



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
THE GAUHATI HIGH COURT AT GUWAHATI

## NOTIFICATION

The 10th September, 2015

No.JDJ.182/2014/68.-In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and conditions of service of the persons appointed to the e-Court Service of High Court and District Courts of Assam, namely,

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|-------------------------------|---|
| Short title and commencement. | 1. (1) These rules may be called the Gauhati High Court and District Courts, e-court (Recruitment and Promotion) Service Rules, 2015.<br>(2) They shall come into force on the date of their publication in the Official Gazette.   |
| Definition                    | 2. In these rules, unless there is any thing repugnant in the subject or context, -<br>(a) "Appointing Authority" means the Registrar General of the High Court, Assam;<br>(b) "Board" means the Selection Board constituted under rule 13;<br>(c) "Constitution" means the Constitution of India;<br>(d) "Chief Justice" means Chief Justice of the Gauhati High Court;<br>(e) "District Court" means the Courts in the Districts of the State of Assam within the jurisdiction of the Gauhati High Court;<br>(f) "District Sessions Judge" means a Judicial Officer who holds the post of the District and Sessions Judge in a District Court;<br>(g) "Governor" means the Governor of Assam;<br>(h) "Government" means Government of Assam;<br>(i) "High Court" means Gauhati High Court;<br>(j) "ICT" means Information and Communication Technology;<br>(k) "Member" means the member of the Gauhati High Court and District Court, e-court Service; |

- (l) "Registrar General" means Registrar General in the Principal Seat of the Gauhati High Court;
- (m) "Selection Committee" means the Committee constituted under rule 14;
- (n) "Schedule" means Schedule appended to these rules;
- (o) "Select list" means the list recommended by the Board and Selection Committee for recruitment to a cadre both by direct recruitment and promotion as referred in rule 6 and 12;
- (p) "State" means the State of Assam;
- (q) "Service" means Gauhati High Court and District Courts e-Court Service;
- (r) "Year" means the Calendar year i.e. from January to December of the respective year.
- Class and Cadre** 3. (1) The Service shall consist of the following classes and Cadres :-  
 (i) Senior Systems Officer.  
 (ii) Systems Officer  
 (iii) Systems Assistant.
- Strength of Service** 4. (1) The strength of each cadre in a class of service shall be such as determined by the High Court from time to time. The cadre strength of each cadre of the service on the date of commencement of these rules shall be as shown in the Schedule I :  
 Provided that the Chief Justice may hold in abeyance any post as and when considered necessary.
- Method of recruitment.** 5. (1) Recruitment to the service shall be made in the manner prescribed hereinafter:-  
 (i) Recruitment to the cadre of Systems Assistant shall be made by direct recruitment only.  
 (ii) Recruitment to the cadre of Systems Officer shall be made by promotion from the cadre of Systems Assistant.  
 (iii) Recruitment to the cadre of Senior Systems Officer shall be made by promotion from the cadre of Systems Officer.  
 (iv) The existing Systems Officers and Systems Assistants, who were earlier recruited on contractual basis by following the procedure adopted for recruiting permanent employee, as per guidelines laid down in the National Policy and Action Plan for implementation of ICT in the India Judiciary as prepared by the Committee Supreme Court of India, New Delhi (1st August, 2005) and who has completed 2(two) years of service may be absorbed in the posts they are holding on the commencement of these rules subject to their continued utility and suitability and shall be entitled to the pay and allowances and other facilities as admissible to the posts of Systems Assistant and Systems Officer recruited under these rules.  
 (v) The exercise for absorption of the existing Systems Officers and Systems Assistants mentioned in sub-rule (iv) shall be for one time only.  
 (vi) After absorption of the existing Systems Assistants and Systems Officers in their respective cadres as mentioned in rule 3, the remaining vacant posts in each cadres shall be filled up by direct recruitment following the procedure prescribed under rule 6 which shall be followed in the process of first recruitment only. The vacancies which shall arise in due course of time in the respective cadres mentioned in rule 3 shall be filled up following the provision described under sub-rule (1) clause (i), (ii) and (iii) of these rules.

