OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs) :
TIS HAZARI COURTS, DELHI

CIRCULAR

A letter bearing no DJA/Admn./Recruitment of Staff/57/2020/4831 dated 03.12.2020 received from the Director (Administration), Delhi Judicial Academy, Sec-14, Dwarka, New Delhi for filling up one vacant post of Chief Administrative Officer (Selection Post) on deputation basis for a period of one year, is enclosed herewith for reference.

All the willing & eligible officers / officials of this establishment may send their duly signed applications in the prescribed proforma (Annexure-A) latest by 19.12.2020 till 05.00 P.M. for onward transmission to Delhi Judicial Academy, New Delhi.

The applications received after stipulated date & time will not be entertained.

GIRISH KATHPALIA Digitally signed by GIRISH KATHPALIA Date: 2020.12.16 17:59:12 +0530

(Girish Kathpalia)
Principal District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi

No. 24314-24464/Misc./Admn.I/2020 Dated, Delhi the 16 DEC 2020

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi, with the request to convey the above said information to the Staff Members of this office working under their kind control on deputation basis / diverted capacity.
2. The Principal District & Sessions Judges, West, North, North-West, East, North-East, Shahdara, New Delhi, South, South-East, South-West, Rouse Avenue Courts Complex, Delhi/New Delhi with the request to direct the quarter concerned to circulate the aforesaid circular among the staff posted under their control.
3. The Office of the Delhi Judicial Academy, Dwarka, New Delhi, with the request to convey the above said information to the Staff Members of this office working under their kind control.
4. The Office of all Principal Judges, Family Courts, Delhi/New Delhi, with the request to convey the above said information to the staff members of this office working under their kind control.
5. All the Judicial Officers, Central District, with the request to convey the above said information to the staff members working under their kind control.
6. The Offices of Hon'ble Supreme Court of India, Ministry of Home Affairs, Delhi International Arbitration Centre, DSLSA, DSLSA (High Court), Lokayukt (GNCTD of Delhi), Appellate Tribunal (MCD), GNCT of Delhi, Ministry of Law & Justice (Department of Legal Affairs), Judicial Commission, DDA, Swabhiman Lokayukta Govt. of NCT of Delhi, with the request to convey the above said information to the staff members of this office working under their kind control.
7. All the Sr. Admn. Officer (Judicial)/ Admn. Officer (Judicial)/Branch In-charges, to convey the above said information to the staff members working under their kind control, Delhi/New Delhi.
8. A.O. (Judl.), Admn.I/II/&III, Central, THC, with the direction to forward the application / bio-data of the eligible officials after obtaining vigilance clearance report from concerned district and ACR for the last 05 years on or before 07.01.2020.
9. All PROs/APROs, THC, KKD Courts, Rohini Courts, PHC, Saket Courts, Dwarka Courts, RACC, Delhi/New Delhi.
10. The Website Committee, with direction to upload the same on the official website of Delhi District Courts.
11. A.O (Judl.), R&I branch, Central, THC, with direction to affix the same on notice board.
12. Personal Office to the undersigned.

GIRISH KATHPALIA Digitally signed by GIRISH KATHPALIA Date: 2020.12.16 17:30:30 +0530

Principal District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT::ROHINI COURT COMPLEX::DELHI

No. 41515-41585 F2N(1)/Admn./Clr./North/RC/2020 Dated : 17.12.2020

Copy forwarded for information and necessary action to:-

1. All the Judicial Officers (DHJS & DJS), North District, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
2. All the Branch-in-charges of all the branches, North District, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
3. Branch In-charge, Copying Agency, R & I Branch, Filing Section, Vulnerable Witness, Facilitation, Digitization & Stationery, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
4. Personal Office of Ld. Principal District & Sessions Judge, North District, Rohini Courts, Delhi.

RAKESH KUMAR Digitally signed by RAKESH KUMAR Date: 2020.12.17 16:11:48 +0530

(RAKESH KUMAR-III)
Officer In-Charge, Admn. Branch
North District : Rohini Courts : Delhi.

