

NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, P.O. Suraj Nagar, Bhopal – 462 044 (M.P.)

(Autonomous body fully funded by Govt. of India)

Website – www.nja.gov.in

EPABX - 0755 – 2432500

NJA/Adm./Rect/

Dated – 02.03.2010

EMPLOYMENT NOTICE

The National Judicial Academy provides national-level judicial education to judges from across the country; undertakes research into justice and judicial institutions; and develops policy recommendations to strengthen the administration of justice. **Established by the Supreme Court of India as an Autonomous Body chaired by the Hon'ble Chief Justice of India, NJA is fully funded by the Government of India.** NJA's home is a state-of-art world class 62 acre campus located on a picturesque hill-top in the outskirts of Bhopal, overlooking Bhopal's famous lakes.

NJA seeks well qualified and hard working candidates to fill a number of posts on deputation or contract.

The vacancies are against permanent post and incumbent selected for appointment on contract shall be initially appointed for three years with first year of service on probation. On completion of probation period satisfactory, such candidate will be eligible for consideration for longer term contract or permanent appointment, subject to outstanding performance and fulfilling the eligibility criteria as per NJA's recruitment policy.

Applications, complete in all respects, should be received by NJA (in person/by post/by courier) in a sealed cover addressed to: **The Registrar, National Judicial Academy, Bhadbhada Road, Suraj Nagar P.O. Bhopal (M.P.)** latest by **6th April, 2010**. The candidate should super scribe the name of the post applied for on the top of envelop.

<u>S.N.</u>	<u>NAME OF POST</u>	<u>Pay in pay band</u>	<u>Grade Pay</u>	<u>No. of Vacancy</u>	<u>Qualifications and Experience.</u>	<u>Approx. Gross Monthly Salary *</u>
1	FINANCIAL ADVISOR	37400-67000	8700	01	The candidate must be a member of Indian Audit and Accounts service and must have rendered atleast 5 years service as a member of Indian Audit and Accounts service. The candidate must have atleast 3 years experience of handling finance and accounts matters in Ministry/Department of Central Government or its subordinate offices. Desirable : MBA (Finance) or a qualified Chartered Accountant or Cost Accountant.	60579/-
2	MAINTENANCE ENGINEER / ESTATE OFFICER	15600-39100	5400	01	Degree in Civil Engineering or Diploma in Civil/Electrical/Mechanical Engineering with 5 years experience of maintenance work in any organisation. Knowledge of Computer application and proficiency in English language is desirable	28702/-

3	MANAGER – DOCUMENTATION, COMMUNICATION, PUBLIC RELATION	15600-39100	5400	01	Bachelor Degree in Public Relation or Law Graduate with 2 years experience in Documentation and Publication work. Desirable : Good Communication skills in English language and basic knowledge of computer application.	28702/-
4	STENOGRAPHER	9300-34800	4600	01	Graduate with good command over English shorthand and computer application. Atleast 5 years experience as Stenographer in any Institution/ Organisation	22784/-
5	JR. STENO CUM DATA ENTRY OPERATOR	9300-34800	4200	01	Graduate with command over English shorthand and computer. Three years experience of the work.	18161/-
6	DOCUMENTATON ASSISTANT	5200-20200	1900	02	Graduate with 1 year experience in documentation and publication / documentation work.	10325/-
7	STORE KEEPER	5200-20200	1900	01	Diploma in Material Management or in any Engineering with atleast 1 year experience in inventory management. Desirable : Knowledge of computer applications is desirable.	10325/-
8	FITTER CUM PUMP OPERATOR	5200-20200	1900	01	ITI certificate course in plumber / fitter trade with not less than 60% marks. 2 years experience in similar nature of service.	10325/-

Note – * In addition to monthly salary the selected candidate will be entitled for HRA@20% of Basic pay or Free residential accommodation, EPF contribution, Medical Insurance Coverage for Self and dependent family members as per NJA's policy. Annual increment and any other allowances as sanctioned from time to time will also be admissible.