- Direct recruitment** 6. Direct recruitment shall be made on the basis of recommendations made by the Board in accordance with the procedure hereinafter provided :-
- (a) Before the end of each year (i.e. in the month of December) the Appointing Authority shall make assessment regarding the likely number of vacancies to be filled by direct recruitment during the next year and shall intimate the same to the Board together with details about reservation for candidates belonging to Scheduled Caste, Scheduled Tribes or any other category as laid down by the Government.
  - (b) The Appointing Authority shall simultaneously request the Board to recommend a list of candidates for direct recruitment, in order of preference.
  - (c) The Board shall prepare a list of all candidates who shall qualify in order of merit in accordance with the aggregate marks obtained by each candidate in the Test / Interview as mentioned in Schedule-III. If two or more candidates obtain equal marks, the Board shall arrange them in order of their relevant merit which shall be determined in accordance with the general suitability of the candidates to the service.
  - (d) The Board shall furnish to the Appointing Authority the list of candidates recommended by it in order of preference, found suitable for direct recruitment showing the marks obtained in examination/written test and interview. The number of candidates in such a list shall be equal to the number of vacancies notified.
  - (e) The lists shall be the same for the principal seat of Gauhati High Court and for the District and session court's of Assam.
  - (f) In this regard the Board shall simultaneously publish the list in the Assam Gazette and/or at such other places the Board may consider proper.
  - (g) The list shall remain valid for one year from the date of final result Chief Justice shall have the power to extend the validity of the list for a period which by any way cannot extend more than one year.
  - (h) The decision of the Board as to the eligibility or otherwise of a candidate for admission to the written and viva voce examination shall be final.
- Age** 7. A candidate for direct recruitment to the service shall not be less than 21 years and more than 38 years of age on the first day of the year of recruitment. The upper age limit for candidates belonging to Scheduled Caste and Scheduled Tribes or any other category of the State of Assam is relaxable as per the general rules for the time being in force.
- Academic Qualification** 8. The academic qualification of a candidate for direct recruitment to the post of Systems Assistant, Systems Officer and Senior Systems Officer shall be as shown in Schedule-II.
- Physical Fitness** 9. A candidate for direct recruitment shall be , -
- (1) of sound health, both mentally and physically and free from any organic defect or bodily infirmity likely to interfere with the efficient performance of his duties, and
  - (2) required to undergo medical examination before appointment to the service.
- Character** 10. A candidate for direct recruitment shall produce to the Appointing Authority certificates of good character from:-

- Recruitment By Promotion.**
11. Appointment by promotion in the cadre shall be made in the manner provided hereinafter:-
- (a) the Principal Academic Officer of the institute in which he studied last, and
  - (b) two respectable persons, who are well acquainted with (but not related to) the candidate.
- (1) Subject to suitability as may be decided by the Selection Committee and by the Appointing Authority, an officer belonging to the cadre of Systems Assistant shall be promoted to the cadre of Systems Officer and Senior Systems Officer as set forth herein below and in the manner provided in rule 12.
  - (2) A member of the cadre of Systems Assistant and Systems Officer of the Gauhati High Court and District Courts, shall be eligible for promotion as Systems Officer and Systems Assistant respectively subject to the following conditions, -
    - (a) he shall have rendered service for a minimum continuous period of 5 years in the existing cadre on the first day of the year of appointment.
    - (b) he must have cleared the viva-voce/test in this respect conducted by the Selection Committee.
    - (c) the selection shall be made on the basis of seniority with due regard to merit in case of promotion.
- General Procedure of Promotion.**
12. (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre and intimate the same to the Selection Committee together with details, -
- (a) information about the number of vacancies,
  - (b) list of staff in order of seniority, eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered,
  - (c) character rolls and personal files of the member listed,
  - (d) details about reservation,
  - (e) any other documents and information as may be considered necessary by the Appointing Authority or required by the Selection Committee.
- (2) The Appointing Authority shall simultaneously request the Selection Committee to recommend within one month a list of candidate found suitable for promotion in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion.
  - (3) The select list shall remain valid for twelve calendar months from the date of recommendation by the Board.
  - (4) The inclusion of a candidates names in select list shall confer no right to promotion unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that a candidate is suitable for promotion.
  - (5) The selection shall be in accordance with the lists finally approved by the Appointing Authority.

