

Attention District Judiciary Ministerial Staff

The proposed Service Rules for the subordinate staff of District Judiciary, Khyber Pakhtunkhwa have been drafted. Any further suggestions would be welcome within 72 hours.

Dated: 14-12-2017

**PROPOSED RULES FOR SUB-ORDINATE
STAFF OF THE DISTRICT JUDICIARY,
KHYBER PAKHTUNKHWA**

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RESTRUCTURING & REORGANIZATION OF SUB-ORDINATE COURTS STAFF OF THE DISTRICT JUDICIARY

The dynamic and responsible leadership is one which not only understands the current challenges faced by an organization but also foresees the future in terms of coping up with impending burdens. Periodical review of policies is an acknowledged option of improvement. Such review includes Re-organization/Restructuring of an organization. Restructuring of organizations is mainly based on achieving better service delivery. It is undeniable fact that after separation and due to new legislations, work of the District Judiciary has increased many folds both in terms of volume and diversification. Introduction of technology has also opened various dimensions, expectations of litigant public and lawyer's community has also increased. Inexpensive and expeditious justice is one of the directive principles of policy of the Constitution of the Islamic Republic of Pakistan and to meet this demand there is dire need of better service delivery. This service delivery is not possible without identifying the gaps in inputs and outputs and then addressing and adjusting them both by balancing and proportionality. The Human Resource being one of the basic components of an Organization needs better service structure as part of better service delivery. To meet these targets, the strength of Judicial Officers has been increased. Attempt has also been made to modernize the approach towards resolutions of disputes and disposal of cases. Many times, policies have been made and revised but one area has remained extremely ignored and that is re-organization of District Judiciary and its Subordinate staff, to make it compatible with the modern day demand. District Judiciary and particularly its sub-ordinate staff, is still following the old tracks towards daily business. A need was felt by Hon'ble the Chief Justice to reorganize/restructure the District

Judiciary staff according to the demands/needs. Through a random visit, attempt was made to find out the gaps, after finding out the gaps, the following steps are recommended to be taken for making a more efficient and effective District Judiciary and its staff.

District Judiciary as an Institution/organization has two main areas of actions:

1. Its Judicial work which mainly concerns with the disposal of cases from institutions till decisions and execution.
2. The other area is that of Management which deals with court management, Personnel Management, Accounts, Discipline, public service other than judicial matters like preparation and provision of copies, preservation of records dealing with different Committees like Criminal Justice Coordination Committee, Citizen's Court Liaison Committee, Bench Bar Liaison Committee, matters related to Habeas Corpus dealing with complaints u/s 22-A Cr.P.C.

Besides above, involvement of I.T in the Judicial system also demands use of I.T development, Court Automation, E-filing, preparation of electronic data, Data communications and information disseminations.

The existing setup of subordinate staff of District Judiciary is not properly organized, to reorganize them; it is proposed that staff of District Judiciary should be divided into the following branches:

1. Establishment/Administration/General Branch
2. Judicial Branch
3. I.T Branch
4. Process Serving Branch

5. Administration of the Establishment of Senior Civil Judge Branch.

1. **Establishment/Administration/General Branch:** shall look after the following areas:

- Human Resource Management
- Record Room Management
- Copying Branch Management
- Information Kiosk Management
- Citizen's facilitations
- Library
- Online Library
- Stores i.e. assets of courts
- Maintenance of Building, Projects and developmental projects

2. **Judicial Branch:** shall deal with:

- Case flow Management
- Preparation and compilation of Record
- Preparation of Cause List
- Consignment of record.
- Assisting the presiding officers in daily court business.
- Printing of paper books of murder cases etc.

3. **I.T Branch:** shall deal with:

- Creating case flow management databases (information system).
- Backup and alternate services for smooth running of daily business in case of failure/interruptions

- Developing/formulating reliable data
- Proposing training in information systems for staff and officers
- Procuring the relevant hardware, software and power
- Providing technical supports, planning and budgeting for hardware and software
- Designing of case-filing, registration and other related forms

4. **Process Serving Agency Branch:** shall deal with:

- Delivers (or serves) legal documents to a defendant or an individual involved in a court case.
- The process server must serve the documents in accordance with the legislation in the area of service.
- Must provide proof that the papers were served.
- Process servers will also file papers with the courts, can do document retrieval and may offer various types of investigations: skip trace, people locates, surveillance, etc.

