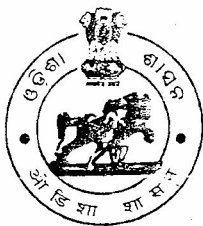


**E-COURT'S PROJECT STAFF**

| SL. NO. | NAME OF THE POST      | CADRE STRENGTH | SCALE OF PAY    | GRADE PAY |
|---------|-----------------------|----------------|-----------------|-----------|
| 1.      | Senior System Officer | 2              | 15,600-39,100/- | 5,400/-   |
| 2.      | System Officer        | 24             | 9,300-34,800/-  | 4,600/-   |
| 3.      | System Assistant      | 48             | 9,300-34,800/-  | 4,200/-   |
|         | <b>TOTAL:</b>         | 74             |                 |           |

# The Odisha Gazette



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PUBLISHED UNDER THE AUTHORITY OF THE HIGH COURT OF ORISSA  
CUTTACK

NOTIFICATION

The 28th May 2015

No. 472—In exercise of the powers conferred under Article 229 of the Constitution of India, the Chief Justice of the High Court of Orissa with the approval of the Governor of Odisha so far as the rules relating to salaries, allowances, leave and pensions, is pleased to make the following rules regulating the method of recruitment and condition of service of the persons appointed under e-Courts Service in Orissa High Court.

## PART-I

1. (i) These rules may be called the Orissa High Court (Method of Recruitment and Condition of Service of Senior System Officer, System Officer and System Assistant under e-Courts Service) Rules, 2013.
- (ii) They shall come into force on the date of their publication in the *Odisha Gazette*.
2. Application—These rules shall apply to all persons appointed to the service including the existing Senior System Officer, System Officers and System Assistants included in such e-Courts service before or after the commencement of these rules.
3. (i) In these rules, unless the context otherwise requires—
  - (a) Chief Justice means the Chief Justice of Orissa High Court;
  - (b) Judges means Judges of Orissa High Court;
  - (c) Steering Committee means the Committee of Judges constituted by the Chief Justice for implementation of the e-Courts project in the State Judiciary;
  - (d) Government means the Government of Odisha;
  - (e) Committee means the Selection Committee;

- (f) Scheduled Castes and Scheduled Tribes means such Castes and Tribes as notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India, respectively;
- (g) Service means Orissa High Court Service;
- (h) Year means the calendar year.
4. All other words and expressions used in these rules but not specifically defined unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Orissa Service Code.
5. Constitution of Service—The service shall consist of the following grades:
1. Senior System Officer
  2. System Officer
  3. System Assistant
6. Appointing Authority—The Chief Justice shall be the appointing authority in respect of the cadres.

## PART-II

7. Method of Recruitment—
- (i) Recruitment to the posts of Senior System Officer, System Officer and System Assistant shall be made by Direct Recruitment through competitive examination.
  - (ii) Recruitment to the posts of Senior System Officer, System Officer by promotion from amongst System Officers and System Assistants respectively on the basis of merit-*cum*-seniority.
8. Absorption of existing Staff—
- (i) The existing Senior System Officer, System Officers and System Assistants who were recruited on contractual basis as per the guidelines laid down in the National Policy and Action Plan for implementation of ICT in the Indian Judiciary as prepared by the e-Committee, Supreme Court of India, New Delhi (1st August, 2005) shall be absorbed in the posts they are holding on the commencement of these rules and shall be eligible for pay and allowances and other facilities as admissible to the State Government employees holding equivalent posts provided they completed 30 months continuous service in the corresponding posts on the date of absorption.
  - (ii) The criteria regarding age and prescribed qualifications shall not apply for such recruitment by absorption.

9. Seniority—For the purpose of direct recruitment through absorption to the various posts of System Officer and System Assistant from amongst the existing persons their seniority shall be determined as per merit list maintained by the High Court during their appointment and where no such merit list is maintained, the seniority shall be determined on the basis of the date of joining and where the date of joining is same, it shall be determined on the basis of the seniority of the candidate in terms of age, qualification and experience.
10. Probation —Every person appointed to the service by direct recruitment shall be on probation for a period of two years.
11. Reservation—Notwithstanding anything contained in these rules reservation to the posts or vacancies as the case may be, for Scheduled Castes and Scheduled Tribes shall be made 18 and 20 per cent respectively in case of direct recruitment. In case of promotion reservation of posts or vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services ( for Scheduled Castes and Scheduled Tribes ) Act. 1975 and the Rules made thereunder.
12. Posting and Transfer—Except as otherwise provided in the rules, the High Court shall have the exclusive power of posting and transfer of the staff under the e-Courts service.
13. In respect of such matter regarding conditions of service of e-Courts staff for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and applicable to the staff holding corresponding posts in the State Government shall regulate the conditions of services of e-Courts staff subject to such modifications, variations or exceptions, if any, in the said rules and orders, as the Chief Justice may, from time to time specify.
14. Power to Relax—where the Chief Justice is of the opinion that it is necessary or expedient so to do, he may, by order and for reason, to be recorded in writing relax any of the provisions of these rules in respect of any category of persons or posts.
15. Interpretation —If any question arises as to the interpretation of these rules, the decision of the Chief Justice shall be final.

### PART-III

#### Direct Recruitment

16. Competitive Examination—
  - (1) The competitive examination for direct recruitment to the cadres shall be conducted by the Selection Committee constituted by the Steering Committee for e-Courts of the High Court.

