DJA1

DELHI JUDICIAL ACADEMY

Sector-14, Dwarka, New Delhi-110078
Ph. No. : 011-28036684, Fax No.: 011-28036683
Website: www.judicialacademy.nic.in, Email: dja@nic.in

No. DJA/Admn./L-Clerk/02/2016/881

Dated: 03/02/2016

To,

1. **The Registrar General, High Court of Delhi, New Delhi-110003.**
2. **Ld. District & Sessions Judge, Headquarters, Tis Hazari Courts.**
3. **Ld. District & Sessions Judge, South District, Saket Courts.**
4. **Ld. District & Sessions Judge, North-West District, Rohini Courts.**
5. **Ld. District & Sessions Judge, South-East District, Saket Courts.**
6. **Ld. District & Sessions Judge, South-West District, Dwarka Courts.**
7. **Ld. District & Sessions Judge, East District, Karkardooma Courts.**
8. **Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts.**
9. **Ld. District & Sessions Judge, New Delhi District, Patiala House Courts.**
10. **Ld. District & Sessions Judge, North District, Rohini Courts.**
11. **Ld. District & Sessions Judge, West District, Tis Hazari Courts.**
12. **Ld. District & Sessions Judge, North-East District, Karkardooma Courts.**
13. **Principle Secretary, Department of Law, Justice & Legislative Affairs, Government of National Capital Territory of Delhi, 8th Level, C-wing, Delhi Secretariat, Players Building, I.P. Estate, New Delhi- 110002.**
14. **Principle Secretary (Services), Services Department, Govt. of NCT of Delhi is located in Delhi Secretariat Complex, 7th Level, B-Wing & 5th Level, A-Wing, I. P. Estate, New Delhi-110002.**

Sub: **Filling up one vacant post of Library Clerk on Short Term Contract Basis in Delhi Judicial Academy.**

Respected Sir/Madam,

Kindly find enclosed herewith an Employment Notice for filling up the post as mentioned above in the subject, as per terms & conditions laid down in the Notice, in Delhi Judicial Academy.

Your Honour may kindly instruct the concerned Officer/Official to display this Employment Notice on the Notice board and website of your Establishment.

Thanking you,

Yours faithfully

(Laxmi Kant Gaur)
Director (Admn.)
Dated: 03/02/2016

No. DJA/Admn./L-Clerk/02/2016/

Copy forwarded for information to:-

1. P.S. to Hon'ble Chairperson, Judicial Education & Training Programme Committee- for information of his lordship (by email).
2. P.A. to Ld. Chairperson, Delhi Judicial Academy.
3. P.S. to Ld. Director (Academics).
4. P.A. to Ld. Director (Admn.).

Director (Admn.)

AO (J) Admn.

District & Sessions Judge (NW)
Rohini Courts, Delhi
04/2/16

Delhi Judicial Academy

DELHI JUDICIAL ACADEMY
(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078
Ph. No. : 011-28036684, Fax No.: 011-28036683
Website: www.judicialacademy.nic.in /E-mail: dja@nic.in

No. DJA/Admn./L- Clerk/02/2016/ 868

Dated: 03/02/ 2016

EMPLOYMENT NOTICE

Applications are hereby invited for the contractual appointment of Library Clerk from Indian nationals to function in the Delhi Judicial Academy, Dwarka on the following terms and conditions:-

1. **NUMBER OF POST:-** The current proposal is for appointment of 01 Library Clerk on contractual basis to be vacated by 01.04.2016.

2. **AGE:-** The candidates applying for the post of Library Clerk should not be more than 27 years respectively on the closing date of submission of application. The upper age limit is relaxable for the following categories subject to production of valid supporting documents:
   - **(i) Relaxable upto five years for SC/ST Candidates.**
   - **(ii) Relaxable upto three years for OBC candidates.**
   - **(iii) Relaxable upto ten years for differently abled candidates + (three years for OBC/ five years for SC/ST).**

3. **PERIOD OF CONTRACT:-** The contract is initially for a period of six months or till the regular recruitment of Library Clerk is made by the DJA whichever is earlier. The contract of selected Library Clerk will automatically stand terminated on the completion of contract period. The renewal/extension of the contract for a period as per the Appointing Authority may consider appropriate, shall be at the sole discretion of the Appointing Authority. The said engagement of contractual basis may be terminated at any time on a prior notice of one month from the Academy without assigning any reason. The Employee working on contractual basis shall give prior notice of two months if he/she wants to quit the job before completion of tenure. No experience certificate is allowed if the tenure of Six Months is not completed. The Delhi Judicial Academy, however, reserves the right to terminate the services forthwith or before the expiry of the stipulated period of notice by making payment to him/her of a sum equivalent to the consolidated remuneration for the period of notice or the unexpired portion thereof.

4. **EDUCATINAL QUALIFICATIONS OF LIBRARY CLERK:-**
   Intermediate with Certificate course in Library Science from a recognized University/Institution. Must have knowledge of English.

5. **EXPERIENCE:-**
Desirable: Experience of restoration of documents in a Library.