- Selection Board**      13.      The Board, as referred to in rule 6 shall consist of the following :-
- (i) Chief Justice of Gauhati High Court;      - Chairman.
  - (ii) 2(two) Judges of Gauhati High Court;      - Member
  - (iii) Registrar General of Gauhati High Court      - Member-Secretary
  - (iv) One Technical Expert to be nominated by the Chief Justice.      - Member
- Selection Committee.**      14.      The Selection Committee for promotion to the posts of Systems Officer and Senior Systems Assistant shall consist of the following :-
- (i) Chief Justice of Gauhati High Court;      - Chairman.
  - (ii) 2(two) Judges of Gauhati High Court;      - Member
  - (iii) Registrar General of Gauhati High Court      - Member-Secretary.
- Disqualification**      15.      No Person shall be eligible for appointment to the Service,-
- (a) unless he is a citizen of India, and
  - (b) if he has more than one wife living or in case of a female candidate who has married a person who has his wife living :
- Provided that the Governor may, if he is satisfied that there is special grounds for doing so, exempt any person from the operation of this clause.
- Reservation**      16.      In all cases of appointment under these rules there shall be reservation in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes as per provision of the Assam Scheduled Caste and Scheduled Tribes (Reservation of vacancies in services and posts) Act, 1978 as amended and the Rules framed thereunder. Reservation in favour of woman as per the Assam Woman (Reservation of Vacancies in Service and Posts) Act, 2005 and Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation Act, 1955 shall also be followed in direct recruitment.
- Seniority**      17. (1) The Seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list.
- (2) If a member fails to join the appointment within the initial 15 days of receipt of the order or within extended period, but joins later, his seniority shall be determined in accordance with the date of joining.
  - (3) A member of the service appointed by way of promotion shall be senior to a member appointed by direct recruitment in that cadre in the same year.
  - (4) The persons who are absorbed to the posts of Systems Assistant and Systems Officer under rule 5 their seniority shall be determined as per their position in the select list prepared during the absorption process by the Selection Board and shall be senior to the persons recruited directly later.
- Gradation List**      18.      Gradation list shall be prepared containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.

- Pay and allowances** 19. All appointment in the service shall be made in the time scale of pay as may be prescribed by the Government from time to time. The time scale of pay of the posts as on the date of commencement of these rules are as shown in the Schedule-I.
- Probation and Confirmation.** 20. (1) Every person selected by direct recruitment shall be on probation for a term of 2(two) years and those promoted to the higher grade, shall be on officiation for a term of 1(one) year and their services shall be evaluated and assessed prior to confirmation by the Appointing Authority:
- Provided that the period of probation may for good and sufficient reason be extended by the Appointing Authority for any specified period, in any case not exceeding a period of three years.
- (2) A probationer shall be liable to be discharged from the service or in the case of person appointed to the service on promotion or by selection to be reverted to the post held substantively or held in the officiating capacity immediately before his promotion or selection as the case may be,-
- (a) if his service is not satisfactory during his probation or
- (b) If any information relating to his nationality, age, health, character or antecedents the Appointing Authority is satisfied the probationer is ineligible or otherwise unfit for being a member of the service.
- (3) After a probationer completes his period of probation to the satisfaction of Appointing Authority he shall be confirmed in permanent post in the relevant cadre in the service.
- Duties and responsibilities.** 21. The duties and responsibilities of the members of the service shall be as indicated in Schedule-IV.
- Transfer.** 22. (i) The post of Systems Officer and Systems Assistant shall be transferable throughout the State of Assam.
- (ii) Appointing Authority shall have the prerogative to transfer Systems Officer and Systems Assistant from one place to another at any time in public interest.
- Disciplinary Authority.** 23. The Registrar General shall be the Disciplinary Authority for the members of the service in High Court, Guwahati. The District and Sessions Judge of the concerned district shall be the Disciplinary Authority for the members posted in the District Courts and they will be governed by the Assam Services (Discipline and Appeal) Rules, 1964.
- Tenure** 24. All appointment to the posts of Senior Systems Officer, Systems Officer, Systems Assistant shall be permanent.
- Retirement** 25. Except as otherwise provided in these rules, every employee working under the High Court and District Courts shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years:
- Provided that all employees whose date of birth is 1st day of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years:

- Provided further that in case State Government takes a policy decision on changing the age of superannuation, same shall be applicable to the Senior Systems Officer/ Systems Officer/ Systems Assistant.
- Retirement in Public Interest.** 26. The Selection Committee shall review the career progress and performance of the member of the service after completion of 20 years and 25 years of service. If the committee considers that in public interest any such should retire from service, he shall be compulsorily retired by giving him a notice of not less than 3 months in writing or 3(three) months pay and allowance in lieu thereof :  
Provided that nothing in the above shall be considered as preventing consideration for compulsory retirement of any member of the service at any time other than those mentioned above.
- Code of Conduct** 27. There shall be Code of Conduct for all members of the service enumerated in Schedule-IV and they shall strictly adhere to it. Any dereliction on the part of the member of the service shall be treated as misconduct and may call for initiation of disciplinary proceeding against the delinquent employee. The Code of Conduct enumerated in the Schedule V is not exhaustive but only illustrative and High Court may, from time to time make such modifications/additions as may be considered appropriate.
- Disciplinary Authority.** 28. The Registrar General shall be the Disciplinary Authority for the members of the Service of Gauhati High Court, and the District and Sessions Judge of the concerned district shall be the Disciplinary Authority for the members posted in the District Courts and they will be governed by the Assam Services (Discipline and Appeal) Rules, 1964.
- Mode of Employment.** 29. (1) The member of the service shall be employed in such manner as the Appointing Authority may decide.  
(2) The member of the service may be posted in any district of the State of Assam and can be transferred from one district to other district in the interest of public service.
- Other conditions of Service.** 30. (2) Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force.
- Relaxation** 31. Where the Government is satisfied that the operation of any of these rules, causes undue hardship in any particular case, it may, dispense with or relax that rule to such extent and subject to such conditions as it may consider necessary dealing with the case in a just and equitable manner :  
Provided that the case of any person shall not be dealt with in any manner less favorable to him than provided in these rules.
- Interpretation** 32. If any question arises relating to the interpretation of these rules, the decision of the Government shall be final.
- Repeal and Savings** 33. The rules corresponding to these rules and in force immediately before commencement of these rules are hereby repealed :  
Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

**Schedule-I****(A) For the Principal Seat of the Gauhati High Court, Guwahati.**

<b>Name of Post</b>	<b>No. of post</b>	<b>Grade &amp; Scale</b>	<b>Classification</b>
Senior Systems Officer.	1	Rs.8,000/-Rs.35,000/- (PB-3) + Grade Pay Rs.5,100/	Group-B
Systems Officer	1	Rs.8,000/-Rs35,000/- (PB-3) + Grade Pay Rs.4,200/	Group-B
Systems Assistant	2	Rs.5,200/-Rs20,200/- (PB-2) + Grade Pay Rs.3,000/	Group-C
<b>Total</b>	<b>4</b>		

**(B) For Subordinate Judicials in the State of Assam.**

<b>Name of Post</b>	<b>No. of post</b>	<b>Grade &amp; Scale</b>	<b>Classification</b>
Systems Officer	22	Rs.8,000/-Rs35,000/- (PB-3) + Grade Pay Rs.4,200/	Group-B
Systems Assistant	44	Rs.5,000/-Rs20,200/- (PB-2) + Grade Pay Rs.2,200/	Group-C
<b>Total</b>	<b>66</b>		

The expenditure is debitable to the Heads of Account "2014-Admn. of Justice -102- High Court-152-Establishment-01 Salary (charged) Non-plan General" and "2014- Admn. Of Justice-105- Civil & Sessions Court (voted)- 01- Salary Non-plan General".



