

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar General at Srinagar)

Subject:- The Jammu & Kashmir Court Manager (Appointment and Condition of Service) Rules, 2025.

NOTIFICATION

No: 1308 of 2026/RG

Dated: 19.05.2026

In exercise of the powers conferred by the Article 229 of the Constitution of India and other enabling provisions, the Chief Justice of the High Court of J&K and Ladakh, with the approval of Lieutenant Governor, Union Territory of Jammu and Kashmir, do hereby make rules for appointment of Court Managers and conditions of their service as follows:-

1. Short Title and Commencement

- (i) These Rules shall be called "Jammu & Kashmir Court Manager (Appointment and Condition of Service) Rules, 2025."
- (ii) They shall come into force from the date of their publication in the Government Gazette.

2. Definitions

- (i) '**Appointing Authority**' means the Lieutenant Governor of the Union Territory of Jammu & Kashmir;
- (ii) '**Chief Justice**' means the Chief Justice of the High Court of Jammu & Kashmir and Ladakh;
- (iii) '**Constitution**' means the Constitution of India;
- (iv) '**Court Manager**' means a person appointed as Court Manager under these Rules;
- (v) '**District Courts**' means the subordinate civil courts established in the districts of the Union Territory of Jammu & Kashmir and the Union Territory of Ladakh;
- (vi) '**Government**' means the Government of the Union Territory of Jammu & Kashmir;
- (vii) '**High Court**' means the High Court of Jammu & Kashmir and Ladakh;
- (viii) '**Judicial District**' means the territorial area over which a District Court exercises jurisdiction;
- (ix) '**Lieutenant Governor**' means the Lieutenant Governor of Union Territory of Jammu and Kashmir;
- (x) '**Public Service Commission**' means the Jammu and Kashmir Public Service Commission;
- (xi) '**Registrar General**' means the Registrar General of the High Court of Jammu & Kashmir and Ladakh;
- (xii) Words and expressions used but not defined in these rules shall have, unless the context otherwise requires, the same meaning as

M. S. S.
19/05/2026

assigned to them in the Constitution and the Rules for the time being applicable;

3. Eligibility:-

No person shall be eligible for appointment to the post of Court Manager unless he satisfies the following eligibility conditions:-

- (i) The candidate must be a citizen of India.
- (ii) The candidate must be a Domicile of the Union Territory of Jammu & Kashmir or a Domicile of UT of Ladakh. The candidate must possess a valid certificate to the effect issued by the competent authority in the prescribed format.

4. Age criteria:

The minimum and maximum age of a candidate to be eligible to be appointed under these Rules shall be:

Minimum = 25 years
 Maximum = 37 years

Provided that the upper age limit for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disability shall be as prescribed by the Government from time to time.

5. Qualification for Appointment:

The detailed prescribed qualifications for appointment as Court Managers are enumerated in Schedule II to these Rules.

6. Method of Recruitment:

Recruitment to the post of Court Manager shall be made strictly on merit and on the basis of the recommendations of the High Court and the Public Service Commission. Appointments against the said posts shall be made under the same procedure as applicable to the recruitment process of Civil Judges (Jr. Division) particularly Rule 10(2) of the Jammu & Kashmir Civil Services (Judicial) Recruitment Rules, 1967 shall be followed by the Commission.

Handwritten signature and date: 19/05/2020

7. Reservation:

The reservation policy as formulated by the UT Government from time to time and as also prescribed by any law for the time being in force shall be followed in case of recruitment, subject however to such modifications as are deemed necessary by the Chief Justice, in consultation with the Lieutenant Governor.

8. Appointment:

- (i) The appointing authority for the post of Court Manager shall be the Lieutenant Governor of the Union Territory of Jammu & Kashmir.
- (ii) The appointment to the post of Court Manager shall be made strictly on merit-basis.