General Information:

- a) The incumbents opting for deputation must send their application through proper channel with 'No Objection Certificate' and DAR/Vigilance clearance from the employer, with an advance copy to NJA. The terms and conditions of the deputation service will be governed by Government India's Rules applicable in this regard.
- b) Age Limit (i) Minimum age – 18 years
(ii) Upper age limit – for contract / deputation up to 56 years
- c) The cutoff date for determining age will be the closing date of application submission.
- d) The applicant should submit application in the prescribed format along with self attested latest photograph and copies of testimonial in respect of educational qualification date of birth, experience, extra curricular activities caste certificate etc. along with two self addressed envelope(size 22 x 10 cm and with Rs.5/- postal stamp affixed). If applying for more that one post, separate application should be submitted for each post.
- e) The incumbents, selected for the test or interview, have to bear their own traveling expenses. No allowances whatsoever will be paid to the candidates.
- f) The Academy reserves its right to reject incomplete applications or applications received after the due date.

- g) The mode of selection will be either through aptitude/skill test (written or oral) and/or interview to adjudge the candidates professional and practical ability. Only short listed candidates will be called for aptitude/skill test.
- h) The number of vacancy is subject to change and the Academy reserve the right to fill up or not to fill up any or all the posts or to short-list the candidates in any grade based on qualification and experience.
- i) Interested candidate may download the application form from Academy website www.nja.gov.in and send duly filled application in the prescribed format, super scribing the name of the post, so as to reach the office of the Registrar, National Judicial Academy, Bhadbhada Road, PO Suraj Nagar, Bhopal (M.P.) on or before 06.04.2010

REGISTRAR

NATIONAL JUDICIAL ACADEMY
P.O. Surajnagar, Bhadbhada Road,
Bhopal (M.P.) – 462 044.
☎ 0755 – 2432500

<u>Application Format</u>	Paste Self Attested Recent Passport Size Photograph
----------------------------------	--

- 1) Post applied for (in Capital Letters) : _____
- 2) Name (in Capital Letters) : _____
- 3) Father's Name / Mother's Name /
Husband's Name : _____
- 4) Gender : _____
- 5) Date of Birth (in figure & words) : _____
- 6) Mailing Address (with telephone :
numbers & Email ID) : _____

- 7) Permanent Address : _____

- 8) Religion : _____
- 9) Nationality : _____
- 10) Category (General / SC / ST / OBC) : _____
- 11) a) Nature of employment applied : **Contract** **Deputation**
for *
b) Substantive pay scale/ pay : _____
band & grade pay (in case of
Deputation).

Contd....2

* put tick mark in appropriate box

12) Educational Qualification :

Name of Examination Passed	University / Board	Year of Passing	Duration of Course	Subjects / Area of Specialization	Division/ % of Marks

13) Experience :

Name of the Organisation and Type of Organisation (Govt. / Semi Govt. / PSU / Autonomous / Private)	Designation	Period		Scale of Pay / Gross Salary	Nature of Job
		From	To		

14) Any Special Attribute / Information (if any) :

15) Whether applied earlier, if so give details :

Declaration

I hereby declare that all the statements made in this application are true complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or in correct at any stage, my candidature / appointment shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

I also affirm that NOC from the present employer for applying for the post has been applied for / taken.

Place :

Date :

(Signature of Applicant)

Counter Signature of Controlling Officer
(In case of application for Deputation)

CONTRACT OF SERVICE

An agreement for contract service is made this between
..... (herein after called the appointee) on the one part and the National Judicial Academy, Bhopal (herein after called the Academy), on the other.

Whereas the Competent Authority of National Judicial Academy has been pleased to approve the appointment of as on contract for a period of and the appointee has accepted such appointment upon terms and conditions herein after appearing. Now THESE PRESENTS WITNESSETH and the parties here to respectively agree as follow:

1. The agreement of contract service shall be deemed to have been entered into subject to the rules relating to contract services of Academy in force from time to time as applicable to the Contract employee of the Academy as well as provisions of the other existing Rules of the Academy.
2. The Contract employee shall be on contract service under the agreement for a period of with effect from i.e. dates of joining the post or for the period till he / she continues in contract service, whichever is earlier, on payment of per month as consolidated salary for first year of the contract. In addition, the contract employees shall also be entitled for HRA, TPA and other allowances admissible under NJA policy. **Further, the contract employee shall be eligible for annual increment of pay on satisfactory completion of one year service, subject to extant policy of NJA.**
3. The Contract employee shall be a full time employee of the Academy and shall discharge to the best of his/her ability all duties and responsibilities assigned from time to time.
4. That the Contract Employees shall devote his/her whole time to the service of the Academy and shall not without permission of the Academy, engage, directly or indirectly in any trade or business whatsoever, or in any private service or any other work to which any emolument or honorarium is attached. However, this prohibition shall not apply to work undertaken with prior permission of the Competent Authority, in connection with the academic/research work and publication thereof.
5. (a) Notwithstanding anything herein before contained, the Competent Authority of the Academy shall be empowered to summarily terminate the engagement of the Contract Employee on the ground of misconduct in accordance with the provisions herein after set forth.
 - (b) The Competent Authority may, when he finds it necessary in the interest of the Academy, suspend the Contract Employee on the ground of misconduct. Thereafter, he shall report it to the next Higher Authority for approval.
 - (c) The Competent Authority or any officer appointed by him as Enquiry officer shall investigate all matters about the misconduct of the Contract Employee whether he / she has been suspended or not. The Contract Employee shall be notified in writing of the charges against him and shall be given not less than one week's time, which may be extended on good cause shown by such contract employee, to submit his explanation in writing.

The competent Authority or the Enquiry Officer may hear the Contract Employee and take such evidence as it may consider necessary and submit its report to the

next higher authority / competent authority. The Competent Authority may thereafter, determine the continued engagement of the contract Employee where it deems that the misconduct of the Contract Employee deserves to be dealt with in that manner , after it has considered the explanation and the evidence, any, or the report of the Enquiry Officer, if one has been appointed.

(d) Where the termination of the Contract of service on the ground of misconduct is after suspension, the termination of Contract of service will be from the date as specified by the Competent Authority.

6. i) *The Contract Employee shall be entitled to a monthly salary fixed on the following formula in the pay scale attached to the post (Pay in Pay Band + Grade Pay) + DA on total pays applicable on the date of contract + Transport Allowance + HRA (if NJA accommodation not availed) and any other allowance.*

ii) *In addition, the contract employee will also be entitled to EPF, Medical Insurance cover and any other allowances / perks admissible as per NJA policy.*

iii) *The consolidated monthly salary shall be fixed for one year.*

iv) *The Contract Employee shall be entitled to leave as appended to below in one calendar year.*

Casual Leave - 10 Days

Earned Leave - 15 Days

Medical Leave- 10 Days

Note: - *Leave of any kind is not a right of the employee as per Leave Rules applicable in the Academy.*

The balance of Medical & Earned Leave at the end of the year as per contract will be carried forward to the next year of the contract service on completion of probation period / further contract of period provided the contract is extended as per NJA policy.

v) *The NJA provide medical insurance cover to the contract employee, his / her spouse, two dependent children & wholly dependent parents during the currency of contract period. However, in the event of contract employee leaving the services of NJA before completing the year of currency of insurance policy, the NJA shall have right to deduct the amount incurred in obtaining Medical Insurance policy on pro rata basis for the remaining period of the medical insurance policy*

vi) *Annual increment will be admissible on completion of the year at the rate as per NJA policy in this behalf.*

7. The Contract service of the Contract Employee may, during the period of contract, be terminated by the Academy at any time by 30 days notice in writing or in lieu on payment of the salary for one month.

The Contract Employee may terminate his/her contract of service by giving to the Competent Authority 30 days notice in writing or an amount equivalent to the amount of the salary for one month in lieu of notice period.

IN WITNESS WHEREOF on the day and the year first above written, Registrar of the Academy has hereinto set his/her hand and the Contract Employee has hereinto set his/her hand.

**Registrar
National Judicial Academy
Bhopal (M.P.)**

Signature of the Contract Employee

**Name:-
Address:-**

Witness (Name & Address)

1. _____

2. _____

