168/2025
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NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, P.O. Suraj Nagar, Bhopal – 462 044 (M.P.)
Website – www.nja.gov.in , EPABX - 0755 – 2432500

NJA/Adm./Rect/2025/01

Dated – 6th September, 2025

EMPLOYMENT NOTICE

The National Judicial Academy invites applications to fill up positions as follows:

S.N.	NAME OF POST	Pay Scale (in Rs.)	No. of Vacancies	Qualifications and Experience.
1	Research Fellow **(Group-A)**	Level-10 (Rs.56100-1,77,500)	01	LLM with 5 years' experience in teaching, and/or experience in research at the Judicial Academy/ National Level Institution/ University OR A Judicial Officer having completed 5 years of service as Judicial Officer.
2	Manager (Documentation Communication Public Relations) **(Group-A)**	Level-10 (Rs.56100-1,77,500)	01	Graduate in any discipline from a recognized University with good command over the English language, with a minimum 5 years of experience in documentation and publication work - in the pay-scale not lower than Rs.44,900 – 1,42,400/- under the 7th CPC or equivalent (or) with minimum 8 years of experience in documentation and publication work in the pay-scale not lower than Rs.35,400 – 1,12,400/- under 7th CPC or equivalent. Experience in documentation and/or publication works in any National level Academic/ Training Institution, in an equivalent or similar capacity will be preferred.
3	Assistant Accounts Officer **(Group – B)**	Level-7 (Rs.44,900 – 1,42,400)	01	Graduate Degree in Commerce or Business management preferable with specialization in Finance Management or have passed CMA/CA examination or passed SAS/ Jr. Accounts Officers examination or evaluation examination conducted by any organized Accounts department of Government. Exp : At least 3 years experience in any Central/ State Govt. or any autonomous organization in Accounts. Those desirous appointing on Deputation should have served in the regular services in the scale below the scale of post for at least two years.
4	Jr. Steno cum DEO **(Group-B)**	Level-6 (Rs.35,400 -1,12,400/-)	01	Graduate with good command over English shorthand and computer. Minimum three years experience of the work.

Applications, complete in all respects, should be received by NJA (in person/by post/ by courier) in a sealed cover envelope addressed to "The Registrar (Administration), National Judicial Academy, Bhadbhada Road, Suraj Nagar P.O., Bhopal – 462044" latest by 27.10.2025. Application form and other terms and conditions are available at Academy's website https://nja.gov.in

REGISTRAR (ADMINISTRATION)