- (iii) The selection shall be made either through a written/screening test and viva voce, as may be determined by the Appointing Authority depending on the number of eligible candidates in each circumstance.
- (iv) The appointment of candidates appointed as Court Managers shall be subject to the satisfactory Character and Antecedents Report from concerned Police/CID.
- (v) The appointment of candidates shall also be subject to the verification of genuineness of documents submitted by him/her regarding his qualification, experience, domicile etc.

9. Pay and Allowances:

The post of Court Manager shall be of gazetted nature and shall carry the Pay Scale of Level-6F in the Pay Matrix as per 7th CPC and other allowances which are admissible to other employees in the Union Territory.

10. Duties and Responsibilities:

- (i) The Court Manager shall assist the Principal District and Sessions Judge of the respective Judicial Districts, in administrative functioning of the Courts, to enhance efficiency of Court Management.
- (ii) The Court Manager posted in High Court shall perform duties under the directions and supervision of the Registrar; and the Court Manager posted in District Judiciary shall perform his duties under the supervision and control of the Chief Administrative Officer of the concerned Court subject to overall control of the Principal District and Sessions Judge.
- (iii) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his or her knowledge to anyone under any circumstances. Breach of this condition shall amount to misconduct.
- (iv) Other detailed duties of Court Manager are enumerated in Schedule-'III' to these rules.

11. Probation:

- (i) Persons appointed to the service shall be on probation for two years and their confirmation shall be made under the provisions of The Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
Provided that, after completion of the period of probation to the satisfaction of the Appointing Authority, a probationer shall be confirmed against permanent post subject to the following conditions:-
 - (a) He/She has completed the period of probation successfully.
 - (b) He/ She has successfully completed training, if any, and passed the Departmental exam, if any, prescribed by the Appointing Authority.

M. S. W.
19/05/2026

- (ii) The period of probation may, for reasons to be recorded in writing, be extended by the High Court by such period as required, not exceeding at one time, the period probation specified in sub-clause (i) above.
- (iii) If the High Court considers that the person is not suitable to hold the post to which he was appointed, recommend to discharge him from service, whereupon the appointing authority shall issue appropriate orders.

12. Transfer and postings:

- (i) The posts of Court Managers shall be transferrable throughout the UT of J&K and UT of Ladakh.
- (ii) The Chief Justice reserves the right to transfer a Court Manager from one place to another at any time.

13. Assured Career Progression:

Court Managers shall be entitled to the benefits of Assured Career Progression after every 9 years of service in the respective pay scale, subject to satisfactory work, Annual Confidential Reports and pending inquiry, if any.

14. Disciplinary Authority:

- (i) The High Court shall be the disciplinary authority in case of Court Managers.
- (ii) Disciplinary Proceedings shall be governed by provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- (iii) An appeal shall lie to the High Court against any final order of the Disciplinary Authority in a disciplinary proceeding. An appeal shall also lie against an order of suspension to the High Court.
- (iv) An appeal shall be filed within a period of thirty (30) days. Provided that the appellate authority may entertain the appeal after the expiry of the aforesaid period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

15. Other Condition of Service Interpretation:

Except as provided in these rules, all matters relating to the service conditions viz. pay and allowances, leave, discipline, pension and other conditions of service shall be regulated by Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 and general rules and orders of the Government of Jammu & Kashmir and High Court, for the time being in force.

Provided that where the Chief Justice is of the opinion that the operation of any rule causes undue hardship in a particular case, he may, by order, relax, amend or repeal the requirement of that rule, either in part or fully, as he may deem it necessary and in consultation with the Lieutenant Governor.

M.S.W.
19/05/2026

5

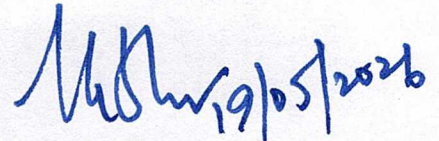
16. Interpretation:

If, at any time, there arises any doubt regarding the application or interpretation of these rules, the same shall be decided by the Chief Justice in consultation with Lieutenant Governor, whose decision in the matter shall be final.