DELHI JUDICIAL ACADEMY
Sector-14, Dwarka, New Delhi-110078
Phone No. 011-20892183, Fax No. 011-28036683

No. DJA/Admn./Recruitment of Staff/57/2020/4831 Dated: 03.12.2020

To

The Ld. Principal District & Sessions Judge (HQs)
Tis Hazari Courts,
Delhi -110054.

Sub: Filling up the post of Chief Administrative Officer in Delhi Judicial Academy.

Respected Sir,

It is submitted that vide letter No.4854/DHC/Gaz./DJA/G-10/2010 dated 17.10.2017, Hon'ble High Court of Delhi has directed as under :

> ***"In view of limited number of posts, it may be advisable that the District Court Establishment employees should be asked to work in Delhi Judicial Academy on deputation, rather than have appointment vide direct recruitment. In case there is no equivalent post and suitable candidate in the District Court Establishment, appointment could be made on contractual basis"***

There is one post of Chief Administrative Officer lying vacant in Delhi Judicial Academy since 12.02.2019.

As per the Administrative Directions for the purpose of recruitment to the various posts in Delhi Judicial Academy as approved vide decision dated 27.09.2010 of Hon'ble High Court of Delhi, the appointing authority for the Chief Administrative Officer is Hon'ble Patron-in-Chief i.e. Hon'ble the Chief Justice of High Court of Delhi.

The requisite qualifications for the said post are as follows:-

Name of Post and Pay-Scale	Qualification Required	Method of Recruitment
Chief Administrative Officer (Selection Post)	Post Graduate degree with 55% marks and Post-Graduate Diploma in Management/Personnel Management & Industrial Relations with 05 years experience in Central/State Government Department/Autonomous Bodies/Educational	By direct recruitment on permanent or temporary basis through a written test and interview.

OIC (Admn.I)
OIC (~~Recttt Cell~~) (Promotion Cell)
08.12.2020

MI. Nitin/ Divyanshu
09/12/2020
AO (J), A-I

Pay Scale Rs.15600-39100+7600	Institutions / Universities etc. OR Graduate with 60% marks and Post Graduate Diploma in Management/Personnel Management & Industrial Relations with 08 years experience in Central/State Government Department/ Autonomous Bodies/Educational Institutions/Universities etc. OR Graduate with 60% marks (Law graduate to be preferred) with 10 years experience in central/State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc. OR Graduate with 5 years service in the pay band of Rs. 15600-39100+6600 (Grade Pay) in Central/State Government's Department/ Autonomous Bodies/ Educational Institutions /Universities etc.	OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in- Chief. OR By selection on merit on deputation.

It is, therefore, requested that a circular may be issued by your goodself that the willing candidates of Delhi District Courts Establishment having requisite qualification may apply for the said post through proper channel latest by 07.01.2021.

Thanking you,

Yours faithfully,

03/12/2020

(Virender Kumar Bansal)
Director (Administration)

No. DJA/Admn./Recruitment of Staff/57/2020 Dated: 03.12.2020

Copy forwarded for information to:-

1. Hon'ble the Chairperson, JE&TPC for information of Her Ladyship (by *email*).
2. P.A. to Ld. Officiating Chairperson/ Ld. Director (Academics), DJA.
3. Sr. P.A. to Ld. Director (Admin.), DJA.
4. Guard File

Director (Administration)

Annexure-A

Proforma for Filling up the post of Chief Administrative Officer in Delhi Judicial Academy.

(to be filled in by the applicant only)

1.	Name of the Applicant & Emp Code (In Block letters)	
2.	Father's/ Husband's Name	
3.	Designation	
4.	Date of Joining	
5.	Date of Birth (DD-MM-YYYY)	
6.	Educational Qualification	
7.	Technical Qualification	
8.	Date from the pay scale/band of Rs.15600-39100/- + G. P. Rs. 6600/- (pre-revised) is being drawn/fixed	
9.	Contact (Mobile No.)	
10.	Email	
11.	Present Address	
12.	Any other special qualification / information, if any, which you would like to mention in support of suitability for the post.	

Date: .....

Signature of Applicant

NOTE:- All fields are mandatory, please fill clearly and carefully.