

The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, FRIDAY, MAY 20, 2011

PART II

Statutory Notification (S. R.O.)

GOVERNMENT OF PAKISTAN

ISLAMABAD HIGH COURT, ISLAMABAD

NOTIFICATION

Islamabad, the 14th May, 2011

S. R. O. No. 443(1)/2011.- In exercise of powers conferred by section 25 of Civil Servants Act, 1973 (LXXI of 1973) the President of Pakistan is pleased to make the following rules, namely "The Islamabad Capital Territory Civil and Sessions courts Ministerial Establishment Service Rules, 2011":-

PART-1

GENERAL

1. **Short title, commencement and application.**-(1) *These rules may be called the Islamabad Capital Territory Civil and Sessions Court Ministerial Establishment Service Rules, 2011.*

2. *They shall come into force at once.*

3. *They shall apply to all persons borne on the ministerial establishment of the Islamabad Capital Territory Civil and Sessions Court.*

2. **Definitions.**-(1) *In these rules unless there is anything repugnant in the subject or context:-*

- (a) "Appointing Authority" means the appointing authority specified in column 5 of Schedule II;
- (b) "Appointment" means an appointment to the Service, whether on permanent, temporary or officiating basis;
- (c) "Board" means a Board of Intermediate and Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government to be a Board;
- (d) "Chief Justice" means the Chief Justice of the High Court;

- (e) “Civil Court” means the civil court as defined in the Civil Court Ordinance, 1962 (W.P Ordinance II of 1962);
 - (f) “Departmental Promotion Committee” means the committee specified in column No.4 of schedule II;
 - (g) “Departmental selection Committee” means the committee specified in column No.4 of schedule II;
 - (h) “High Court” means the Islamabad High Court, Islamabad;
 - (i) “initial appointment” means appointment made otherwise than by absorption, probation, promotion and transfer etc;
 - (j) “member of Service” means a person appointed or recruited to ministerial establishment of the Islamabad Capital Territory Civil and Sessions Court;
 - (k) “prescribed” means prescribed by these rules;
 - (l) “recognized university” means any university established under a law in Pakistan or any other university which may be recognized by the Higher Education Commission as a university;
 - (m) “schedule” means a schedule to these rules;
 - (n) “sessions court” means the session court as referred to in the Code of criminal Procedure, 1898 (Act V of 1898); and
 - (o) “service” means the Islamabad Capital Territory Ministerial Establishment of Civil and Sessions Courts;
- (2). *The words and expressions used, but not defined in these rules shall have the meanings as ascribed to them by the General Clauses Act 1897 (X of 1897).*

PART-II

ESTABLISHMENT, CONSTITUTION AND STRENGTH

3. **Establishment and constitution of the service.**-(1) on commencement of these rules, there shall be established and constituted a Service to be known as the Islamabad Capital Territory Ministerial Establishment service of civil and Sessions Court.

(2) The service shall consist of officers, officials and other staff as provided in Schedule-I.

(3) The Chief Justice may amend the schedules by a notification in the official Gazette, from time to time.

(4) For the purpose of these rules, the powers of the Federal Government shall be exercised by the Chief Justice unless otherwise provided.

4. **Strength of the Service.**-(1) The strength of the members of the service shall consist of such posts as may, from time to time, be determined by the Chief Justice.

(2) The permanent strength of the members of Service, shall, unless varied by orders passed in this behalf, be as specified in schedule-I.

(3) The High Court may, from time to time, leave unfilled or hold in abeyance, any vacant post in the Service without entitling any person to compensation or

create, from time to time, additional posts, temporary or permanent, as may be deemed fit and necessary.

PART-III

APPOINTING AUTHORITY

5. **Appointing Authority.**-(1) All the appointments to the Service shall be made on recommendations of the Departmental Promotion Committees or Departmental Selection committees by the Appointing Authority as specified in columns 4 and 5 of Schedule-II.

(2) In case of initial appointment to any post of the service, the mode and criteria specified in schedule-III or as prescribed by the High Court, from time to time, shall be adopted.