17. Residuary Provision and Power to Relax:

- (i) Any other matter which is not specifically provided herein shall be dealt with by the Chief Justice as per his discretion.
- (ii) Where the Chief Justice is of the opinion that the operation of any rule causes undue hardship in a particular case, he may, be order, relax the requirement of that rule to such extent and subject to such conditions as he may deem it necessary.

By Order



**(M.K. Sharma)
Registrar General**

No: 23213-59 /RG/GS

Dated: 19.05.2026

Copy to the:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr/Mrs Justice _____
..... for information of their Lordships.
3. Commissioner/Secretary to the Government, Department of Law, Justice and Parliamentary Affairs, UT of J&K, Srinagar;
4. Secretary, Department of Law and Justice, UT of Ladakh, Leh;
5. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
6. Director, J&K Judicial Academy, Srinagar;
7. Registrar Rules, High Court of J&K and Ladakh, Srinagar;
8. Registrars Judicial, High Court of J&K and Ladakh, Srinagar/Jammu;
9. Registrar Computers (IT), High Court of J&K and Ladakh, Srinagar;
10. All Principal District & Sessions Judges, UTs of J&K and Ladakh.
11. CPC, e-Courts, High Court of J&K and Ladakh, Srinagar;
.....for information.
12. Manager, Government Press, Jammu/Srinagar for information and with the request to publish the same in the next issue of government gazette.
13. Incharge NIC, High Court of J&K and Ladakh, Srinagar for uploading the same on the official website of the High Court.
14. Incharge Library, High Court Wing Srinagar/Jammu, for information and keeping record of the same
15. Order file.



Registrar General

SCHEDULE - I

The total sanctioned strength of the posts of Court Manager shall be 24,* wherein 22 posts are for the UT of J&K including 02 post for the High Court and two posts are for the UT of Ladakh as follows:

S. No	Name of Post	Name of the UT	Number of Posts	Pay Scale
1.	Court Manager	Jammu and Kashmir	20 Posts (one post in each district of the UT)	Level-6F in the Pay Matrix as per 7 th CPC
2.	Court Manager	Ladakh	02 posts (one post in each district of the UT)	
3.	Court Manager	Posts for each wing of the High Court	02 posts (one post for each wing of High Court at Jammu & Srinagar.	

* These Posts stand created vide Government Order No. 5626-JK(LD) of 2026 Dated 27-04-2026.

Handwritten signature
19/05/2026

SCHEDULE – II

QUALIFICATION FOR ELIGIBILITY

No person shall be eligible for appointment to the post of Court Manager **under** direct recruitment, unless he or she possesses the following qualifications:

- a) Master's Degree in Business Administration from any recognized University or Institution in India.
- b) Five (5) years working experience in Process Management or IT Systems Management or Human Resource Management or Financial Management.
- c) Possessing of Degree in Law shall be desirable.

M. S. S.
19/05/2026

SCHEDULE - III

Court Managers in their respective Districts shall perform the following duties:

A. Information & Statistics

1. The Court Manager shall ensure that the IT systems of the Court are fully functional.
2. The Court Manager shall ensure compilation of statistics accurately and promptly as per format supplied by the Court.
3. The Court Manager shall render necessary assistance in preparing monthly, quarterly and other statements relating to pendency, institution and disposal of cases.
4. The Court Manager, in coordination with the System Officer of the District, shall ensure uploading of the relevant statistics on the official website of the District Judiciary.

B. Infrastructure Related Matters

1. The Court Manager may, 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 Court-wise Court Development Plan (CDP).
2. The Court Manager shall monitor the implementation of the CDP and report to superior authorities on its progress.
3. The Court Manager shall monitor matters relating to infrastructure of courts and residential quarters with the Public Works Department and other authorities.
4. The Court Manager shall apprise the District Level Monitoring Committee relating to infrastructure development of the District.