5. **Administration of the Estbl: of SCJ Branch:** shall deal with:

- Salaries of Civil Judges and staff
- Budgeting
- Processing of Bills (T.A, D.A, P.O.L etc)

To bring the above picture to life, the following method of recruitment, qualifications and other conditions are proposed for the subordinate staff of the District Judiciary within the meaning of **Sub Rule (2) of Rule 3 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989:**

_____ In pursuance of the provisions contained in Sub Rule (2) of Rule 3 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, and in supersession of all previous rules, issued in this behalf, the Competent Authority is pleased to lay down the method of recruitment, qualifications and other conditions specified in column 3 to 5 of the Appendix to this Notification, which shall apply to posts in Subordinate Courts in the Khyber Pakhtunkhwa specified in column # 2 of the said Appendix.

APPENDIX

Peshawar High Court (Subordinate Courts Staff) Recruitment Rules, 2003.

1	2	3	4	5
S.No	Nomenclature of Post	Minimum qualification for appointment by initial recruitment	Age Limit	Method of recruitment
1.	Administrative Officer BPS-18			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Superintendent including Civil Nazir/Supdt: Nazarat. Provided that a common seniority list of holders of the posts of Superintendent and Civil Nazir shall be maintained for the purpose of promotion to the post of Administrative Officer.
2.	Superintendent General BPS-17			By promotion, on the basis of seniority-cum-fitness, in the following manner: i. 80% from amongst holders of the posts of Assistants with at least five years' service as such; and

				ii. 20% from amongst holders of the posts of Computer Operator with at least five years' service as such:
3.	Superintendent Judicial BPS-17			By promotion, on the basis of seniority-cum-fitness, in the following manner: i. 80% from amongst holders of the posts of Assistants with at least five years' service as such; and ii. 20% from amongst holders of the posts of Computer Operator with at least five years' service as such:
4.	Superintendent Accounts/Accounts Officer BPS-17	MBA/M.Com, in Accounting or equivalent qualification from recognized university/institute, with at least 05 years' experience in the relevant field. Preference shall be given to those having CA/ACMA.	18-30 years	By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Assistant/Accountant. If no suitable person is available, then by initial recruitment.
5.	Superintendent Senior Civil Judge Estbl: BPS-17			By promotion, on the basis of seniority-cum-fitness, in the following manner: i. 80% from amongst holders of the posts of Assistants with at least five years' service as such; and ii. 20% from amongst holders of the posts of Computer Operator with

				at least five years' service as such:
6.	Assistant/ Reader BPS-16	Bachelor's Degree from a recognized University.	18- 30 years	i. Twenty five percent by initial recruitment; and ii. Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Senior Clerk (Record Keeper, English Clerk, Reader Civil Judge Court, and Examiner) with at least three years' service as such.
7.	Assistant/Clerk Of Court of D&SJ BPS-16	Bachelor's Degree from a recognized University.	18- 30 years	i. Twenty five percent by initial recruitment; and ii. Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Senior Clerk (Record Keeper, English Clerk, Reader Civil Judge Court, and Examiner) with at least three years' service as such.
8.	Assistant/ Clerk of Court of SCJ BPS-16	Bachelor's Degree from a recognized University.	18- 30 years	i. Twenty five percent by initial recruitment; and ii. Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Senior Clerk (Record Keeper, English Clerk, Reader Civil Judge Court, and Examiner) with at least three years' service as such.
9.	Assistant/ Accountant BPS- 16	Bachelor's degree from a recognized University. Preference will be given to Bachelor's Degree with Commerce, Economics or Mathematics/Statistics Special subject.	18- 30 years	i. Twenty five percent by initial recruitment; and ii. Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Senior Clerk (Record Keeper, English Clerk, Reader Civil Judge Court, and Examiner) with at least three years' service as such.