6. **SELECTION CRITERIA:-**

(I) The application must be given in the format of **Annexure-"1" only as given below.**

(II) The applications may be sent to the **"Director (Admn.), Delhi Judicial Academy, Sector-14, Dwarka, New Delhi- 110078"** alongwith copies of educational qualifications, certificates and relevant experience, duly self attested, clearly mentioning on the envelope **"Application for the post of Library Clerk on contract basis"** on or before **29.02.2016 till 5 p.m. through speed post/by hand.**

(III) The applications of the candidates would be shortlisted on the basis of eligibility conditions and thereafter the candidates will be called for interview by the Selection Committee. The Selection Committee will select the candidates on the basis of their professional ability, qualification and experience.

(IV) The selected candidates would neither have any right or claim of regular service on the basis of contractual appointment of Library Clerk in Delhi Judicial Academy nor this service will be counted if he/she is selected on regular basis during recruitment process of the vacancy on Direct Recruitment Basis.

(V) No travelling allowance will be allowed for interview and joining the appointment.

(VI) The person engaged on contract will be required to work at Delhi Judicial Academy, Sector-14, Dwarka, New Delhi - 110078.

(VII) The person engaged will be required to attend office on all working days and if necessary on holidays. If required, he/she will have to work even beyond normal office hours.

(VIII) The selected candidates shall be eligible for leave of 12 days in a calendar year on pro-rata basis. Thereafter, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure. Delhi Judicial Academy would be free to terminate the service in case the person remains absent for more that 12 days beyond the entitled leave in a calendar year.

(IX) The person engaged would be under obligation to maintain discipline and perform the work assigned to them within the time limit prescribed.

(X) The Appointing Authority reserves the right to reject any application without assigning any reason thereof. The Chairman of Selection Committee will be the final authority to decide the matter in case of any dispute arising in respect of selection procedure.

(XI) Applications received after the expiry of last date or otherwise found incomplete for want of without requisite documents, incomplete, unsigned, without photograph and not in Annexure-"1" shall be rejected summarily.

A. Khan
Director (Admn.)

Annexure-"1"

APPLICATION FOR THE POST OF LIBRARY CLERK ON CONTRACT BASIS

1. Name : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Gender: Male/Female : _____
5. Permanent Address : _____
   City/State : _____
   Pin-Code : _____
6. Correspondence Address : _____
   City/State : _____
   Pin-Code : _____
7. Mobile No. & e-mail ID : _____
8. Educational & Professional Qualification:-

Please paste self attested photograph here

S. No.	Name of Examination Passed	Year of passing	Grade/Percentage	University/Board/ Institute
1				
2				
3				
4				
5				

9. Details of Library Work done, if any :

10. Details of employment in chronological order. Enclose a separate sheet if space below is insufficient:

S. No.	Name of department / Office	Post Held	From	To	Scale, Basic Pay &Grade pay	Nature of Duties
1						
2						
3						
4						

11. Nature of present employment :Temporary/Permanent(_____)
12. Whether belongs to SC/ST/OBC/PH : _____

DECLARATION

(To be written in candidate's handwriting- "I hereby declared that the information and particulars furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed and I understand that false or inaccurate information in the application will be the basis for rejection/termination":-

_____

_____

_____)

Place:

Date:

Signature of the Candidate

दिल्ली न्यायिक अकादमी

(दिल्ली उच्च न्यायालय)
सेक्टर -14, द्वारका, नई दिल्ली- 110078
फोन / फैक्स नं 28036684, फैक्स नं-28036683
वेबसाइट/ ई-मेल : www.judicialacademy.nic.in /dja@nic.in

भर्ती नोटिस

विज्ञापन आईडी नं .: 2016_DJA_ / 868/01

दिल्ली न्यायिक अकादमी लघु अवधि के अनुबंध के आधार पर नियुक्ति के लिए निम्नलिखित रिक्ति को भरने के लिए भारतीय नागरिकों को आवेदन के लिए आमंत्रित करती है:-

क्रम सं.	पद का नाम	वेतन मान+ ग्रेड वेतन	पदों की संख्या	भर्ती की पद्धति
1.	पुस्तकालय लिपिक (01.04.16 से पद रिक्त किए जाने पर)	5200-20200 + 1900/-	01	अनुबंध के आधार पर

पात्रता, योग्यता, अनुभव, आयु सीमा और अन्य नियम व शर्तों आदि के रूप में अधिक जानकारी के लिए कृपया दिल्ली न्यायिक अकादमी की वेबसाइट यानी www.judicialacademy.nic.in देखें । आवेदन प्राप्त करने की अंतिम तिथि 29/02/2016 है।

निदेशक (प्रशासन)

DELHI JUDICIAL ACADEMY

(High Court of Delhi)
SECTOR-14, DWARKA, NEW DELHI-110078.
Tel.-Fax No. 28036684, Fax No.-28036683
Website: www.judicialacademy.nic.in /E-mail: dja@nic.in

RECRUITMENT NOTICE

Advertisement ID No.: 2016_DJA_/ 868 /01

The Delhi Judicial Academy invites applications from Indian nationals for filling up the following vacancy for appointment on Short Term Contract basis:-

Sl. No.	Name of Post	Pay Band + Grade Pay	Number of Post	Method of Recruitment
1.	Library Clerk (to be vacated by 01.04.16)	5200-20200 + 1900/-	01	Contract Basis

For further details such as eligibility, qualifications, experience, age limit and other terms & conditions of appointment etc. please refer to DJA's website i.e. www.judicialacademy.nic.in. The last date of receipt of applications is 29/02/2016 .

Director (Administration)