



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು
ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರಿಕೆ

ಭಾಗ - ೪ಎ Part - IVA	ಬೆಂಗಳೂರು, ಸೋಮವಾರ ೧೭, ನವೆಂಬರ್, ೨೦೨೫ (ಕಾರ್ತಿಕಾ, ೨೬, ಶಕವರ್ಷ, ೧೯೪೭) BENGALURU, MONDAY 17, NOVEMBER, 2025 (KARTHIKA, 26, SHAKAVARSHA, 1947)	ನಂ. ೭೩೦ No. 730
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GOVT OF KARNATAKA

No. LAW-LAC/127/2025

Karnataka Government Secretariat
Vidhana Soudha,
Dr.B.R.Ambedkar Veedhi
Bengaluru, dated: 17.11.2025

NOTIFICATION

Whereas the draft of “The Karnataka Subordinate Courts (Ministerial and Other Posts) Recruitment and Conditions of Service of Court Managers (Special) Rules, 2025” which the Government of Karnataka proposes to make in exercise of the powers conferred by sub-section (1) of Section 3 read with Section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) is published as required by clause (a) of sub-section (2) of Section 3 of the said Act, for information of all the persons likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration after fifteen days from the date of its publication in the Official Gazette.

Any objection and suggestion which may be received by the State Government from any person with respect to the said draft before the expiry of the period specified above will be considered by the State Government. Objections and suggestions may be addressed to the Principal Secretary to Government, Law Department, Vidhana Soudha, Bengaluru – 560 001.

DRAFT RULES

1. Title and Commencement:

- [i] These Rules may be called “The Karnataka Subordinate Courts (Ministerial and Other Posts) Recruitment and Conditions of Service of Court Managers (Special) Rules, 2025”.
- [ii] These Rules shall come into force from the date of publication in the Official Gazette.

2. Definitions:

- [i] In these Rules, unless the context otherwise requires,-
 - [a] “Appointing Authority” means the Registrar General of High Court of Karnataka;
 - [b] “Chief Justice” means the Chief Justice of the High Court of Karnataka;
 - [c] “Court Manager” means a person appointed as Court Manager under these Rules;
 - [d] “District Judiciary” means the Courts established in various Judicial Districts in the State of Karnataka under the jurisdiction of the High Court of Karnataka;
 - [e] "District Judge" means the Principal District and Sessions Judge of original jurisdiction in a Judicial District;
 - [f] “Government” means the Government of Karnataka;
 - [g] "High Court" means the High Court of Karnataka;
 - [h] “Judicial District” means the territorial area over which a District Court exercises jurisdiction;
 - [i] “Recruitment Committee” means “Committee for recruitment of Court Managers of High Court of Karnataka and District Judiciary” comprising of such number of sitting Judges of the High Court of Karnataka, as nominated by the Chief Justice from time to time;
 - [j] “Recruitment Cell” means the existing Recruitment Cell of the High Court headed by a Registrar of High Court, who is nominated by the Chief Justice from time to time.
 - [k] "Registrar General" means the Registrar General of the High Court of Karnataka;

[l] “Service” means the District Judiciary Court manager Service for the State of Karnataka.

[m] “State” means the State of Karnataka;

[n] “Schedule” means Schedule appended to these Rules.

3. Class and Cadre:

The service shall consist of the following Class and Cadre: -

- (1) Court Manager
Class – Class-II
Cadre – Group ‘B’

4. Strength of Service:

The Cadre Strength of the Service on the date of commencement of these Rules shall be as shown in 4th Column of the Table shown in Schedule-I:

Provided that the number of posts of Court Managers for the State Judiciary may be increased by the State Government with the concurrence of the High Court, as and when necessary.

5. Age:

Age limit for Direct Recruitment shall be fixed as per the existing Government Orders.

Provided that the upper age limit for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and person with disability shall be as fixed by the State Government from time to time.

6. Qualification:

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

- [i] Bachelor Degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognized by the University Grants Commission with 60% marks in aggregate.
- [ii] 5 (five) years working experience in Process Management or Information Technology Systems Management or Human Resources Management or Financial Management.

- [iii] Excellent Computer Application skill having at least 6 months diploma in Computer Application.
- [iv] Excellent skill in Communication and Administration.

7. Reservation:

- (1) The reservation policy as formulated by the State Government from time to time and as prescribed by any law for the time being in force shall be followed.
- (2) In case of appointment, there shall be reservation in case of candidates belonging to the member of the Scheduled Castes, Scheduled Tribes as per the provision of the Karnataka Scheduled Caste and Scheduled Tribes and other Backward Classes (Reservation of Appointment, etc.) Act, 1990 (as amended) and rules framed thereunder. There shall also be reservation for candidates belonging to the other backward classes, women and persons with Benchmark Disability as per provision required for direct recruitment.