PART-IV

ABSORPTION AND POSTING ON DEPUTATION

6. **Absorption.**-(1) On commencement of these rules all the ministerial officers, officials and staff already working in civil and sessions Courts at Islamabad shall stand absorbed and appointed in the service on their respective posts for which they are eligible under these rules.

(2) The seniority of members of the service appointed under sub-rule (1) shall reckon from the date of such absorption.

(3) Notwithstanding anything contained in sub-rule (2) the inter-se seniority being possessed by them shall remain intact.

7. **Posting on deputation.**-In case some vacancies remain unfilled after absorption, the High court may borrow the services of eligible ministerial officers, officials and staff from other departments of the Government:

Provided that such unfilled vacancies may be filled through initial appointment or promotion as prescribed in due course of time.

PART-V

METHODS OF APPOINTMENTS AND ELIGIBILITY

8. **Methods of appointment.**-After the appointments made under rules 6 and 7, the recruitment to the service shall be made in accordance with the method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts specified in schedules II and III.

9. **Appointment of child of deceased member of a Court staff.**-Notwithstanding anything contained to the contrary in any rule, whenever a member of the service dies while in service or is declared invalid or incapacitated for further service, any one of his unemployed children may be employed against a post in BPS-1 to 15 for which he possesses the prescribed qualification and experience in relaxation of selection procedure under these rules.

10. **Initial recruitments.**-(1) The appointment through initial recruitment shall be made as prescribed or directed by the chief Justice from time to time:

(2) The initial recruitment shall be made in the following manner,

(a) fifty per cent appointments through initial recruitment shall be made from the eligible candidates having domicile of Islamabad Capital Territory; and

(b) fifty per cent appointments through initial recruitment shall be made from the eligible candidates of other provinces and FATA with ratio of twelve per cent for each Province and two per cent for FATA.

(3) Ten percent of seats shall be reserved across the board for women to the posts in the service by initial appointments subject to suitability i.e. if sufficient number of women candidates are not available, then, the reservation shall not have any operation to the extent of such non-availability;

Provided that there shall be no carry forward of the seats reserved for women.

11. **Probation.**-(1) An appointment to a post through initial appointment shall be on probation for a period of one year;

Provided that the Appointing Authority may, for sufficient reasons, extend the period of probation for another one year or curtail it at any time before two years.

(2) If in the opinion of the Appointing Authority, the work or conduct of an employee on probation is unsatisfactory, or he is unlikely to become efficient, the Authority may discharge him or terminate his service **on one month notice**.

(3) A person appointed to a post by promotion shall also be placed on probation for the period mentioned in sub-rule (1):

Provided that if, in the opinion of the Appointing Authority, the work or conduct of any employee is unsatisfactory, it may revert him to his substantive post:

Provided further that if no order is passed before the expiry of initial or extended period of probation, the probation shall stand terminated.

12. **Confirmation of appointment by the High Court.**-All the appointments made by the District and Sessions Judge or the senior Civil Judge, shall be reported to the High Court for confirmation.

13. **Transfer.**-(1) The Appointing Authority may transfer any officer, official and staff attached to the establishment under his control within that establishment.

(2) The High Court may transfer any officer, official and staff to any place within its jurisdiction.

PART-VI

CONDUCT, EFFICIENCY AND DISCIPLINE

14. **Conduct.**-(1) Members of the Service shall observe the Government Servant (Conduct) Rules, 1964 and such other rules or instructions as may be framed or issued by the competent authority from time to time.

(2) whenever any officer or official or staff member is personally interested in a case to be heard by the Court, to which he is attached, he must bring the fact to the notice of the Presiding Officer.

15. **Efficiency and Discipline.**-Members of the service in the matters relating to efficiency and discipline shall be governed by the Government Servants (Efficiency and Discipline) Rules, 1973.

16. **Penalties.**-(1) To ensure efficiency and discipline, the Appointing Authority may impose any of the penalties laid down in sub-rule (2) upon an employee, who:-

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct as defined in the Government Servant (Conduct) Rules, 1964; or
- (c) is corrupt, or may reasonably be considered to be corrupt because,-
 - (i) he, is or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; of
- (d) he is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person; and his retention in service is therefore prejudicial to national to national security, the authority may impose on him one or more penalties.