10.	Senior Clerk/Record Keeper BPS- 14			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Junior Clerk (Civil Muharrir, Criminal Muharrir, Copyist, Copy Clerk and Typist) with at least three years' service as such: Provided that a common seniority list of the holders of the posts Junior Clerk shall be maintained for the purpose of promotion to the post of Senior Clerk.
11.	Senior Clerk/English Clerk BPS-14			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Junior Clerk (Civil Muharrir, Criminal Muharrir, Copyist, Copy Clerk and Typist) with at least three years' service as such: Provided that a common seniority list of the holders of the posts Junior Clerk shall be maintained for the purpose of promotion to the post of Senior Clerk.
12.	Senior Clerk/Reader (Civil Judge Court) BPS- 14			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Junior Clerk (Civil Muharrir, Criminal Muharrir, Copyist, Copy Clerk and Typist) with at least three years' service as such: Provided that a common seniority list of the holders of the posts Junior Clerk shall be maintained for the purpose of promotion to the post of Senior Clerk.
13.	Senior Clerk/Examiner BPS-14			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Junior Clerk (Civil Muharrir, Criminal Muharrir, Copyist, Copy Clerk and Typist) with at least three years' service as such: Provided that a common seniority list

				of the holders of the posts Junior Clerk shall be maintained for the purpose of promotion to the post of Senior Clerk.
14.	Junior Clerk/ Civil Muharir/ Reader BPS-11	i. Secondary School Certificate\Examination or equivalent qualification from a recognized Board; and ii. A speed of 30 words per minute in typing.	18-30 years	i. Not less than 70 percent by initial recruitment; and ii. Not more than 30 percent by promotion, from amongst the holders of the posts of Daftari and Record Lifter with Matric and three years service as such: and in case no suitable candidate from amongst holders of the posts of Daftari and Record Lifter is available, then from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier who have passed Secondary School Certificate Examination and have at least five years service as such. Note. For the purpose of promotion, separate common seniority lists of (i) the holders of the posts of Daftari and Record Lifter; and (ii) the holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier shall be maintained with reference to the date of their acquiring the Secondary School Certificate: Provided that: a. if two or more officials have acquired the Secondary School Certificate in the same session, the official having longer service shall rank senior to other officials; and b. where a senior official does not possess the requisite experience at the time of filling up a vacancy, the

				official next junior to him possessing the requisite experience shall be promoted in preference to the senior official.
15.	Junior Clerk/ Criminal Muharir/ Reader BPS-11	i.Secondary School Certificate\Examination or equivalent qualification from a recognized Board; and ii.A speed of 30 words per minute in typing.	18-30 years	i. Not less than 70 percent by initial recruitment; and ii. Not more than 30 percent by promotion, from amongst the holders of the posts of Daftari and Record Lifter with Matric and three years service as such: and in case no suitable candidate from amongst holders of the posts of Daftari and Record Lifter is available, then from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier who have passed Secondary School Certificate Examination and have at least five years service as such. Note. For the purpose of promotion, separate common seniority lists of (i) the holders of the posts of Daftari and Record Lifter; and (ii) the holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier shall be maintained with reference to the date of their acquiring the Secondary School Certificate. Provided that: a. if two or more officials have acquired the Secondary School Certificate in the same session, the official having longer service shall rank senior to other officials; and b. where a senior official does not possess the requisite experience at the time of filling up a vacancy, the

				official next junior to him possessing the requisite experience shall be promoted in preference to the senior official.
16.	Junior Clerk/ Copyist BPS-11	<p>i. Secondary School Certificate\Examination or equivalent qualification from a recognized Board; and</p> <p>ii.a speed of 30 words per minute in typing.</p>	18-30 years	<p>i. Not less than 70 percent by initial recruitment; and</p> <p>ii. Not more than 30 percent by promotion, from amongst the holders of the posts of Daftari and Record Lifter with Matric and three years service as such: and in case no suitable candidate from amongst holders of the posts of Daftari and Record Lifter is available, then from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier who have passed Secondary School Certificate Examination and have at least five years service as such.</p> <p>Note. For the purpose of promotion, separate common seniority lists of (i) the holders of the posts of Daftari and Record Lifter; and (ii) the holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier shall be maintained with reference to the date of their acquiring the Secondary School Certificate: Provided that:</p> <p>a. if two or more officials have acquired the Secondary School Certificate in the same session, the official having longer service shall rank senior to other officials; and</p> <p>b. where a senior official does not</p>

