

# NATIONAL JUDICIAL ACADEMY

Dhadbhada Road, Guraj Nagar P.O., Bhopal - 462004 (M.P.)  
Tel : 11912 - 0755 2432500, Fax : 0755 2696904

Dated 9<sup>th</sup> August, 2012

Office Order No. 44/12

The duties of Registrar (Administration) and Registrar (Academic Programmes) are allocated as under:-

**(A) Registrar (Administration) :**

- 1) General Administration, Drawing and Disbursement Officer
- 2) Recruitment of staff, Creation of new posts and all Personnel matters, (other than academic work of faculty members).
- 3) Finance, Accounts & Audit, Grant-in-aid and Budget estimates
- 4) Procurement and outsourced services
- 5) Governing Bodies and Government Affairs (Central and States)
- 6) Infrastructure development, Buildings and Ground – Operation and Maintenance.
- 7) Information Technology (IT), Website and Knowledge Management
- 8) Protocol – General.
- 9) Induction Programme for Junior Judges (administrative aspects)
- 10) Training Programmes for State Judicial Academy Staff (administrative aspects)
- 11) Liaison with Hon'ble Supreme Courts and High Courts on administrative matters
- 12) Annual Reports
- 13) Special events
- 14) Other responsibilities as assigned from time to time.

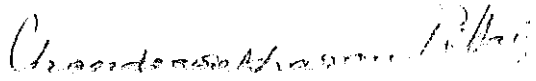
**(B) Registrar (Academic Programmes) :**

- 1) Development and Delivery of all Academic Programmes.
- 2) Liaison with Hon'ble Supreme court and High Courts on Academic Programmes.
- 3) Liaison with Resource Persons.
- 4) Protocol – Academic Programmes.
- 5) Development of knowledge Content
- 6) Liaison with Academic Institutions and Bar
- 7) Publications.
- 8) Academic Council
- 9) Faculty meetings
- 10) Academic reports
- 11) Co-ordination with sponsoring organizations for academic programmes
- 12) Research Activities
- 13) Library
- 14) Other responsibilities as assigned from time to time.

(C) Items which both the Registrars shall have to deal with :

- 1) Annual Calendar – Development, Implementation, Production, Dissemination, Updating / Revision.
- 2) Liaison with State Judicial Academies.
- 3) Public Relations.

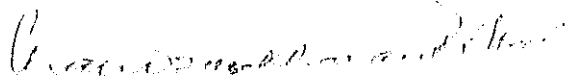
In the absence of either of the two, the other will hold charge.

  
(Prof.(Dr.) K.N. Chandrasekharan Pillai  
Director

Endt. No.NJA/Admn/WDI/ 2432

Dated 9<sup>th</sup> August, 2012

Copy to: 1. Registrar (Administration) and Registrar (Academic Programmes)  
2. Administrative Officer/Chief Accounts Officer/Maintenance Engineer/Manager  
(Hospitality)/Event Manager/Dy. Librarian/Manager (Documentation)

  
(Prof.(Dr.) K.N. Chandrasekharan Pillai  
Director

***National Judicial Academy (Recruitment, Salary, Allowances and Conditions of service of Registrar) Rules 2002***

In exercise of powers conferred by Rule 16(b) (iv) of the Rules of the National Judicial Academy, the Academy hereby makes the following rules namely:-

1. **Short title and commencement:-**

These rules may be called "The National Judicial Academy (Recruitment, Salary, Allowances and Conditions of Service of Registrar) Rules 2002" and shall take effect from the date of their approval by the Governing Council of the Society.

2. **Definitions:-**

In these Rules unless there is any repugnant in the subject or the context:-

- (a) 'Society' means the National Judicial Academy.
- (b) 'General Body' means the General Body of the Members of the Society.
- (c) 'Governing Council' means the Governing Council of the Society.
- (d) 'Chairman' means the Chairman of the Society and that of the Governing Council.
- (e) 'Director' means a person appointed as the Director of the Society.
- (f) 'Registrar' means a person appointed as Registrar of the Society.
- (g) 'Rules' means the Rules of National Judicial Academy as may be amended from time to time by the Society.
- (h) 'Memorandum' means the Memorandum of Association as registered under Registration of Societies Act 1860 and as may be amended from time to time by the Society.

3. **Mode of Appointment:-**

Appointment to the post of Registrar shall be made by way of deputation, selection or otherwise.