(2) One or more of the following penalties may be imposed upon an employee found guilty of any of the charges mentioned in sub-rule (1), namely:-

- (a) censure;
- (b) withholding of promotion or increments for a specified period of time;
- (c) recovery of the whole or any part of any pecuniary loss caused to the Court or to a party litigating before the Court;
- (d) reduction in rank to a lower post;
- (e) compulsory retirement;
- (f) removal from service; and
- (g) dismissal from service.

(3) No penalty would be imposed upon an employee unless he is apprised of the allegations against him and has been given an opportunity of submitting his defense in writing and is personally heard by the Appointing Authority.

(4) The appointing Authority may also, in appropriate cases, appoint an Enquiry officer above the rank of the person against whom proceedings are initiated to hold a detailed fact-finding or examine evidence proceeded against.

(5) No penalty shall be imposed unless the person proceeded against is provided with a copy of the enquiry report and given an opportunity of being heard.

PART-VII

SENIORITY

17. **Seniority.**-Seniority lists of persons appointed against different posts specified in schedule-II shall be maintained in the following manner, namely:-

- (a) the seniority of an employee shall be reckoned from the date of his regular appointment against the post held by him or from the date of such appointment in an equivalent post specified in Schedule II; and
- (b) notwithstanding anything contained in clause (a), upon the commencement of the rules, the Chief Justice may constitute a Committee or Committees comprising an officer or officials of the High Court, the concerned District Judge and the concerned Senior Civil Judge for determination of *inter-se* seniority of officers, officials and staff in various pay scales and the findings of such Committee or committees shall be final:

Provided that any order regarding the seniority of the officers or staff, before commencement of these rules, passed by the authority shall remain intact until varied by orders.

PART-VIII

LEAVE, PAY, PENSION AND FUNDS ANOTHER MATTERS, E

18. **Leave, Pay, Pension etc.**-(1) Matters relating to leave, pay, pension and funds shall be regulated under the respective rules as applicable to the Civil Servants under the Civil Servant Act, 1973, (LXXI of 1973) with such modifications and changes as made by the Chief Justice, if necessary.

(2) The rules made under the Civil Servants, Act, 1973 (LXXI of 1973), relating to all other matter which are not particularly mentioned in these rules shall be applicable to all officers and officials or staff with such modifications and verifications as the Chief Justice may prescribe from time to time.

PART-IX

APPEAL

19. **Appeal.**-(1) An appeal from a penalty imposed under Part-VI of these rules by the Senior Civil Judge, shall lie to the District and Sessions Judge.

(2) An appeal from penalty imposed by the District and Sessions Judge other than on appeal under Part-VI of these rules, shall lie to the High Court.

PART-X
MISCELLANEOUS

20. **Relaxation of Rules.**-The President may, on the recommendation of the Chief Justice, relax any rule where it is causing impediments in the smooth administration of the affair of the service and in cases of hardships.

(SCHEDULE-1) (AMENDED)

[see rule 3(2)]

Permanent Strength of the Service

Sr.No.	Posts	Basic Pay Scale	Number		Total
			ICT-East	ICT-West	
1	2	3	4	5	6
1.	Superintendent	17	1	1	2
2.	¹ Data Processing Officer	17	1	1	2
3.	² Superintendent (for the office of the Senior Civil Judge)	16	0	1	1
4.	³ Stenographer	16	45	45	90
5.	⁴ Assistant Hardware/Network Engineer	16	1	1	2
6.	⁵ Assistant /Reader	15	20	20	40
7.	⁶ Identity Section Incharge	15	1	1	2
8.	⁷ Archiving Section Incharge	15	1	1	2
9.	⁸ [Stenotypist	14	0	4	4
10.	Civil Nazir	14	1	1	2
11.	⁹ [Accountant	14	1	1	2
12.	¹⁰ Scanning Technician	14	2	2	4
13.	¹¹ Data Entry Operator	14	29	39	68
14.	^{12, 13} [Record Keeper/Senior Clerk/UDC	11	29	29	58
15.	^{14, 15} [Assistant Record Keeper/ Junior Clerk/Ahlmed/LDC	9	61	61	122
16.	Nazir	8	1	1	2
17.	¹⁶ Naib Nazir	7	2	2	4
18.	¹⁷ Bailiff	5 (There are	11	11	22

