

**HIGH COURT OF KARNATAKA,  
Bangalore : 560 001.**

**Website : <http://karnatakajudiciary.kar.nic.in/recruitment.asp>**

**ADVERTISEMENT NO. LCA-II-74/2011 dated 22.02.2014**

FOR APPOINTMENT OF **COURT MANAGERS** (PURELY ON **CONTRACT BASIS**)

in accordance with the stipulations contained in the recommendations of 13<sup>th</sup> Finance Commission.

Starting date for submission of On-line application	22/02/2014
Closing date for submission of On-line application	03/03/2014

The High Court of Karnataka invites '**On-line Applications**', from eligible candidates for filling up 21 **vacant posts of Court Managers** in the Sub-ordinate Courts [District Courts] in the State, under the initiatives for improvement in Justice Delivery taken up under the aegis of the Department of Justice, Government of India, **purely on contractual basis**, initially for the Plan period of the 13<sup>th</sup> Finance Commission, i.e. upto **31/03/2015**. The details of the Posts, are as under :-

Sl. No.	Name of the Post	No. of posts	Salary per month
1	Court Manager	21	Consolidated salary of Rs.50,000/-

**1. ELIGIBILITY CRITERIA :**

**(A) Educational Qualification :**

Candidate having the following Qualifications, are eligible :

Must be having two year **full time M.B.A. Degree** from a recognized University with following other qualifications:-

- with minimum **55% marks** (or equivalent in Cumulative Grade Point System of marking), from any University in India or any Institution recognized by the University Grants Commission.

**(B) Age Limit :**

A candidate, for appointment to the post of Court Manager, shall not have attained the age of 40 years as on the date of the **Detailed Advertisement** i.e. on 22/02/2014.

**2. PREFERABLE (In addition to MBA):**

- (a) A degree or advanced diploma in general management.
- (b) 3 years' Experience/Training in Systems and Process Management; I.T. Systems Management, HR Management, Financial Systems Management
- (c) Excellent people skills;
- (d) Excellent communication skills;
- (e) Excellent computer application skills.

**3. RESERVATION :**

Reservation policy shall not apply, as the appointments are 'Purely on Contractual Basis'.

**4. TENURE :**

- a) All appointments to the posts of Court Managers, shall be purely on '**Contract basis**', which may be terminated at any time without any prior notice.
- b) The tenure of Contract is for the Plan period of 13<sup>th</sup> Finance Commission, i.e. **31/03/2015**.

Provided that appointment of Court Managers shall be liable to be terminated at any time by the Hon'ble Chief Justice without Notice or any compensation, if his / her services are found to be unsatisfactory or if he / she violates any of the provisions/directions contained in the **Terms & Conditions of appointment**.

**5. FEES AND MODE OF PAYMENT :**

- a). The candidates shall pay an Application Fees of **Rs. 1000/-** by any of the following mode of payment.

- I. **Online Payment** : On submission of online application the candidates shall make the online payment of application fee by SBI online payment gateway.

**or**

- II. **Challan Form**: On submission of online application the candidates shall download the challan in the printed format and shall remit the prescribed fee in any branch of SBI.

b). Fees once paid shall **not be refunded** under any circumstances.

## **6. THE DUTIES AND RESPONSIBILITIES OF COURT MANAGER:**

### a) Policies and Standards:

Based on applicable directives of superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency; quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management)

Carry out an evaluation of the compliance of the Court with such standards; identify deficiencies and deviations; Identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates.

### b) Planning

In consultation with the stakeholders of a Court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as Prosecutors / Police / Process Serving Agencies and Court Users), prepare and update annually a 5-year court-wise Court Development Plan (CDP):

Monitor the implementation of the CDP and report to superior authorities on progress.

### c) Information and Statistics

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;

Ensure that reports on statistics are duly completed and provided as required.

### d) Court Management

Ensure that the process and procedures of the Court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant 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. (Note: standard systems for court management should be developed at the High Court level).

e) Case Management

Ensure that case management systems are fully compliant 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 timelines, costs to litigants and to the State (Note: standard systems for case management should be developed at the High Court level).

f) 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 user friendliness.

g) Quality Management

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

h) 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.

i) Core Systems Management

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

j) IT Systems Management

Ensure that the IT Systems of the Court comply with standards established by the High Court and are fully functional.

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.

## **7. OTHER CONDITIONS OF SERVICE :**

- a) The term of appointment is from the date of appointment till 31.3.2015 which can be terminated at any time by the order of the Hon'ble Chief Justice.
- b) During the term of appointment the Court Managers will be paid a monthly pay of Rs.50,000/-
- c) This appointment is on full time basis and during the term of appointment the Court Manager shall not be entitled to take up any other employment whether it is part-time or so.
- d) The term of appointment will not confer any right on the appointed candidate for being made permanent in the said post or any other post in any Sub-ordinate Courts of the State.
- e) The place of work will be at any one of the Sub-ordinate District Court in the State of Karnataka, which may be changed at any time by the Order of the Hon'ble Chief Justice.
- f) The Court Manager will be entitled for leave only for a total number of 12 days in a year during the period of appointment. However, he/she shall not avail leave for more than 3 days in a month.
- g) Any violation of the above mentioned terms and conditions or any breach of discipline or any misconduct by the Court Manager will attract termination of appointment without any notice.

#### **8. DISQUALIFICATION FOR APPOINTMENT :**

No person shall be eligible for appointment to the service –

- a) Unless he/she is a citizen of India.
- b) If he/she is dismissed from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- c) If he/she has been convicted of an offence involving moral turpitude or who is or has been permanently debarred or disqualified by the High Court or the Union/State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in examinations or selections.
- d) If he/she directly or indirectly influences the Recruiting Authority by any means for his/her candidature.
- e) Candidates having more than one living spouse.
- f) Application shall be submitted through online method only. No application received by post or any other method will be entertained. Candidates shall follow the General Instructions available on the website of High Court of

Karnataka viz: <http://karnatakajudiciary.kar.nic.in/recruitment.asp>  
and follow the same.

**Sd/-**  
(K. NATARAJAN)  
REGISTRAR (RECRUITMENT).

High Court of Karnataka  
Bangalore.  
Date: 22.02.2014