				possess the requisite experience at the time of filling up a vacancy, the official next junior to him possessing the requisite experience shall be promoted in preference to the senior official
17.	Junior Clerk/ Copy Clerk BPS-11	<p>i. Secondary School Certificate\Examination or equivalent qualification from a recognized Board; and</p> <p>ii. a speed of 30 words per minute in typing.</p>	18-30 years	<p>i. Not less than 70 percent by initial recruitment; and</p> <p>ii. Not more than 30 percent by promotion, from amongst the holders of the posts of Daftari and Record Lifter with Matric and three years service as such: and in case no suitable candidate from amongst holders of the posts of Daftari and Record Lifter is available, then from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier who have passed Secondary School Certificate Examination and have at least five years service as such.</p> <p>Note. For the purpose of promotion, separate common seniority lists of (i) the holders of the posts of Daftari and Record Lifter; and (ii) the holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier shall be maintained with reference to the date of their acquiring the Secondary School Certificate: Provided that:</p> <p>a. if two or more officials have acquired the Secondary School Certificate in the same session, the</p>

				<p>official having longer service shall rank senior to other officials; and</p> <p>b. where a senior official does not possess the requisite experience at the time of filling up a vacancy, the official next junior to him possessing the requisite experience shall be promoted in preference to the senior official</p>
18.	Junior Clerk/ Typist BPS-11	<p>i. Secondary School Certificate examination or equivalent qualification from a recognized Board; and</p> <p>ii. A speed of 30 words per minute in typing.</p>	18-30 years	<p>i. Not less than 70 percent by initial recruitment; and</p> <p>ii. Not more than 30 percent by promotion, from amongst the holders of the posts of Daftari and Record Lifter with Matric and three years' service as such: and in case no suitable candidate from amongst holders of the posts of Daftari and Record Lifter is available, then from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier who have passed Secondary School Certificate Examination and have at least five years' service as such.</p> <p>Note. For the purpose of promotion, separate common seniority lists of (i) the holders of the posts of Daftari and Record Lifter; and (ii) the holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier shall be maintained with reference to the date of their acquiring the Secondary School Certificate: Provided that:</p> <p>a. if two or more officials have acquired the Secondary School Certificate in the same session, the official having longer service shall rank senior to other</p>

				officials; and b. where a senior official does not have the requisite service at the time of filling up a vacancy, the official next junior to him having the requisite service and qualification shall be promoted in preference to the senior official.
19.	CCTV Supervisor BPS-15	Bachelor's Degree from a recognized University with 3 years experience in any recognized organization.	25-32 years	By initial recruitment.
20.	CCTV Operator BPS-13	Bachelor's Degree from a recognized University with 3 years experience in any recognized organization..	25-32 years	By initial recruitment.
21.	Telephone Operator BPS-7	Secondary School Certificate or equivalent qualification from a recognized board with one year experience in any recognized organization.	18-30 Years	By initial recruitment
22.	Pesh Imam BPS-5	i. A sand of successful completion of Dars-i-Nizami or equivalent qualification from a recognized institution. ii. Proficiency in Tafseer and Hadith.	30-40 Years	By initial recruitment

		ii. Free from sectarian bias. iv. Unblemished good moral character.		
23.	Driver BPS-4	Middle standard and in possession of; i. HTV license or; ii. LTV License in case of light duty vehicle with at least five years' experience as such.	30-45 years	By initial recruitment.
24.	Lift Operator BPS-4	Middle standard with one year experience in any recognized organization	18-30 years	By initial recruitment.
25.	Plumber BPS-4	Matric	18-35 years	By initial recruitment.
26.	Electrician BPS-4	Matric	18-35 years	By initial recruitment.
27.	Carpenter BPS-4	Matric	18-35 years	By initial recruitment.
28.	Daftari BPS-4			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier (all BPS-1) with at least two years' service as such and having passed Middle Standard examination: Provided that a common seniority list of holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier below shall be maintained.