¹ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

² Amendment vide S.R.O. 1316(1)/2012 notification dated 06th June, 2012

³ Amendment vide S.R.O. 745 (1)/2014 notification dated 12th August, 2014

⁴ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

⁵ Amendment vide S.R.O. 845(I)/2017 notification dated 25th August, 2017

⁶ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

⁷ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

⁸ Amendment vide S.R.O. 1316(1)/2012 notification dated 06th June, 2012

⁹ Amendment vide S.R.O. 610(1)/2014 notification dated 24th June, 2014

¹⁰ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

¹¹ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

¹² Amendment vide S.R.O. 745 (1)/2014 notification dated 12th August, 2014

¹³ Amendment vide S.R.O. 845(I)/2017 notification dated 25th August, 2017

¹⁴ Amendment vide S.R.O. 745 (1)/2014 notification dated 12th August, 2014

¹⁵ Amendment vide S.R.O. 845(I)/2017 notification dated 25th August, 2017

¹⁶ Amendment vide S.R.O. 677(I)/2012 notification dated 02nd June 2012.

¹⁷ Amendment vide S.R.O. 745 (1)/2014 notification dated 12th August, 2014

		<i>two Family Court's Bailiffs are working in BPS-03)</i>			
19.	<i>Driver</i>	4	2	2	4
20.	<i>Process Server</i>	4	50	50	100
21.	¹⁸ <i>Dafiri/Record Lifter</i>	2	0	3	3
22.	¹⁹ <i>Naib Qasid</i>	1	59	59	118
23.	^{20,21} <i>[Chowkidar</i>	1	5	8	13
24.	<i>Mali/Baildar</i>	1	5	5	10
25.	<i>Water man/ Water Carrier</i>	1	5	5	10
26.	²² <i>Sweeper</i>	1	10	10	20

SCHEDULE-III

[see rule 8]

Modes of filling of vacancies in miscellaneous posts in Establishment of Civil and Sessions Courts of the Islamabad Capital Territory through initial appointment

The following criteria for appointments against the subject vacancies:

1. For posts in BPS-1 to 4.

Such method and procedure as may be adopted by the concerned Departmental Selection Committee and Departmental Promotion Committee, subject, however, to the minimum prescribed qualification.

2. For posts in BPS-5 and above:-

The total marks shall be 100 as per detail below:

(a) Educational qualifications	30
(b) Higher qualification	10
(c) Experience	10
(d) Test	25
(e) Interview	25

Comparative grading of the marks above shall be as under:

COMPARATIVE GRADING OF QUALIFICATION AND EXPERIENCE

¹⁸ Amended vide S.R.O/ 1316(1)/2012 notification dated 06th June, 2012

¹⁹ Amendment vide S.R.O. 745 (1)/2014 notification dated 12th August, 2014

²⁰ Amended vide S.R.O/ 1316(1)/2012 notification dated 06th June, 2012

²¹ Amendment vide S.R.O. 354(1)/2014 notification dated 05th May, 2014

²² Amendment vide S.R.O. 118(I)/2017 notification dated 16th January, 2017

A. Minimum prescribed Qualification:- Total Marks 30

Sr. No.	Qualification	1st Division	2nd Division	3rd Division
(i)	Matric	30	20	10
(ii)	Matric	15	10	05
	F.A/F.Sc	15	10	05
(iii)	Matric	10	06	03
	F.A/F.Sc	10	06	03
	B.A/B.Sc	10	08	04

B. HIGHER QUALIFICATION:

(Higher qualification than prescribed under the rules)

One stage above.....05 Marks.

Two stages above.....07 Marks.

Three or more stages above.....10 Marks.

C. EXPERIENCE:

Experience upto one year.....04 Marks.

Experience upto two years.....07 Marks.

Experience upto three years and above.....10 Marks.

