *Supdt. (Filing & Stamp Reporting) - 1* *Supdt. (Store) - 1* *Supdt. (Protocol) - 1* *Supdt. (RSA & Civil Rev.) - 1*	**21**	**Group – B** Gazetted	The posts of Superintendent Grade will be filled up by Promotion from the post of Head Clerk Grade on the basis of merit cum seniority.	Having 3 years experience in the Head Clerk Grade with good knowledge in Court proceedings including Orders and Rules & Orders of the High Court in respect of Court Master and with good knowledge in respect of all Rules & Order of the High Court and Service & Establishment matters in respect of others.	Pay Band – 3 Rs.10230 – 34800/- with Grade Pay Rs.4800/- (Corresponding Scale of Pay as per RoP, 2009: Rs.9570-30000/- with Grade Pay Rs.3500/-). Will be entitled to get the benefit of ACP in the Pay Scale of Pay Band – 4 Rs.15600 – 39100/- with Grade Pay Rs.6600/- (Corresponding Scale of Pay as per RoP, 2009: Rs.13575–37000/- with Grade Pay Rs.4500/-) after 5 years of continuous service from the date of joining in that post on appraisal of his work and performance by the **Hon'ble Chief** Justice.

This is issued in terms of the letter No.F.8(1)–Law/Leg–I/2024/6221, dated 14th September, 2026, issued by the LR & Secretary, Law, Government of Tripura, Agartala, while communicating the Memo.No.F.8(16)–GA(CAB)/2026, dated 11th September, 2026 issued by the GA (Confidential & Cabinet) Department, Government of Tripura, Agartala, Tripura.

By order,

Sd/–

(Angshuman Debbarma)
Registrar General