

PART-3

Scheme for examination for the post of Court Manager
{See Rules 7, 8 and Schedule-II (Part-C, Sr. No. 1)}

Selection process shall be conducted in two phases, namely,

- 1) Written Examination &
- 2) Viva-voce

PHASE-I

Maximum Marks=120

Time : 2 hours.

The written examination shall consist of an Objective type (multiple choices) examination consisting of 2 (two) parts as follows:-

Part	Subject Components	Maximum Marks
I	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Applications	80 marks
II	General Knowledge (International, India & H.P.), General English, General Hindi, Basic Legal knowledge, General Aptitude	40 marks
	TOTAL (Part-I+Part-II)	120 marks

The candidates securing minimum fifty percent (50%) marks in the written examination shall be called for viva voce in the ratio of 1:3.

PHASE - II

Sr. No.	Subject Components	Maximum Marks
1.	Viva Voce	30 marks
	(i) Educational Qualifications (a) Essential qualification=10 marks (b) Desirable qualification= 5 marks	15 marks
	(ii) Personality Test	10 marks
	(iii) Experience	5 marks

Total (Phase I + Phase II)=150 Marks

The overall merit shall be drawn on the basis of marks secured in written test and viva voce.

Note 1:-Criterion for awarding marks for Educational Qualifications

a)	Essential qualification	
i)	Master in Business Administration (MBA) (Marks on the basis of the percentage in MBA. For example, candidate having 50% marks in MBA shall be given 2.5 marks proportionately.)	05 marks
ii)	Graduation (Marks on the basis of the percentage in graduation. For example, candidate having 50% marks in graduation shall be given 2.5 marks proportionately.)	05 marks
b)	Desired qualification(Additional Marks)	
i)	Post Graduation Diploma in Computer Applications	01 Mark
ii)	Graduation in Computer Applications	02 marks
iii)	LL.B	02 marks

Note 2:- In case educational qualification falls in both heads i.e. essential as well as desired qualification such as BCA, LLB etc. then marks for desired qualification shall be in addition to marks awarded for essential qualification

Note 3:- Criterion for awarding marks for Experience

i)	Three years	01 mark
ii)	Four years	02 marks
iii)	Five years	03 marks
iv)	Six years	04 marks
v)	Seven years and above	05 marks

Note 4:- No marks shall be awarded for less than 3 years experience. For experience above 3 years, 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.