

HIGH COURT OF KARNATAKA, BANGALORE

NOTIFICATION

No HCE 687/2011 dated 31st May 2011

Sub:- Appointment of Court Managers-reg

Applications are invited from the candidates for being appointed as **“COURT MANAGERS” (Four posts)** in the High Court of Karnataka, Bangalore having the following qualifications:-

Must be having **M.B.A Degree** from a recognised University with following other qualifications:-

- a) A degree or advanced diploma in general management;
- b) 5 years' experience / training in systems and process management;
- c) 5 years' experience / training in IT systems management, HR management, financial systems management;
- d) Excellent people skills
- e) Excellent communication skills
- f) Excellent computer application skills

Terms & Conditions of appointment:-

- 1) The term of appointment is from the date of appointment till 31.03.2015 which can be terminated at any time by the order of Hon'ble the Chief Justice.
- 2) During the term of appointment the Court Managers will be paid a monthly pay of Rs 50,000/- to be increased by 10% every year.
- 3) This appointment is on full time basis and during the term of appointment the Court manger will not be entitled to take up any other employment whether it is part-time or so.
- 4) The term of appointment will not confer any right on the appointed candidate for being made permanent in the said post or any other post in the High Court of Karnataka, Bangalore.
- 5) The place of work will be either at Bangalore or Dharwad/Gulbarga

Functions and Responsibilities of Court Managers

Policies and Standards

- 1) Based on applicable directives of superior courts, establish the performance standards applicable to the court (including on timeliness, efficiency; quality of court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management).

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- 2) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates.

Planning

- 3) In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors / police / process serving agencies and court users), prepare and update annually a 5-year court-wise Court Development Plan (CDP);
- 4) Monitor the implementation of the CDP and report to superior authorities on progress

Information and Statistics

- 5) Ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court;
- 6) Ensure that reports on statistics are duly completed and provided as required.

Court Management

- 7) Ensure that the processes and procedures of the court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice. (Note: standard systems for court management should be developed at the High Court level).

Case Management

- 8) Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State (Note: standard systems for case management should be developed at the High Court level).

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

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

Quality Management

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

Human Resource Management

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

Core Systems Management

- 12) Ensure that the core systems of the court are established and function effectively (documentation management; utilities management; infrastructure and facilities management; financial systems management (audits, accounts, payments);

IT Systems Management

- 13) Ensure that the IT Systems of the court comply with standards established by the High Court and are fully functional.
- 14) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.

There is no prescribed application form. Those who are eligible and willing to accept the above terms and conditions may apply furnishing all the relevant details supported by necessary documents. However candidates should enclose their photograph, self attested copies of certificates to prove age, qualifications etc. They have to mention their address, Telephone number and E-mail I.D without fail.

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LAST DATE FOR APPLICATION

Applications along with other details should reach the Registrar General on or before 24th June 2011.

**Registrar General
High Court of Karnataka
Bangalore**