8. Method of Recruitment:

- (1) By selection on the basis of marks obtained in the written test and viva-voce conducted by the High Court of Karnataka.
- (2) The scheme and syllabus for the written examination and viva-voce is as mentioned in Schedule-II.
- (3) From among the candidates who are eligible for viva-voce, as far as may be, such number of candidate as is equal to ten times the number of vacancies notified, having regard to the number of vacancies in each reserved category, selected in the order of merit, shall be called for viva-voce.
- (4) The Recruitment Cell shall prepare a list of all candidates who have qualified, in order of merit, in accordance with the aggregate marks obtained by each candidate in the Test/viva-voce as mentioned in Schedule-II. If two or more candidates obtained equal marks, the order of merit in respect of such candidates shall be fixed on the basis of their age, where the person or persons older in age be placed higher in the order of merit. The Registry shall then place the list before the Recruitment Committee for approval.
- (5) The Recruitment Committee after giving approval to the list, shall furnish to the Appointing Authority the list of candidates for direct recruitment, in order of preference, showing the marks obtained in examination/written test and viva-voce.
- (6) The Appointing Authority shall appoint the candidates in order of preference in the select list against permanent vacancy.

- (7) The select list shall remain valid for one year from the date of declaration of the final result. The Chief Justice of the High Court shall have the power to extend the validity of the list for a period which shall, in no event, exceed one year.
- (8) Direct recruitment to the post of Court Manager shall be made by the Appointing Authority on the basis of the recommendation of the Recruitment Committee of the High Court of Karnataka with the approval of the Chief Justice.

9. Appointment:

- (1) Subject to the provision of sub-rule (ii) of this Rule, appointment under Rule 8 shall be made by the Appointing Authority in accordance with the order of preference determined in the list.
- (2) The inclusion of candidates name in the list mentioned in Rule 8 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

10. Pay and Allowances:

A Court Manager shall be entitled to payment as mentioned in Schedule I and also be entitled to such allowances which are admissible to other Government employees of the same pay scale.

11. Probation and Confirmation:

The Karnataka Civil Services (Probation) Rules, 1977 shall be applicable for Probation and Confirmation.

12. Transfer and Posting:

- (1) The post of Court Manager in the Judicial Districts shall be transferable throughout the State of Karnataka.
- (2) The High Court reserves the right to transfer a Court Manager from one place to another at any time.

13. Training:

Every person appointed to the post of Court Manager shall undergo training in the Karnataka Judicial Academy or in any other Institute for such period as may be determined by the High Court.

14. Disciplinary Authority:

- (1) The Appointing Authority shall be the Disciplinary Authority.
- (2) Disciplinary proceedings shall be governed by Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.

15. Conduct:

The Karnataka Civil Service (Conduct) Rules, 2021 as amended from time to time shall be applicable to the post of Court Manager.

16. Residuary Provision and Power to Relax:

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

17. Duties and Responsibilities:

- (1) The Court Manager Shall Assist the Judge of the respective Judicial Districts in administrative functioning of the Courts, to enhance efficiency of Court management.
- (2) The Court Manager shall work under the control of the District Judge.
- (3) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his or her.
- (4) The Court Manager shall perform the duties enumerated in Schedule – III.
- (5) In addition to the duties enumerated in Schedule-I, the Court Manager shall discharge and perform such other duties as may be assigned to him or her by the District Judge.

18. Other Condition of Service Interpretation:

The provisions of the Karnataka State Civil Services Act, 1978 and Rules framed thereunder, the Karnataka Civil Services (General Recruitment) Rules, 1977, the Karnataka Civil Services (Conduct) Rules, 2021, and all other Rules regulating the conditions of service of Government Servants shall apply to persons appointed/recruited under these Rules.

19. Interpretation:

If any question arises relating to the interpretation of these Rules, the decision of the High Court shall be final.

By order and in the name of
Governor of Karnataka,

(ADINARAYANA)
Under Secretary to Government(Admin-1)(I/c)
Law, Justice and Human Rights Department

SCHEDULE-I

Sl. No.	Name of Post/Class/Cadre	Scale of Pay	No. of Post
(1)	(2)	(3)	(4)
1	Court Manager Class-II Group-B	Rs.69,250-1,34,200	30

SCHEDULE-II**Scheme and Syllabus for the examination**

Selection process shall be conducted in two phases, namely, (1) Written Examination & (2) Viva-voce & Project Report. The topic for the project report shall be notified by the High Court at the time of declaration of the result of the written examination.

