

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: The Judiciary
Post: Director of Court Services
Salary: Rs 66,000 (12 00 84)
Effective Date: 15 September 2011
Qualifications: By selection from among serving officers who are drawing a monthly salary of not less than Rs 45,000 in their substantive post and who -

- (i) possess a degree in Management or Law and Management or Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have at least 10 years' experience at senior management level;
- (iii) have strong administrative ability ;
- (iv) possess excellent communication and organisation skills;
- (v) demonstrate knowledge of and familiarity with the judicial and legal environment;
- (vi) have hands-on knowledge of modern trends and techniques in strategic, financial and human resource management; and
- (vii) have the ability to lead and manage a multi-disciplinary team of professionals.

Candidates should produce written evidence of experience/knowledge claimed.


Role and Responsibilities: To contribute at both managerial and technical level for the effective administration of all court activities in The Judiciary.

- Duties:**
1. To work under the general direction of the Chief Justice and the Judge in Bankruptcy and Master and Registrar for the performance of administrative duties.
 2. To be responsible for the planning, organisation, supervision and co-ordination of all activities and for the modernisation of the Court Administration.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 15 SEP 2011

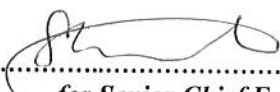
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3. To advise on all matters pertaining to Court Administration.
4. To be responsible for the proper planning and management of human resources.
5. To advise on and implement administrative policies, systems and standards regarding staff development and training, financial administration, acquisition and management of assets, information technology, records management/disposal and exhibit control/disposal.
6. To undertake long and short-range planning, research, programme development and evaluation.
7. To compile and analyse statistical data for the court system as a whole.
8. To plan, develop, and implement case flow management systems and court performance standards and carry out a system-wide monitoring thereof.
9. To co-ordinate and develop system-wide standards for ancillary court services.
10. To offer secretarial support for administrative meetings of the Supreme Court, judges' organisational and judicial conferences.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director of Court Services in the roles ascribed to him.



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