

RAJASTHAN HIGH COURT, JODHPUR

NOTIFICATION

No.Estt/HC/2011/14

Dated: 5.2.2011

Applications in prescribed format with fee are invited for filling up of three (3) posts of Court Manager (High Court) and thirty four (34) posts of Court Manager (District Court) purely on contractual basis, as per the guidelines prescribed by Government of India, Ministry of Justice, New Delhi.

The contractual appointment shall be for a term of one year, that may be renewed yearwise, upto the extent of another four years.

Remuneration Package :

1. Court Manager (High Court)- Rupees fifty thousand (Rs.50,000/-) per month consolidated.
2. Court Manager (District Court)- Rupees forty thousand (Rs.40,000/-) per month consolidated.

The other service conditions shall be regulated as per the service contract.

Eligibility:

1. A degree of M.B.A. or equivalent or advanced Diploma in General Management. AND
2. Five (5) years experience/training in Systems and Process Management.
OR
Five (5) years experience/training in IT Systems Management, HR Management, Financial Systems Management.
3. Knowledge of Computer application skills.

Age:

Between 25 to 35 years

Last date to submit separate and complete application with fee of Rs. 500/- for each post is **February 21st, 2011** alongwith necessary documents.

Incomplete and delayed applications would be rejected.

Pay application fee through Demand Draft of Rs. 500/- payable at Jodhpur in favour of **Registrar General, Rajasthan High Court, Jodhpur.**

Staple two coloured photograph of passport size with application.

For being acquaint with format, responsibilities and duties of the post concerned please refer to our website- <http://hcraj.nic.in>

Application form can be downloaded from High Court website .

Employer reserves its right not to be fill up any or all the posts.


5/2/11

(2)

No T.A./D.A. shall be paid to the applicant for the journey undertaken by him/her for the purpose.

The date, time and venue for selection on the above post shall be communicated to eligible applicants only and shall also be available on the High Court website.


REGISTRAR (ADMN.) 5/2/11

FORMAT

To
The Registrar General,
Rajasthan High Court,
Jodhpur
Sir,

I propose my candidature, to be considered for appointment to the post of Court Manager (High Court)/Court Manager (District Court) (tick mark anyone for the post in which you propose to apply).(Two separate applications for both the posts)

The required details of mine are as follows:-

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 -
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)

Functions, Responsibilities of Court Managers

Policies and Standards

- (1) 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).
- (2) 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.

Planning

- (3) 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);
- (4) Monitor the implementation of the CDP and report to superior authorities on progress

Information and Statistics

- (5) 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;
- (6) Ensure that reports on statistics are duly completed and provided as required;

Court Management

- (7) Ensure that the processes 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).

Case Management

- (8) 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 timeliness, costs to litigants and to the State (Note : standard systems for case management should be developed at the High Court level).

Responsiveness Management: Access to Justice; Legal Aid and User Friendliness

- (9) Ensure that the court meets standards established by the High Court on access to justice, legal aid and user friendliness.

Quality Management

- (10) Ensure that the court meets quality of adjudication standards established by the High Court.

Human Resource Management

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

Core Systems Management

- (12) 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);

IT Systems Management

- (13) Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.
- (14) 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.