DELHI JUDICIAL ACADEMY

Sector-14, Dwarka, New Delhi-110078
Ph. No. : 011-28036684, Fax No.: 011-28036683

No. DJA/Recruitment/783/2015/ 6094 2022 20/10/15 Dated:18/10/2015

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 the vacant posts in Delhi Judicial Academy on deputation basis etc.

Respected Sir/Madam,

Kindly find enclosed herewith an Employment Notice for filling up the posts 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:18/10/2015

No. DJA/Recruitment/783/2015/

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.)

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

No. 15077-78 Admn/Cir./North/RC/2015 Dated : 26.10.2015

Copy forwarded for information and necessary action to:-

1. Incharge, Care Taking Branch with the direction to display on the Notice Board.
2. Dealing official, Website Committee, Computer Branch, Rohini Court, Delhi with the

DELHI JUDICIAL ACADEMY

(High Court of Delhi)
SECTOR-14, DWARKA, NEW DELHI- 110078
Tele Fax:- 01128036684, Fax:- 01128036683
Website: www.judicialacademy.nic.in, Email: dja@nic.in

EMPLOYMENT NOTICE No. – 2015_DJA_/ 6080 /_01 **Dated: 19/10/2015**

The Delhi Judicial Academy invites applications for filling up the following existing vacancies for appointment on Deputation Basis/Short Term Contract basis:-

S. No.	Name of Post(s)	Pay Band + Grade Pay	Number of Post(s)	Method of Recruitment
1.	Chief Administrative Officer	Rs. 15600-39100 + 7600/-	01	On Deputation Basis
2.	Superintendent	Rs. 15600-39100 + 6600/-	01	On Deputation Basis
3.	Research Assistant (Non-Gazetted)	Rs. 15600-39100 + 5400/-	01	On Contract Basis
4.	Upper Division Clerk	Rs. 5200-20200 + 2400/-	02	On Deputation Basis
5.	Lower Division Clerk	Rs. 5200-20200 + 1900/-	03	On Deputation Basis
6.	Library Binder (MTS)	Rs. 5200-20200 + 1800/-	01	On Deputation Basis

The applications of eligible candidates may be sent/forwarded to **the Director (Admn.), Delhi Judicial Academy, Sector-14, Dwarka, New Delhi-110078. The last date of receiving the applications is 20.11.2015, till 5 p.m.** in the prescribed proforma as per **Annexure-"A" (for Contractual post) and Annexure-"B & C" [for Deputation Post(s)] through speed post/by hand.**

ANNEXURE-I

(Recruitment to the post(s) on deputation basis)

The name of post(s), classification, scale of pay and eligibility criteria for filling up of the above said post(s) are as under:-

1. **CHIEF ADMINISTRATIVE OFFICER (01 post):- Group 'A' (Gazetted) in the pay band of Rs. 15600-39100/- Plus Grade Pay Rs. 7600/-.**

a. Eligibility Criteria:-

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 Institutes. Universities, etc.

OR

Graduate degree 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 degree 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 degree with 05 years service in the pay band of Rs. 15600-39100 + 6600 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc.

-

2. **SUPERINTENDENT (01 post):- Group 'A' (Gazetted) in the pay band of Rs. 15600-39100/- Plus Grade Pay Rs. 6600/-.**

a. Eligibility Criteria:-

Graduate with 08 years service in the pay band of 9300-34800 + 4800 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc.

3. **Upper Division Clerk (02 post):- Group 'C' (Non-Gazetted) in the pay band of Rs. 5200-20200/- Plus Grade Pay Rs. 2400/-.**

a. Eligibility Criteria:-

Graduate with 05 years service in the pay band of Rs. 5200-20200 + 1900 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc.

4. **Lower Division Clerk (03 post):- Group 'C' (Non-Gazetted) in the pay band of Rs. 5200-20200/- Plus Grade Pay Rs. 1900/-.**

a. Eligibility Criteria:-

Officials of Central/State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc, holding analogous post. Must have knowledge of computer.

5. **Library Binder (now MTS) (01 post) Group 'C' (Non-Gazetted) in the pay band of Rs. 5200-20200/- Plus Grade Pay Rs. 1800/-.**

a. Eligibility Criteria:-

Officials of the High Court or the District Courts in Delhi or the Government of NCT of Delhi having matriculation or ITI equivalent, with at least 50% marks from a recognized Board (Person with Graduation and/or with valid driving licence for light motor vehicle with unblemished driving experience and/or having knowledge / experience of book binding would be preferred).

