



# NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, Suraj Nagar P.O., Bhopal - 462044 (M.P.)

Tel.: EPABX 0755-2432500, Fax : 0755-2696904

Email: [njabhopal@nja.gov.in](mailto:njabhopal@nja.gov.in)

No. NJA/Dir./Depu/Rect./2585

Dated: 17<sup>th</sup> May, 2016

To,

The Registrar General  
Guwahati High Court,  
GUWAHATI-781 001 (ASSAM)

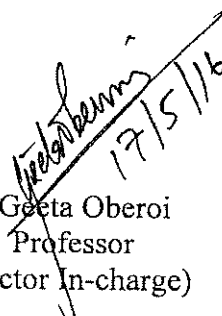
Respected Sir,

**Sub.: Recruitment of Academic & Administrative Staff at the NJA, Bhopal.**

As there is urgent need of filling up the vacancies in academic and administrative positions, the NJA has uploaded a detailed recruitment notification on its website [www.nja.nic.in](http://www.nja.nic.in) and advertised it in daily newspapers and the Employment News. (copy enclosed)

The NJA requests your Hon'ble High Court to forward the names of eligible and willing officers/staff who are ready to serve the NJA on deputation basis latest by **20<sup>th</sup> June, 2016**. The annual confidential report for the last five years along with details of pending departmental/vigilance enquiry, if any, may also be forwarded along with the applications. The concerned and willing officers/staff can be asked to apply in the prescribed format as given on its website.

With respectful regards,

  
17/5/16  
Dr. Geeta Oberoi  
Professor  
(Director in-charge)

Encl. : (i) Recruitment Notification  
(ii) Application format



## 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/2016/02(a)

Dated – 06.05.2016

### EMPLOYMENT NOTICE

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

S. No.	Name of Post	Pay in Pay band and GP	No. of Vacancies
1	Professor	Rs.37400-67000 + GP Rs.10000/-	01
2	Assistant Professor	Rs.15600-39100 + GP Rs.7600/-	04
3	Research Fellow	Rs.15600-39100 + GP Rs.5400/-	01
4	Law Associate	Rs.28000/- (consolidated salary per month) plus HRA Rs.2000 per month (if accommodation not provided by the NJA)	03
5	Financial Advisor	Rs.37400-67000 + GP Rs.8700/-	01
6	Administrative Officer (On deputation)	Rs.15600-39100 + GP Rs.6600/-	01
7	Stenographer	Rs.9300-34800 + GP Rs.4600/-	01
8	Library Assistant	Rs.9300-34800 + GP Rs.4200/-	01
9	Legal Material Archivist	Rs.9300-34800 + GP Rs.4200/-	01
10	Assistant Manager Field Programmes	Rs.9300-34800 + GP Rs.4200/-	01
11	Assistant Event Manager	Rs.5200-20200+GP Rs.2400/-	02
12	Assistant Accountant	Rs.5200-20200+GP Rs.2400/-	01
13	Jr. DEO cum Office Assistant	Rs.5200-20200+ GP Rs.1900/-	01

Applications, complete in all respect, including application form and the documents supporting candidature should be received by email at [njabhopal@nja.gov.in](mailto:njabhopal@nja.gov.in) or by post at address: Director, National Judicial Academy, Bhadbhada Road, Suraj Nagar P.O., Bhopal- 462044 (M.P.) on/before 20.06.2016. Application form and other terms and conditions are available on Academy website [www.nja.nic.in](http://www.nja.nic.in).

DIRECTOR

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### EMPLOYMENT NOTICE

The National Judicial Academy India (NJA) established under the aegis of the Supreme Court of India is fully funded by the Government of India. The bodies established by the Hon'ble Chief Justice of India as the Chairperson of the NJA govern it. The main goal of the NJA is to promote development of new ideas and facilitate sharing of the best practices across the country for strengthening the judicial system, rather than simply transmission of information available at the local/state level. The NJA provides a common forum for critical evaluation of the judicial system so as to help the system to meet expectations of the society. The judicial education programmes are designed to identify gaps and brainstorm possible systematic reform propositions. The NJA is also a forum at which senior leaders of the judiciary communicate to judges across the country information about concerns at the national level about the judicial system. The NJA is inviting applications for the following posts:

S. No.	Name of Post	Pay in Pay band and GP	Nature of Employment	No. of Vacancies	Essential Qualifications and Experience
1.	Professor	37400-67000 + GP 10000/-	Deputation/ Contract	01	Doctorate in law and 10 years of teaching experience at the reputed national level institution/university;  or  Doctorate in law and 10 years of teaching/research experience at the state/national level judicial education institutions or state/national level training institutions;  or  A Judicial Officer in the cadre of District Judge having put minimum 10 years of service as the district judge. Experience in the training Academy shall be a desirable qualification.
2.	Assistant Professor	15600-39100 + GP 7600/-	Deputation/ Contract	04	Doctorate in law and 5 years of teaching /research experience at reputed national level institution/university;  or  A Judicial Officer having LL.M degree in the cadre of additional district judge having put minimum 5 years of service as the judicial officer.
3.	Research	15600-	Deputation/	01	LL.B and LL.M with 5 years of work experience

					Graduate with 3 years experience in managing events in state level/national level institution
11	Assistant Accountant	5200-20200+GP 2400/-	Deputation/Contract	01	Graduate in Commerce/ Accountancy with 5 years experience in e-governance and accounts system of national/state level university/institution
12	Jr. DEO cum Office Assistant	5200-20200+GP 1900/-	Deputation/Contract	01	Graduate with PGDCA or equivalent

### General Information:

1. The incumbents opting for deputation must send their application through proper channel with 'No Objection Certificate' and CR Dossier/ Attested copies of the ACR/APAR of the applicant for last 5 years from the employer with an advance copy to NJA.
2. The terms and conditions of the deputation service will be governed by Government of India's Rules applicable in this regard.
3. Age Limit: For Academic positions, the UGC norms and for administrative positions the DoPT norms regarding age limit are followed. The cutoff date for determining age will be the closing date of application submission.
4. The applicant should submit application in the prescribed format along with self-attested latest photograph and self attested copies of the testimonial in respect of educational qualification, date of birth, experience, extra curricular activities, caste certificate, disability certificate etc.
5. The applicant should mandatorily mention email address in the application form as all the communication by the NJA would be done on email provided by applicant. No postal communication would be done from the NJA regarding interviews, selection, acknowledgement of applications, etc.
6. If applying for more than one post, separate application should be submitted for each post. No TA/DA will be provided to attend aptitude/ skill test/interview.
7. Interested candidates may download the application form from the Academy website [www.nja.nic.in](http://www.nja.nic.in) and send duly filled application in the prescribed format, super scribing the name of the post, so as to reach the office of Director, National Judicial Academy, Bhadbhada Road, PO Suraj Nagar, Bhopal- 462044 (M.P.) on or before 20.06.2016.
8. The Academy reserves its right to reject incomplete applications or applications received after the due date.
9. The mode of selection will be either through aptitude/skill test (written or oral) and/or interview to adjudge the professional and practical abilities.
10. Only short listed candidates who fulfill the essential qualification and experience criteria will be called for interview/aptitude/skill test.
11. The number of vacancy is subject to change and the Academy reserves 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. Further the number of vacancy shown is only anticipated. The selection will be on actual requirement at the time of selection.
12. As per various resolutions of the Governing Council, salary and emoluments are offered to selected candidates
13. Applications, complete in all respect, including application form and the documents supporting candidature should be received by email at [njabhopal@nja.gov.in](mailto:njabhopal@nja.gov.in) or by post at address: Director, National Judicial Academy, Bhadbhada Road, Suraj Nagar P.O., Bhopal- 462044 (M.P.) on/before 20.06.2016.

# 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 /Husband's Name/ : \_\_\_\_\_
- 4) Mother's Name : \_\_\_\_\_
- 5) Gender : \_\_\_\_\_
- 6) Date of Birth (in figure) : \_\_\_\_\_  
(In words) : \_\_\_\_\_
- 7) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Phone No. with Area Code : \_\_\_\_\_
- 10) Mobile Number : \_\_\_\_\_
- 11) Email ID : \_\_\_\_\_
- 12) Marital Status : \_\_\_\_\_
- 13) Religion : \_\_\_\_\_
- 14) Nationality : \_\_\_\_\_
- 15) Category (General / OBC /SC / ST) : \_\_\_\_\_
- 16) Physically Challenged : \_\_\_\_\_
- 17) Do you belong to minority : \_\_\_\_\_

Contd.....2

**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 incorrect 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 : .....

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

**(Signature of Applicant)**