The written examination shall consist of three papers i.e., Paper-I and Paper-II – Objective type (multiple choices) and Paper-III – Descriptive/Objective type with breakup of marks as follows:

Phase 1			
Sl. No.	Paper-I (Duration-2 hours) Subject components	Maximum Marks	Minimum Marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Application Skills	100	50
Sl. No.	Paper-II (Duration-45 minutes) Subject components	Maximum Marks	Minimum Marks
2.	General Knowledge, English, legal Knowledge & General Aptitude	50	25

Sl. No.	Paper-III (Duration-45 minutes) Subject components	Maximum Marks	Minimum Marks
3.	Official language of the State of Karnataka	50	25

Phase 2					
Sl. No.	Subject Components	Maximum Marks		Minimum Marks	
		Viva-voce	Project Report	Viva-voce	Project Report
1.	Viva-voce & Project Report *	30	20	15	10

*** Note: The topic for the project report shall be notified at the time of declaration of the result of the written examination.**

SCHEDULE-III

The Court Manager in the District Judiciary of the State shall be assigned to perform the following duties-

A. Information & Statistics

- [1] The Court Manager shall monitor the operation of the Information Technology Systems of the Courts in the Judicial District.
- [2] The Court Manager shall monitor prompt and accurate compilation of statistics in the format supplied by the Court.
- [3] The Court Manager shall render necessary assistance in preparing monthly, quarterly and other statements relating to pendency, institution and disposal of cases.
- [4] The Court Manager in coordination with the System Officer of the District, shall monitor uploading of the relevant statistics in the official website of the District Judiciary.
- [5] The Court Manager shall monitor the implementation of e-Project.
- [6] The Court Manager shall monitor the Case Information System (CIS) and Case Management System (CMS).
- [7] The Court Manager shall monitor that the judgments and orders of the Courts are uploaded in the website without any delay.
- [8] The Court Manager shall furnish all information on institution and disposal of cases in the District to the National Judicial Data Grid.
- [9] The Court Manager shall co-ordinate for imparting computer training to the ministerial staff in coordination with the Karnataka Judicial Academy.

B. Infrastructure

- [1] The Court Manager may, in consultation with the stakeholders of a Court (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions, such as prosecutors/police/process serving agencies and court users), prepare and update annually a Five-year Court wise Court Development Plan (CDP).
- [2] The Court Manager shall monitor the implementation of the CDP and report to the Principal District and Sessions Judge on its progress.
- [3] The Court Manager shall monitor the matters relating to the infrastructure of Courts and residential quarters with the Public Works Department and other authorities.
- [4] The Court Manager shall apprise the District Level Monitoring Committee on the infrastructure development of the District.

C. Record Management

- [1] The Court Manager shall monitor the transmission of the disposed of records to the District Record Room without delay.
- [2] The Court Manager shall monitor the destruction of the records as per High Court Rules.
- [3] The Court Manager shall monitor the maintenance and classification of records of the Court with the assistance of the concerned Sheristedar.

D. Inspection of Nazarat Section

The Court Manager shall undertake weekly inspection of the Nazarat Section to monitor the service of process of the Courts.

E. Protocol Duty

- [1] The Court Manager shall attend to the protocol duties during visit of Judges of the Supreme Court and the High Court and other Dignitaries.
- [2] The Court Manager shall take necessary instructions from the Principal District and Sessions Judge.
- [3] The Court Manager shall ensure accommodation for the Judicial Officers in the circuit house/guest house on reporting to duty.

F. Human Resource Management

The Court Manager shall recommend plan of action for compliance with the Human Resource Management Standard and Practices established by the High Court.

G. Other Duties

- [1] The Court Manager shall assist the Principal District and Sessions Judge of the respective Judicial Districts in administrative functioning of the Courts, to enhance efficiency of Court Management.
- [2] The Court Manager shall work under the control of the Principal District and Sessions Judge of the Judicial District.
- [3] The Court Manager shall monitor the process and procedures of the Court for filing, issuing certified copies, access to information and documents and grievance redressal in consonance with the policies and standards notified by the High Court from time to time.
- [4] The Court Manager shall monitor the core systems of the Court, such as, documentation management, utilities management, infrastructure and facilities management, financial systems Management, etc., to function effectively.
- [5] The Court Manager shall ensure cleanliness of the Court premises on instructions from the Principal District and Sessions Judge and take steps for improving the surroundings of the Court premises.
- [6] Court Manager shall place all communications/letters from the Supreme Court or the High Court, with appropriate note, before the Principal District and Sessions Judge and shall take necessary steps as per instructions.
- [7] The Court Manager shall supervise power facility, telephone, internet connectivity in the Courts and residential quarters of the Judicial Officers.
- [8] The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his or her knowledge to any one under any circumstances. Breach of this condition shall amount to misconduct.

By order and in the name of
Governor of Karnataka,

(ADINARAYANA)
Under Secretary to Government(Admin-1)(I/c)
Law, Justice and Human Rights Department