ILLUSTRATIONS:

- (a) Where qualification prescribed in the rules is Matric, comparative grading of candidates shall be done as shown at “A”(i) above. Where typing is prescribed in the rules as a part of the qualification after Matric, all persons possessing the prescribed speed shall be considered as equal.
- (b) Where the prescribed qualification is Intermediate, grading shall be done as indicated at “A” (ii) above. To illustrate; if the candidate is a 2nd Divisioner in Matric and 1st Divisioner in Intermediate, he shall get 10 plus 15 marks out of the total of 30 reserved for prescribed qualification.
- (c) Where prescribed qualification is Graduation, the comparative grading shall be done as shown at “A” (iii) above. If a candidate is 3rd Divisioner in Matric,

2nd Divisioner in Intermediate and 1st Divisioner in Graduation, he shall get 03, 06 and 10 marks respectively i.e. 19 marks out of 30.

(d) The above gradings are applicable only where academic qualifications are Matric and above. In cases where technical qualifications (like Diploma or Certificate) are also prescribed in addition to basic qualifications, then in such cases 30 marks for comparative grading shall be calculated as below:-

1. Total Marks	30
2. Basic qualification like Matric, Intermediate or Graduation as prescribed by the rules	20
3. Additional Technical qualification	10

The method for further distribution of 10 marks shall be laid down on the analogy of the principles indicated above. 20 marks shall be distributed for the basic qualification by necessary modification in the formula indicated "A" above. To illustrate, if the basic qualification is Matric, 20 marks shall be distributed as below:-

1 st Division	20
2 nd Division	13
3 rd Division	07

(e) The equation of grades *vis-à-vis* Division shall be as follows:

Grade A& B	1 st Division
Grade C.	2 nd Division
Grade D.	3 rd Division

(f) In case where no Division or grade is given in the respective Certificate, it shall be worked out on the basis of marks secured by the candidate as follows:-

(a) 60% and above marks	1 st Division
(b) 45% - 59% marks	2 nd Division
(c) Below 45% marks	3 rd Division

(g) If not specifically provided otherwise “experience” shall mean experience gained in the respective field after acquiring the basic prescribed qualifications.

A candidate securing less than 12 marks each in the test and interview shall not be considered for appointment.

Note:

3. **For the Post in basic pay scale 5 and above,** candidate shall have to undergo screening test, before the aforesaid test and interview, in case their number exceeds four times the number of vacancies to be filled in.

(SCHEDULE-II) (AMENDED)

[see rule 2]

Name of the Department	Functional Unit	Name of the Post	Departmental Promotion committee & Departmental Selection Committee	Appointing Authority	Minimum Qualification for appointment		Method of Recruitment	Age of initial recruitment	
					By initial recruitment/ Transfer	By promotion		Minimum	Maximum
(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	
Islamabad High Court	Civil & Sessions Courts Establishment	1. Superintendent office of Distt. & Sessions Judge (BPS-17)	The Honourable Chief Justice-Chairman, Registrar-Member, Member Inspection Team-Member	Chief Justice	Graduate from a recognized university		By promotion on the basis of seniority-cum-fitness from amongst holders of the posts of Stenographer/Assistant /Accountants/Readers to District & Sessions Judge/Additional Distt. & Sessions Judges/Clerk of court to Senior Civil Judge/Clerk of court to Judges Small Causes Court with five years experience		
Islamabad High Court	Civil & Sessions Courts Establishment	2. ²³ Data Processing Officer (BPS-17)	The Honourable Chief Justice(Chairman), Registrar (Member) & an I.T expert nominated by the High Court (Member)	Chief Justice	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/Computer Engineering/ Computer Systems. Experience: minimum 03 years relevant experience.		(a). 50% by initial recruitment (b). 50% by promotion from Assistant Hardware/Network Engineer on seniority-cum-fitness basis, having five years service in BPS-16. Note: First time all the existing posts shall be filled through initial recruitment.	21	30
Islamabad High Court	Civil & Sessions Courts Establishment	3. ²⁴ [Superintendent office of Distt. & Sessions Judge (BPS-16)	District & Sessions Judge-West. Nominee of the High Court-member. Nominee of the District & Sessions Judge of the concerned District-Member.	District & Session Judge of the concerned District where the vacancy occurs.	Graduate from a recognized university		By promotion on the basis of seniority-cum-fitness from amongst holders of the posts of Assistant/Civil Nazir/Readers to District & Sessions Judges/Additional Distt. & Sessions/Clerk of Court to Senior Civil Judge/Clerk of court to Judges Small Causes Court with three years experience.		
Islamabad High Court	Civil and Sessions Courts Establishment	4. ²⁵ , ²⁶ [Stenographer (BPS-16).	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District where the vacancy occurs	Graduate from a recognized university having minimum typing speed 50 w.p.m. and 110 w.p.m. of shorthand speed. Candidates having computer knowledge will be preferred		(a) [By promotion on seniority-cum-fitness basis on 10% quota from amongst Stenotypist BPS-14 subject to qualifying the proficiency test with Shorthand speed of 110 w.p.m. and typing speed 50 w.p.m. and (b) By initial recruitment.	18	25