- (2) The Central Project Co-ordinator shall communicate the total number of vacancies, i.e. the existing vacancies, if any, and anticipated vacancies likely to arise during the recruitment year to be filled up by direct recruitment to the Steering Committee in the 1st week of December, indicating the posts to be reserved for candidates belonging to Scheduled Castes and Scheduled Tribes categories.
- (3) The Steering Committee, on the receipt of vacancies from the Central Project Co-ordinator, shall direct the Central Project Co-ordinator to publish the advertisement at the latest by the last week of December in the Court's noticeboard, noticeboards of all the District Judges of the State and by publication in widely circulated Odia dailies, inviting applications from the eligible candidates.
- (4) The date and place of the examination shall be decided by the Steering Committee.
- (5) The scheme for the examination and the syllabus shall be decided by the Selection Committee which shall be ratified with such changes as would be made by the Steering Committee.

#### 17. Eligibility Conditions—

- (1) Nationality—A candidate must be a citizen of India
- (2) Age Limit—A candidate must not be below 21 years and above 35 years of age on 1st day of January of the year of recruitment :
- Provided that the upper age limit in respect of reserved category of candidates shall be relaxed up to 5 years :
- Provided further that the upper age limit in case of experienced and highly deserving candidates having working experience in e-Courts project may be relaxed up to 10 years by the Chief Justice.
- (3) Marital Status —A candidate if married must not have more than one spouse living.
- (4) Educational Qualification—
- (a) Senior System Officer—M.E. / M.Tech. or MCA or BE / B.Tech. in Computer Science/ Information Technology from a recognized institution or from a university with minimum 60 % marks in aggregate or first class and having 3 years relevant experience.
- (b) System Officer—MCA or BE/ B.Tech. / M.Sc. in Computer Science / Information Technology from a recognized institution or from a university with minimum 60 % marks in aggregate or first class.

- (c) System Assistant—B.Sc. in Computer Science/ 3 years Diploma in IT or CSE from a recognized institution or from a university with 60 % marks in aggregate or first class :

Provided the candidates having higher qualification and experience shall be preferred.

Job Description—

- (a) Senior System Officer—To assist the High Court in ICT System administration and management. Development of software tools and packages for various court related projects in the areas of MIS applications, DBMS, etc. To manage ICT infrastructure such as computer, scanners, printers, LAN, Internet connectivity, communication equipment such as Switches, Routers, Modems, Wi-Fi, etc. Interaction with vendors for maintaining and supporting the equipment. Installation and maintenance of OS, office tools, customized application running, taking out of hard copies or soft copies of reports, etc. Assistance in training Judges and Court staff for effective utilization of I.T Resources. Ownership of problem resolution for addressing the complaints of District & Subordinate Courts for smooth operation of ICT infrastructure. Such other technical support duties as assigned by the High Court from time to time. To assist the High Court in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned from time to time.
- (b) System Officer—Development of software tools and packages for various court related projects in the areas of MIS applications, DBMS, etc. Assist the District Level Project Supervision Committees in system administration and management. To manage ICT infrastructure such as computers, scanners, printers, LAN, Internet connectivity, communication equipment such as switches, routers, modems, etc. Interaction with vendors for maintaining and supporting the equipment. Installation and maintenance of OS, office tools, customized application, etc. Assist in training Judges and Court staff. Website, Broad Band, VPN and leased line Management, Handling Server and Data Security, Laptop issues and testing. Such other technical support duties to be assigned by the High Court from time to time. To assist the Senior System Officer in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned by the High Court from time to time.
- (c) System Assistant—Maintenance upkeep of ICT infrastructure such as hardware, LAN, UPS, DG set, etc. Co-ordination with concerned service providers. Assist in training Judges and Court staff. Installation of application software and OS. To assist the System Officer in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned by the High Court from time to time.

18. Physical and Mental Fitness—A candidate must be of good mental condition, bodily health and free from any physical defect. A candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.
19. Examination Fees—No application shall be considered unless it is accompanied by a treasury challan showing payment into a Govt. Treasury and an amount as may be determined by the Steering Committee from time to time as fees for application and examination under the appropriate Heads of Accounts.

No claim for refund of fees shall be entertained in any case

Candidates belonging to Scheduled Castes and Scheduled Tribes are exempted from payment of such fees.

20. Shortlisting—The Selection Committee shall have the right of shortlisting the candidates on the basis of higher qualification and experience as well as fulfilling of eligibility criteria.
21. Examination—The recruitment examination shall consist of (1) written (2) computer practical test and (3) *viva voce* test.

- |  |          |
|--|----------|
| 1. Written Test—This part will test the technical knowledge of the candidate on his/her subject— | 50 marks |
| 2. Practical / Computer Test —   | 25 marks |
| 3. <i>Viva voce</i> Test—  | 25 marks |

A candidate is required to obtain at least 20 marks in written test and 8 marks in practical/ computer test with a minimum aggregate mark of 33 marks in both written and practical test to be eligible to be called for the *viva voce* test and has to acquire at least 8 marks in the *viva voce* to be selected. The merit list of the selected candidates shall be prepared on the basis of the total marks secured by him / her in all the three tests.

22. Confirmation/Termination—The direct recruits on successful completion of period of probation of two years shall be automatically confirmed.

However, if the performance of any officer during the period on probation is found to be unsatisfactory his/her service may be terminated with one months' notice or payment of one months' salary, in lieu of such notice, at any time during the period of probation.

23. Disciplinary Proceeding—For the purpose of disciplinary proceeding the procedure as laid down in the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 shall be applicable *mutatis mutandis*.

By Order

B. K. MOHAPATRA

Registrar (Judicial)