29.	Record Lifter BPS-4			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier with at least two years' service as such and having passed Middle Standard examination: Provided that a common seniority list of holders of the posts of Chowkidar, Naib Qasid, Sweeper, Chowkidar-cum-Mali, Mali and Water Carrier below shall be maintained.
30.	Chowkidar BPS-3	Middle Pass	25-40 years	By initial recruitment.
31.	Naib Qasid BPS-3	Middle Pass	18-40 years	By initial recruitment.
32.	Sweeper BPS-3	Middle Pass	18-40 years	By initial recruitment.
33.	Chowkidar-cum-mali BPS-3	Middle Pass	25-40 years	By initial recruitment.
34.	Mali BPS-3	Middle Pass	18-40 years	By initial recruitment.
35.	Water Carrier BPS-3	Middle Pass	18-40 years	By initial recruitment.

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S.N o	Nomenclat ure of Post	Minimum qualification for appointment by initial recruitment	Age Limi t	Method of recruitment
36.	Civil Nazir (Superinten dent Nazarat) BPS-17			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Assistant (Senior Nazir) with at least five years' service as such.
37.	Assistant/ Senior Nazir BPS-16			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Senior Clerk (Nazir) with at least three years' service as such.
38.	Senior Clerk/ Nazir BPS-14			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Junior Clerk (Naib Nazir) with at least three years' service as such.
39.	Junior Clerk/ Naib Nazir BPS- 11			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Bailiff with at least two years' service as such.
40.	Bailiff BPS-9			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Process Server with at least two years' service as such.
41.	Process Server BPS-7	Matric	18- 35 years	By initial recruitment.

1	2	3	4	5
S.No	Nomenclature of Post	Minimum qualification for appointment by initial recruitment	Age Limit	Method of recruitment
42.	Programmer BPS-17	M.Sc (Computer Science) with at least 03 years' experience in VB Dot Net/JAVA/oracle.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator if possess the required qualification and experience, if no suitable person is available for promotion then by initial recruitment.
43.	Network Administrator BPS-17	MCS/M.Sc Computer Science with at least 03 years' experience in Networking. Preference shall be given to MCSE, CCNA or other Network certifications.	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator if possess the required qualification and experience, if no suitable person is available for promotion then by initial recruitment.
44.	Web Developer BPS-17	MCS/M.Sc Computer Science having at least 03 years' experience in web developing. Good knowledge of web developing tools (Php, mysql, Asp.net, Dream-	25-35 Years	By promotion, on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator if possess the required qualification and experience, if no suitable person is available for promotion then by initial recruitment.

		weaver, JavaScript, xml, Ajax etc) may be given preference.		
45.	Computer Operat or BPS-16	i.B.C.S/BSc Computer Science and ii.A minimum speed of ten thousand key operations per hour or 27 words per minute, for punching data entry/verification with 2 year experience in Networking.	18-30 years	By initial recruitment.

1	2	3	4	5
S.No	Nomenclature of Post	Minimum qualification for appointment by initial recruitment	Age Limit	Method of recruitment
46.	Senior Private Secretary BPS-18			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Private Secretary with at least five years' service as such:
47.	Private Secretary BPS-17			By promotion, on the basis of seniority-cum-fitness, from amongst holders of the posts of Stenographer

				and Computer Operator with 80% and 20% ratio respectively; having speed of 100 words per minute in Shorthand, with at least five years' service as such: Provided that separate common seniority list of holders of the posts of (i) Stenographer; and (ii) Computer Operator, shall be maintained for the purpose of promotion to the post of Private Secretary.
48.	Stenographer BPS-16	<p>i. Bachelor's Degree from a recognized University and speed of 100 words per minute in Shorthand and 40 words per minute in typing in English. Preference will be given to the candidates having knowledge of MS Office.</p> <p>ii. In the Districts where Urdu is the Court language, speed of 30 words per Minute in typing in Urdu as well.</p>	18-30 years	<p>i. Twenty five percent by initial recruitment; and</p> <p>ii. Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Steno-typist (BPS-14) with at least three years' service as such.</p>
49.	Steno-typist BPS-14	<p>i. Intermediate or equivalent qualification from a recognized board; and</p> <p>ii. A speed of [50]</p>	18-30 years	By initial recruitment.

		<p>words per Minute in shorthand and 35 words per Minute in typing in English. Preference will be given to the candidates having knowledge of MS Office.</p> <p>iii. In the Districts where Urdu is the Court language, speed of 30 words per minute in typing in Urdu as well.</p>		
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