²³ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018²⁴ Amendment vide S.R.O. 1316(1)/2012 notification dated 06th June, 2012²⁵ Amendment vide S.R.O. 355(1)/2014 notification dated 10th April, 2014²⁶ Amendment vide S.R.O.745(1)/2014 notification dated 12th August, 2014

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil and Sessions Courts Establishment	5. ²⁷ [Assistant Hardware/Network Engineer (BPS-16)	District & Sessions Judge of the concerned District(Chairman), Nominee of the High Court (Member) & an I.T expert nominated by the High Court (Member)	District & Sessions Judge of the concerned District where the vacancy occurs	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/ Computer Engineering/ Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T /Computer Science/ one year Computer Certificate. Experience: minimum 02 years relevant experience.		(a) 50% by initial recruitment (b). 50% by promotion on seniority-cum-fitness basis from amongst the cadres of Identity Section Incharge and Archiving Section Incharge having five years service in BPS 15, with the ratio as per sanctioned strength. Note: First time all the existing posts shall be filled through initial recruitment.	21	30
Islamabad High Court	Civil and Sessions Courts Establishment	6. ²⁸ [Identity Section Incharge (BPS-15)	District & Sessions Judge of the concerned District(Chairman), Nominee of the High Court (Member) & an I.T expert nominated by the High Court (Member)	District & Sessions Judge of the concerned District where the vacancy occurs	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/ Computer Engineering/ Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/ Computer Science/ one year computer certificate. Experience: minimum 02 years relevant experience.		(a) 50% by initial recruitment (b). 50% by promotion on seniority-cum-fitness basis from amongst the cadres of Scanning Technician and Data Entry Operator, having three years service in BPS 14, with the ratio as per sanctioned strength. Note: First time all the existing posts shall be filled through initial recruitment.	21	30
Islamabad High Court	Civil and Sessions Courts Establishment	7. ²⁹ [Archiving Section Incharge (BPS-15)	District & Sessions Judge of the concerned District(Chairman), Nominee of the High Court (Member) & an I.T expert nominated by the High Court (Member)	District & Sessions Judge of the concerned District where the vacancy occurs.	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/ Computer Engineering/ Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/ Computer Science/ one year computer certificate. Experience: minimum 02 years relevant experience.		(a) 50% by initial recruitment (b). 50% by promotion on seniority-cum-fitness basis from amongst the cadres of Scanning Technician and Data Entry Operator, having three years service in BPS 14, with the ratio as per sanctioned strength. Note: First time all the existing posts shall be filled through initial recruitment.	21	30

²⁷ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

²⁸ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

²⁹ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil & Sessions Courts Establishment	8. ³⁰ [Stenotypist (BPS-14)	District & Sessions Judge of the concerned District. Nominee of the High Court-member. Nominee of the District & Sessions Judge of the concerned District-Member.	District & Sessions Judge of the concerned District where the vacancy occurs.	Intermediate, also having shorthand and typing skill.		Through initial recruitment.	18	30
Islamabad High Court	Civil & Sessions Courts Establishment	9. ³¹ ³² [Assistant /Reader to District & Sessions Judge/Reader to Additional District & Sessions Judge/Clerk of court of Senior Civil Judge/clerk of court to Judge Small Causes Court/Assistant-cum-Librarian (BPS-15)	District & Sessions Judge of the concerned district. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District where the vacancy occurs	Graduate from a recognized university		(a) 2/3 rd by promotion on seniority-cum-fitness basis from amongst Record Keepers/English clerks/Senior Clerks/Readers to Civil Judges with three years experience and (b) 1/3 rd by promotion through selection on merit from the above mentioned who are Graduates from a recognized University and if no suitable candidate is available then by initial recruitment.	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	10. Civil Nazir (BPS-14)	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District whereby the vacancy occurs.	Graduate from a recognized university		By promotion through selection on merit from Naib Nazir's	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	11. ³³ [Accountant (BPS-14)	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the District where the vacancy occurs	Graduate from a recognized university preferably B.Com		Through initial recruitment on the basis of test	18	25