**Schedule-II**

1	Senior Systems Officer.	<p>M.E./M.Tech in Computer Science /Computer Engineering/ Information Technology with at least one(1) year experience in the relevant field from a reputed organisation / Institution OR</p> <p>(i) MCA or B.E./B.Tech in Computer Science/Computer Engineering/ Information Technology or M.Sc. (IT/Computer Science) with 1st Class degree or at least 60% marks in aggregate from a recognized Institution or equivalent grade and with at least 3(three)years experience in the relevant field from a reputed organisation /Institution.</p>
2	Systems Officer	<p>(ii) MCA or B.E./ B. Tech. in Computer Science/ Computer Engineering/ Information and Communication Technology or M.Sc.(IT/Computer Science) with 1st Class degree or at least 60% marks in aggregate from a recognized Institution or equivalent grade and with at least 1 year experience in the relevant field from a reputed organisation /Institution OR</p> <p>(iii) BCA or B.Sc (Computer Science) with 1<sup>st</sup> Class or at least 60% marks in aggregate or equivalent grade or B.Sc. in Physics / Maths / Statistics/ Operations Research/ Computer Science with either Post Graduate Diploma in Computer Science/ Computer Applications with 1<sup>st</sup> Class or at least 60% marks in aggregate or equivalent grade (from a Govt. of recognized University/ Institution and with at least 3 years working experience from a reputed institution/ organization.</p>

3	Systems Assistant.	<p>(i) B.C.A. with 60% marks in aggregate or equivalent grade from a recognized Institution with at least 1(one) year working experience from a reputed institution/organization OR</p> <p>(ii) B.Sc. with 1 year Post Graduate Diploma in Computer Science / Applications with 60% marks in aggregate or equivalent grade from a recognized Institution and with at least 1(one) year working experience from a reputed institution/organization OR</p> <p>(iii) Diploma holders from Polytechnic in Computer Science/Engineering or Electronics &amp; Telecommunications with 60% marks in aggregate or equivalent grade from a recognized Institution and with at least 2(two) years working experience from a reputed institution/organization.</p>
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**Schedule-III**  
**Scheme and Syllabus for the Examination (Total marks:200)**

**Written Examination: Total Marks – 140**

Section	Subjects	Syllabus	Marks
I	English	This section will test the proficiency in English language and will be of 12 <sup>th</sup> (HS) Standard	20
II	Quantitative aptitude & Reasoning	This section will test the speed, reasoning, intelligence and accuracy of the candidate	25
III	General Knowledge & Current Affairs	This section will test the general intelligence along with matters of national & International Affairs	25
IV	Official language of the State of Assam	This section will test the proficiency in official State language and will be of 10 <sup>th</sup> (HSLC) Standard	20
V	Professional Knowledge	This section will test the Information Technology skills viz Computer Programming, Computer Networks, DBMS related knowledge of the candidate.	50

**Practical Examination: Total Marks - 30**

I	Practical	30
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**Viva Voce: Total Marks - 30**

I	Viva Voce	30
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***Schedule-IV******Duties and responsibilities:***

The member of the service shall work to achieve the goal of e-Courts project in India and also to technically equip the available human resources who could help to make the system available to the people and shall work for proper implementation of the e-Courts project.

**Senior Systems Officer:** The Senior Systems Officer posted in the High Court, apart from the code and conduct, mentioned in Schedule-V, will have the following duties, namely, -

- (i) he will report to the Central Project Coordinator, e-Courts Project of High Court and in absence of Central Project Coordinator, to an appropriate authority, to be designated by the Registrar General for his/her day to day activities.
- (ii) he will be assisted by Systems Officer and Systems Assistant for works related to High Court and by Systems Officer and Systems Assistant posted in the respective districts for activities involving District and Sub-divisional Courts.
- (iii) he will work in the Principal Seat of the High Court. He/She may be deputed from time to time to the outlying benches of Gauhati High Court for various ICT (Information and Communication Technology) related duties.
- (iv) he shall keep a close eye on new innovation and will be responsible for suggesting new technology as per the requirement.
- (v) he shall conduct periodical review of the entire set up to make sure that all the legal procedures are being followed in all the steps and submit the reports to the Registrar General.
- (vi) he will maintain proper inventory and records of ICT equipments provided under the e-Courts Project in the High Court.
- (vii) he may be assigned duties in various subordinate Courts under the Gauhati High Court.
- (viii) he shall assist the High Court in ICT system administration and management and work with close coordination with the ICT manpower present in the computer section.
- (ix) he shall interact with the vendors for maintaining and supporting the equipment.
- (x) he shall assist in training of Judges, Judicial Officers and court staff for effective utilization of IT resources.
- (xi) he shall be responsible for addressing the complaints of District & Sub-ordinate courts for smooth operation of ICT infrastructure.

