

# **NATIONAL JUDICIAL ACADEMY**

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

Website – [www.nja.nic.in](http://www.nja.nic.in) , EPABX - 0755 – 2432500

NJA/Adm./Rect/2015/01

Dated – 03.01.2015

## **EMPLOYMENT NOTICE**

The National Judicial Academy invites applications to fill up academic & non-academic positions as follow :

<b>S.N.</b>	<b>NAME OF POST</b>	<b>Pay in pay band (in Rs.)</b>	<b>Grade Pay (in Rs.)</b>	<b>No. of Vacan cies</b>	<b>Qualifications and Experience.</b>
1	DEPUTY LIBRARIAN	15600 - 39100	7600	01	Masters degree in Library Science from a recognized university. Must have overall working experience of at least 10 years managing a large national level institute, out of which minimum 05 years of working experience in the law library of a nationally reputed law academy or university or institute in the capacity and grade of assistant Librarian. Should possess sound knowledge of application of IT in the Law Library, digital law library resources and their efficient dissemination. Sound in oral and written communication in English.
2	RESEARCH FELLOW	15600 - 39100	5400	06	LL.B. with good academic record with 5 years of experience as a Judicial Officer or in teaching, and/or experience in research at the Judicial Academy/National Level Institution/University OR An outstanding jurist/scholar with established reputation who has made significant contribution to knowledge. (Period spent for obtaining the research degrees shall not be counted for experience purpose).
3	COMPUTER SYSTEM ADMINISTRATOR	15600 - 39100	5400	01	MCA or B.Tech or Master Degree in Computers with 2 years experience in relevant field.
4	ASSISTANT MAINTENANCE ENGINEER / ESTATE OFFICER	9300- 34800	4600	01	Degree in Electrical/ Civil/ Mechanical Engineering or Diploma in Electrical Engineering with 2 years experience of maintenance work in any organisation. Knowledge of Computer application and proficiency in English language is desirable
5	MAINTENANCE SUPERVISOR CUM TECHNICAL ASSISTANT	5200- 20200	2400	03	Degree/ Polytechnic Diploma in Electrical / Civil/Mechanical/Air-conditioning Engineering or equivalent with minimum 60% marks. Experience – Two years experience in similar nature of service. Desirable Experience : in managing Guest House/ Hostels and Hotel Industries.

The incumbents selected for appointment on contract shall be initially appointed for three years with first year of service on probation. On satisfactory completion of probation period, such candidates will be eligible for consideration for longer term contract or permanent appointment, on fulfilling the eligibility criteria as per NJA's recruitment rules.

Applications, complete in all respect, should be received by NJA (in person/by post/ by courier) in a sealed cover addressed to "The Registrar (Administration), National Judicial Academy, Bhadbhada Road, Suraj Nagar P.O., Bhopal – 462044" latest by 20.02.2015. Application form and other terms and conditions are available in Academy website [www.nja.nic.in](http://www.nja.nic.in).

REGISTRAR (ADMINISTRATION)

# NATIONAL JUDICIAL ACADEMY

P.O. Surajnagar, Bhadbhada Road,

Bhopal (M.P.) – 462 044.

☎ 0755 – 2432500

## Application Format

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  Re-employment  
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)