³⁰ Amended vide S.R.O/ 1316(1)/2012 notification dated 06th June, 2012

³¹ Amendment vide S.R.O. 745(1)/2014 notification dated 12th August,2014

³² Amendment vide S.R.O. 845(1)/2017 notification dated 25th August, 2017

³³ Amendment vide S.R.O. 610 (1)/2014 notification dated 24th June, 2014

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil and Sessions Courts Establishment	12. ³⁴ [Scanning Technician (BPS-14)]	District & Sessions Judge of the concerned District(Chairman), Nominee of the High Court (Member) & an I.T expert nominated by the High Court (Member)	District & Sessions Judge of the concerned District where the vacancy occurs.	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/ Computer Engineering/ Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/ Computer Science/ one year computer Certificate. Experience: minimum 01 years relevant experience.		By initial recruitment	21	28
Islamabad High Court	Civil and Sessions Courts Establishment	13. ³⁵ [Data Entry operator (BPS-14)]	District & Sessions Judge of the concerned District(Chairman), Nominee of the High Court (Member) & an I.T expert nominated by the High Court (Member)	District & Sessions Judge of the concerned District where the vacancy occurs.	Minimum Bachelor or equivalent degree in Information Technology/ Computer Science/ Computer Engineering/ Computer Systems; or Bachelor or equivalent degree in any discipline with one year diploma in I.T/ Computer Science/ one year computer Certificate. Experience: minimum 01 years relevant experience.		(a).75% by initial recruitment (b).25% through test, conducted by the same agency as for initial recruitment, from the member of establishment of the civil & sessions Courts Islamabad Capital Territory , Islamabad, having minimum qualification for the initial recruitment without considering age limit. If required numbers of candidates are not qualify, then the posts shall be filled in on merit as prescribed.	21	28
Islamabad High Court	Civil & Sessions Courts Establishment	14. ^{36 37} [Record Keepers/ Senior Clerks/Upper Division Clerk (BPS-11)]	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District where the vacancy occurs	Intermediate from a recognized Board/Institute		By initial recruitment	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	15. Nazir (BPS-8)	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District whereby the vacancy occurs	Graduate from a recognized University preferably B.Com		Through initial recruitment on the basis of test	18	25

³⁴ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

³⁵ Amendment vide S.R.O. 1010(1)/2018 notification dated 23rd June, 2018

³⁶ Amendment vide S.R.O. 745(1)/2014 notification dated 12th August, 2014

³⁷ Amendment vide S.R.O. 845 (1)/2017notification dated 25th August, 2017

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil and Sessions Courts Establishment	16. ³⁸ , ³⁹ ⁴⁰ ⁴¹ Assistant Record Keeper/ Assistant English clerk/Ahlamd/ Copy Clerk/ Typist Junior Clerk/ Copyist/ Record Inspection Clerk/ Dispatch Clerk/ Lower Division Clerk (BPS-9)	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District whereby the vacancy occurs	a) Matric 2 nd Division from a recognized Board/Institute b) Typing speed of 25 W.P.M.		(a) By promotion on 25% quota from amongst Naib Qasids BPS-01 subject to Matriculation degree. (b) 75% by initial recruitment	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	17. Naib Nazir (BPS-7)	Senior Civil Judge of the concerned Distt.-Chairman. Nominee of the High Court-Member. Nomine of the Senior Civil Judge of the concerned District-Member.	Senior Civil Judge of the concerned District where the vacancy occurs	Matric		By promotion on seniority-cum-fitness basis from among Bailiffs having at least 7-years service as such.		
Islamabad High Court	Civil & Sessions Courts Establishment	18. ⁴² [Bailiff (BPS-5)	Senior Civil Judge of the concerned Distt-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member	Senior Civil Judge of the concerned District where the vacancy occurs	Matric		By promotion from Process-Serves on seniority-cum-fitness basis having 2 years experience		
Islamabad High Court	Civil and Sessions Courts Establishment	19. Driver (BPS-4)	District & Sessions Judge of the concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member	District & Sessions Judge of the concerned District	Middle LTV driving license holder with five years experience		By initial recruitment	25	35
Islamabad High Court	Civil and Sessions Courts Establishment	20. Process Server (BPS-4)	Senior Civil Judge of the concerned Distt-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member	Senior Civil Judge of the concerned District where the vacancy occurs	Matric		By initial recruitment	18	25