Note:-

i. The applications along with **Annexure-"C"** may be sent/forwarded to the Director (Admn.), Delhi Judicial Academy, clearly mentioning on the envelope "**Application for the post of _____ on deputation basis**" on or before 20.11.2015 till 5 p.m..

ii. The Pay and allowances and other terms & conditions of deputation of the officers/ officials selected for the said post(s) will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010.

iii. A Govt. Servant holding post in higher scale of Pay/Grade Pay than the Grade Pay of the post applied for will not be eligible to apply for the post in terms of DOPT OM No. No. 61812009-Estt. (Pay II) dated 17.06.2010.

iv. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of Central/State Govt. shall ordinarily not exceed three years.

v. Upper Age Limit :- 56 years as on the closing date of submission of application.

vi. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/ Vigilance Clearance Certificate or without the seal of the office or unsigned or without requisite documents shall be rejected summarily.

vii. **ONE APPLICATION FORM IS FOR APPLYING SINGLE VACANCY ONLY, FOR MULTIPLE POSTS APPLY SEPARATELY.**

ANNEXURE-II

(Recruitment to the post of Research Assistant on Contract Basis)

Research Assistant (01 post), Group 'A' (Non-Gazetted):- The remuneration payable to Research Assistant would be equal to the minimum of the pay band (i.e. Rs. 15,600 – 39,100) '15600/-+ Grade Pay '5400/- + DA applicable on the date of offer of appointment which will remain fixed for the purpose of calculation of monthly pay till the contract is valid.

a. Eligibility Criteria:-

Doctorate in Law with good academic/research record.

OR

LL.M with good academic/research record.

Note: *Educational Qualification and Eligibility Criteria may be relaxed in case of exceptionally outstanding and deserving candidates by the Patron-in-Chief.*

b. **Upper Age Limit:- 40 years for General Category candidates, 43 years for candidates belonging to Other Backward Caste Candidates and 45 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 50 years for General Category candidates, 53 years for Other Backward Caste Candidates and 55 Years for Scheduled Caste/Scheduled Tribe Candidates.**

c. The contract will automatically stand terminated on the completion of contract period. The renewal/fresh contract is on the sole discretion of the Appointing Authority.

d. Selection Criteria:-

i. The applications may be sent/forwarded to the Director (Admn.), Delhi Judicial Academy alongwith copies of educational qualifications, certificates and relevant experience (duly attested by a Gazetted Officer) clearly mentioning on the envelope **"Application for the post of Research Assistant"** on or before 20.11.2015 till 5 p.m..

ii. 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/Expert Committee. The Selection/Expert Committee will select the candidates on the basis of their professional ability.

iii. The selected candidate will not have any right or claim of regular service on the basis of contractual appointment of Research Assistant in Delhi Judicial Academy.

iv. This service will not be counted if the candidate is selected on regular basis at the time of recruitment on Regular Basis for the post of Research Assistant.

v. The applicants will have to bear all travelling expenses on his/her own.

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. Leave:-

a). The selected candidate shall be eligible for leave of 12 days in a calendar year on pro-rata basis. Thereafter, he/she shall not be paid any remuneration in case of his/her absence beyond 12 days in a calendar year (calculated on pro-rata basis).

b). Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.

c). Delhi Judicial Academy would be free to terminate the service in case the person remains absent for more than 12 days beyond the entitled leave in a calendar year.

d). The selected candidate cannot avail more than 3 leaves in a month.

ix. The person engaged would be under obligation to maintain discipline and perform the work assigned to him/her within the time limit prescribed.

x. Delhi Judicial Academy reserves the right to terminate the contract of engagement without giving any notice, if the work and performance of any person is not found satisfactory.

Director (Administration)

Annexure-"A"

APPLICATION FOR THE POST OF RESEARCH ASSISTANT 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 Research 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

Annexure-"B"

APPLICATION PROFORMA FOR THE POST(S) ON DEPUTATION BASIS

Please paste photograph duly attested by the H.O.O.

Post applied for : _____

1. Name and Address : _____
2. Date of Birth & Age : _____
3. Date of entry in Govt. Service : _____
4. Date of Superannuation : _____
5. Mobile No. & e-mail ID : _____
6. Educational & Professional Qualification:- Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

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

7. Details of employment in chronological order. Enclose a separate sheet duly authenticated by the Department, 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.						

8. Details of present post held (i.e. on Ad-hoc/ Regular/ Officiating/Deputation):- : _____
   a. Designation : _____
   b. The date of initial appointment : _____
   c. Name of the Department with full address : _____
9. Details of earlier deputation, if any : _____

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 understand that false or inaccurate information in the application will be the basis for rejection/termination":

_____

_____

_____

_____

Place:
Date:

Signature of the Candidate

Annexure-'C'

CERTIFICATES/DOCUMENTS TO BE FURNISHED BY THE HEAD OF OFFICE

I. Certified that the particulars given by the applicant are true and have been verified from the Office record.
II. Attested copies of up to date ACRs/APARs for previous 5 years.
III. Vigilance/Disciplinary Clearance certificate.
IV. There is no major/minor penalty imposed against the official currently in force.
(Details of penalty imposed if any during the last 10 years may be attached)
V. He/She will be relieved from duties of this Office to take up assignment in the Delhi Judicial Academy in the event of his/her selection for appointment to the post.

Place:

Date :

Signature :

Designation :

Office Seal :