- (xii) he will provide all necessary help and guidance to the Systems Officer and Systems Assistant posted in the districts in resolving any problems that may arise in ICT related works in the districts. If required Senior Systems Officer may also visit the district to sort out any problem after taking proper approval from the Reporting Officer.
- (xiii) he shall perform such other technical activities and support duties as may be assigned by the High Court from time to time.

**Systems Officer:** The Systems Officer posted in the High Court, apart from the code and conduct mentioned in Schedule-V, will have the following duties namely, -

- (i) he will report to Central Project Coordinator, e-Courts Project of High Court and in absence of Central Project Coordinator to the Registrar General for his day to day activities.
- (ii) he will assist the Central Project Coordinator & Senior Systems Officer in performance of his/her duties and/or discharge the same independently as and when required.
- (iii) he shall train Court Staff in using ICT equipment and use of various software tools to be used by High Court from time to time.
- (iv) he shall regularly update skills and should be equipped with various software tools used by High Court.
- (v) he may be assigned duties in districts and sub-divisional courts if situation so arises by the High Court.
- (vi) he shall perform such other technical activities and support duties as may be assigned by the High Court from time to time and by the Senior Systems Officer.

**Systems Assistant:** The Systems Assistant posted in the High Court, apart from the code and conduct mentioned in Schedule-V, will have the following duties; namely

- (i) he shall be responsible for the maintenance and upkeep of ICT infrastructure such as hardware, LAN, UPS, etc with the concerned service providers.
- (ii) he shall monitor and manage the video-conferencing facility through which the District Courts in the State of Assam will be connected to the various District Jails.
- (iii) he may be assigned duties in districts and sub divisional courts by the High Court, if situation so demands.
- (iv) he shall assist Senior Systems Officer and Systems Officer (High Court) in their work.
- (v) he shall install computers, software, printers, scanner etc. delivered to each Court.

- (vi) he shall perform such other duties as may be assigned by the High Court and Senior Systems Officer/ Systems Officer.

**Systems Officer:** The Systems Officer posted in the district, apart from the duties and responsibilities mentioned in Schedule-V, will have the following duties, namely, -

- (i) he shall report to the District & Sessions Judge of the concerned District where he/she is posted.
- (ii) he shall have to regularly verify online data and physical data (i.e., cases available and cases shown in the system) so as to generate adequate and accurate reports (Cause list, Disposal Register, Type of cases, Stage of a case, Quarterly & Monthly Statements, Pending Case Statements etc.).
- (iii) Systems Officer shall assist the District and Sub-divisional level ICT activities in system administration and management.
- (iv) he shall be responsible for maintenance and implementation of the Case Information System (CIS) running in the various courts in the district, regular backup of the software and database etc., training of court staff with various modules and facilities of CIS.
- (v) he shall manage ICT infrastructure such as computers, scanners, printers, information KIOSKS, LAN, VC equipment, internet connectivity, communication equipment such as switches, routers, modems, WiFi etc. in district and sub divisional level court complexes in the district where posted.
- (vi) he will maintain proper inventory and records of all ICT equipments in the District Courts and sub-divisional Courts in the judicial district in which he/she is posted.
- (vii) he shall interact with vendors for maintaining and supporting the equipment.
- (viii) he shall be responsible for installation and maintenance of Operating Systems, Office Tools, customized applications.
- (ix) he shall assist in training of the Judicial Officers and court staff.
- (x) he shall maintain and update the District Judiciary website along with performing data transfer to National Judicial Data Grid.
- (xi) he shall develop customized applications as required by Court from time to time in the district.
- (xii) he shall perform such other technical activities and support duties as assigned by the High Court or District Court from time to time.