³⁸ Amendment vide S.R.O. 345(1)/2014 notification dated 30th April, 2014

³⁹ Amendment vide S.R.O. 345(1)/2014 notification dated 30th April, 2014

⁴⁰ Amendment vide S.R.O. 745(1)/2014 notification dated 12th August, 2014

⁴¹ Amendment vide S.R.O. 845(1)/2017 notification dated 25th August, 2017

⁴² Amendment vide S.R.O. 745(1)/2014 notification dated 12th August, 2014

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil and Sessions Courts Establishment	21. ⁴³ [Daftri/Record Lifter (BPS-02)	Senior Civil Judge-West, Chairman. Nominee of the High Court-member. Nominee of the concerned District-Member.	Senior Civil Judge-West	Matriculation or Middle		By initial recruitment	18	<u>30</u>
Islamabad High Court	Civil and Sessions Courts Establishment	22. ⁴⁴ [Naib Qasid/File fetcher (BPS-1)	Senior Civil Judge of the concerned Distt.-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member. Provided that for the vacancies of District & Sessions Judge Courts, the District & Sessions Judge concerned District. Nominee of the High Court-Member. Nominee of the District& Sessions Judge of the concerned District-Member	Senior Civil Judge of the District where the vacancy occurs. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge	Middle		By initial recruitment	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	23. ⁴⁵ ⁴⁶ [Chowkidar (BPS-01)	Senior Civil Judge-West, Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil, Judge-West-Member.	Senior Civil Judge-West. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge.	Middle		By initial recruitment	18	30
Islamabad High Court	Civil and Sessions Courts Establishment	24. Mali/Baildar (BPS-1)	Senior Civil Judge of the concerned Distt.-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge concerned District. Nominee of the High Court-Member. Nominee of the District & Sessions Judge of the concerned District-Member.	Senior Civil Judge of the District where the vacancy occurs. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge	Literate having knowledge of gardening		By initial recruitment	18	25

⁴³ Amended vide S.R.O/ 1316(1)/2012 notification dated 06th June, 2012

⁴⁴ Amendment vide S.R.O. 745(1)/2014 notification dated 12th August, 2014

⁴⁵ Amended vide S.R.O/ 1316(1)/2012 notification dated 06th June, 2012

⁴⁶ Amended vide S.R.O. 354(1)/2014 notification dated 5th May, 2014

1	2	3	4	5	6	7	8	9	10
Islamabad High Court	Civil and Sessions Courts Establishment	25. Waterman/Water Carrier (BPS-1)	Senior Civil Judge of the concerned Distt.-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge concerned District.	Senior Civil Judge of the District where the vacancy occurs. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge	Literate having knowledge of the job		By initial recruitment	18	25
Islamabad High Court	Civil and Sessions Courts Establishment	26. ⁴⁷ [Sweeper (BPS-1)]	Senior Civil Judge of the concerned Distt.-Chairman. Nominee of the High Court-Member. Nominee of the Senior Civil Judge of the concerned District-Member. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge concerned District.	Senior Civil Judge of the District where the vacancy occurs. Provided that for the vacancies of District & Sessions Judges Courts, the District & Sessions Judge	Literate having knowledge of the job.		By initial recruitment	18	25

⁴⁷ Amendment vide S.R.O. 118(1)/2017 notification dated 16th January, 2017