C. Information Technology Management

1. The Court Manager shall monitor and ensure that the activities and schemes of the e-Court Project are fully implemented.
2. The Court Manager shall monitor and ensure that the Case Information System (CIS) is functioning properly.
3. The Court Manager shall monitor and ensure that judgments and orders of the Courts are uploaded on the website without delay.
4. The Court Manager shall furnish necessary feedback regarding institution and disposal of cases to the National Judicial Data Grid.
5. The Court Manager shall take necessary steps for imparting computer training to the ministerial staff in coordination with the Judicial Academy.

M. S. S.
19/05/2026

D. Record Management

1. The Court Manager shall monitor and ensure that disposed records are sent to the District Record Room without delay.
2. The Court Manager shall ensure that the records are destroyed as per High Court Rules.
3. The Court Manager shall ensure, after taking assistance from the concerned Ahlimad, that the records of the Court are maintained and classified properly.

E. Monitoring of Nazarat Section

The Court Manager shall undertake weekly inspection of the Nazarat Section to ensure that the processes of the Courts are served properly and shall submit a report to the concerned Judge-in-Charge or the District Judge, as the case may be.

F. Protocol Duty

1. The Court Manager shall supervise protocol duties during visits of Judges of the Supreme Court and High Court and other dignitaries.
2. The Court Manager may take necessary instructions from the concerned District Judge/CJM in this regard.
3. The Court Manager shall ensure accommodation for Judicial Officers in the circuit house/guest house on their joining at the station.

G. Human Resource Management

The Court Manager shall ensure that Human Resource Management of ministerial staff in the Court complies with the Human Resource Management standards established by the High Court.

H. Other Duties

1. The Court Manager shall ensure that case-management systems are fully compliant with the policies and standards established by the High Court and that they address the legitimate needs of each litigant in terms of quality, efficiency, timeliness and cost.
2. The Court Manager shall ensure that processes and procedures of the Court—such as filing, issuing certified copies, access to information/documents and grievance redressal—are in consonance with the policies and standards established by the High Court.
3. The Court Manager, under supervision of the District Judge, shall ensure that core systems of the Court—such as documentation management, utilities management, infrastructure and facilities management, financial systems management—function effectively.
4. The Court Manager shall ensure cleanliness of the Court campus and may take necessary steps for improvement of surroundings in consultation with the District Judge/CJM.

Mushw
19/05/2026

(10)

5. The Court Manager shall monitor hoisting of the National Flag in the Court campus as per the Flag Code.
6. The Court Manager shall place all communications/letters from the Supreme Court or High Court, with appropriate notes, before the District Judge and shall take necessary steps as per instructions.
7. The Court Manager shall supervise power facility, telephone services and internet connectivity in the Courts and in residential quarters of Judicial Officers.
8. The Court Manager shall perform all such other duties as are assigned to him/her from time to time by the Registrar or Principal District Judge, as the case may be.

M. S. S.
19/05/2026

②

SCHEDULE - IV

Scheme and Syllabus for the examination

Selection process shall be conducted in two phases, namely:

- (i) Written Examination
- (ii) Interview/Viva Voce

The rules governing the process of recruitment are specified in Section 6 of these rules. The written examination shall consist of an objective type (multiple choices) examination consisting of two papers with breakup of marks as follows:-

Phase I		
S. No	Paper – I Duration – 2 hours Subject Components	Maximum Marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management.	200
S. No.	Paper – II Duration – 2 hours Subject Components	Maximum Marks
2.	General Knowledge, English, Legal Knowledge, Computer Skills, General Aptitude	200

Phase II		
S. No	Subject Component	Maximum Marks
1.	Interview	100

Note: There shall be provision of minimum qualifying marks in every paper and interview stage, failing to acquire which a candidate shall not be considered for next stage or appointment, as the case may be.

Handwritten signature
19/05/2026