**Systems Assistant:** The Systems Assistant posted in the district, apart from the code and conduct mentioned in Schedule-V, will have the following duties; namely, -

- (i) he will report to District and Sessions Judge in the concerned district in which he/she is posted;
- (ii) he will assist Systems Officer (District) in performing his/her duties.
- (iii) he shall assist the Systems Officer in maintenance / troubleshooting of ICT infrastructure such as servers, computers, laptops, scanners, printers, LAN, information KIOSKS, VC equipment, Internet Connectivity, communication equipment such as switches, modems, etc. in coordination with the concerned service providers.
- (iv) he shall be responsible for maintenance and upkeep of ICT infrastructure such as hardware, LAN, UPS, VC equipment, etc with the concerned service providers in district as well as in the sub divisional court complexes in the district where posted.
- (v) he shall be responsible for implementation of Case Information System(CIS) in the courts and all activities related to case information system.
- (vi) he shall install computers, software, printers, scanner etc. delivered to each Court.
- (vii) he shall assist Systems Officer to maintain and update the District Judiciary website along with performing data transfer to National Judicial Data Grid.
- (viii) he shall monitor and manage the video-conferencing facility through which the Subordinate Courts in the State of Assam will be connected to the various District Jails.
- (ix) he shall perform such other duties as may be assigned by the High Court or District Court.

**Schedule-V****Code and conduct**

All member of the service shall hold highly visible positions of public trust. They must conduct their business in a manner that favourably reflects the ideals consistent with the fundamental values of our judicial system. These values include: fairness, accessibility, accountability, effectiveness, responsiveness and independence. The actions of the employees at all times should demonstrate highest degree of integrity and must uphold and increase the public trust and confidence in the judicial system.

**Abuse of Position:**

- i) a member of service will not use or attempt to use his position to secure unwarranted privileges for himself or others.
- ii) he shall not solicit or accept, or appear to solicit or accept, any gift, favour, or anything of value based upon any material understanding that the official actions, decisions of any court employee would be influenced.
- iii) he shall not discriminate against or otherwise give special treatment or anything of value to any person, whether or not for compensation, or permit family, social, or other relationships to influence or appear to influence his official conduct or judgment.
- iv) he will use the resources, property, and funds under his official control judiciously and solely in accordance with prescribed legal and court operating procedures.

**Conflict of Interest:**

- i) A member of service shall avoid conflicts of interest and the appearance of conflicts of interest in the performance of his duties.
- ii) When he feels that a conflict of interest may arise, the Senior Systems Officer/ Systems Officer/ Systems Assistant should promptly inform his or her Appointing Authority. The Appointing Authority, after determining that a conflict or the appearance of a conflict of interest exists, should take appropriate steps to restrict the Senior Systems Officer/ Systems Officer/ Systems Assistant 's performance of official duties in such matter so as to avoid a conflict or the appearance of a conflict of interest. A Senior Systems Officer/ Systems Officer/ Systems Assistant should observe the restrictions imposed by his or her Appointing Authority in this regard.



**Confidentiality:**

- i) a member of the service shall not disclose to any unauthorized person any confidential information acquired in the course of his/her court employment.
- ii) he shall avoid any activity which would reflect adversely on his/her position or the position of the Institution.

**Financial Activities:**

- i) a member of the service should refrain from outside financial and business dealings that tend to detract from the dignity of the Court, interfere with the proper performance of official duties, exploit the position, or associate him/her in a substantial financial manner with lawyers or other persons likely to come before him/her or the court or office he/she serves.
- ii) he should not solicit or accept a gift from anyone seeking official action from or doing business with the court or other entity or from anyone whose interests may be substantially affected by the performance or non-performance of official duties.
- iii) he shall disclose the statement of his assets and liability every year.

**Sexual Harassment:**

The guidelines of Hon'ble Supreme Court in connection with Vishaka's case or any law or regulation that may come into effect shall be strictly followed and any act of sexual harassment shall be treated as misconduct.

**Punctuality and Discipline:**

- i) All member of service shall attend court in time and shall not leave office before office hours without intimating the authority.
- ii) Any unauthorized absence from duty by a will be treated as misconduct.
- iii) All member of service shall carry an identity card which shall be visible to public.

**P. SAIKIA,**  
L. R. & Secretary to the Govt. of Assam,  
Judicial Department.