4. **Qualifications for Appointment of the Registrar:-**

A person shall not be qualified for appointment as Registrar unless he-

- (a) has, for at least five years, held a post of District Judge or Additional District Judge or equivalent in the Higher Judicial Service of any State / Union Territory of India.
- or
- (b) has, for atleast five years, held a post carrying a scale of pay of Rs.51550-1230-58930-1380-63070 (as per VI P.C.) (Pre-revised Rs.16750-400-19150 -450-20500) or equivalent.

5. **Term of Office:-**

The Registrar shall hold office for a term of three years from the date on which he enters upon his office or until he attains the age of 65 years whichever is later (amended by the Governing Council on 16.02.2017).

6. **Resignation and Termination:-**

- (1) The Registrar may, by giving three months notice in writing under his hand addressed to the Chairman, resign his office.
- (2) The Registrar shall only be removed from his office by order of the Chairman with prior approval of Government of India on the grounds of proved misconduct or misbehaviour or incapacity.

7. **Salary of the Registrar:-**

The post of Registrar shall carry pay scale of Rs.1,82,200 – 2,24,100/- (as per VII P.C.) (Pre-revised HAG pay scale of Rs. 67000 - (annual increment @ 3%) -- 79000/-).

8. **Allowances:-**

Dearness Allowances, City Compensatory Allowance and all other Allowances admissible to an officer of All India Service of the rank of Additional Secretary to the Government of India shall also apply to the Registrar.

9. **Head Quarter:-**

Headquarters of the Registrar shall be at Bhopal, Madhya Pradesh.

10. **Leave:-**

A person on appointment in the Society as Registrar shall be entitled to leave as regulated by the Leave Rules of his parent department.

11. **Travelling Allowance:-**

The Registrar while on tour as on transfer including the journey undertaken to join the Society or on expiry of his term or extended term with the society to proceed to his home town or when travelling on official duty shall be entitled to the travelling allowance, daily allowance, transportation of personal effects and other similarly matters at the same scales and at the same rates as admissible to an officer of all India Service of the rank of Additional Secretary to the Government of India.

12. **Leave Travel Concession:-**

The Registrar shall be entitled to leave travel concession at the same rates and at the same scales and on the same conditions as are applicable to a group 'A' Officer of the Central Government drawing a pay in the scale of Rs. 22400 – 525 – 24500/- [Revised pay scale – HAG 67000 - (annual increment @ 3%) – 79000] or above.

13. **Accommodation:-**

- (1) The Registrar shall be entitled to the use of a furnished residential accommodation without payment of rent throughout his term of office or extended term of office and for a period of one month immediately

thereafter. Such accommodation shall be maintained by the Society. This concession shall also be admissible to the members of the family of the Registrar, who dies while in service for a period of one month immediately thereafter.

- (2) When the Registrar does not avail himself of the rent free furnished residential accommodation provided by the Society he may be paid every month house rent allowance as applicable to group 'A' Officer of the Central Government drawing a pay in the scale of Rs. 22400 – 525 – 24500 [Revised pay scale – HAG 67000 - (annual increment @ 3%) – 79000] or above at the same rate and the same scale and on same conditions applicable in the city of Bhopal, Madhya Pradesh.
- (3) Where the Registrar occupies the official residential accommodation provided by the Society beyond the permissible period he shall be liable to pay licence fee or penal rent as prescribed by the Governing Council, and shall also liable to be evicted.

14. **Facility of Conveyance:-**

The Registrar shall be entitled to a staff car.

15. **Facility of Telephone:-**

The Registrar shall be provided with a telephone with STD facility subject to a ceiling of equivalent of 8000 local calls per annum at his residence.

16. **Facility For Medical Treatment:-**

The Registrar shall be entitled to medical treatment and hospital facilities as provided in the Central Services Medical Attendance Rules.

17. **Residuary Provision:-**

Conditions of service of the Registrar for which no express provision has been made shall be the same as for the time being applicable to the member of the Indian Administrative Service holding the rank of Additional Secretary to the Government of India as amended from time to time.

18. **Power to relax Rules:-**

Where the Chairman is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may, for reasons to be recorded in writing, dispense with or relax the particular rule to such extent and subject to such exceptions and conditions as may be deemed necessary.

Provided that as and when any such relaxation is granted by the Chairman, the Government of India shall be informed of the same.

\* Note - The revised pay scale of Registrar as per VII P.C. is Rs.1,82,200 – 2,24,100/-

**BIODATA OF APPLICANT FOR THE POST OF  
REGISTRAR (ADMINISTRATION), NJA**

1. NAME OF APPLICANT : \_\_\_\_\_
  2. NAME OF FATHER/HUSBAND : \_\_\_\_\_
  3. DATE OF BIRTH : \_\_\_\_\_
  4. ADDRESS FOR : \_\_\_\_\_  
CORRESPONDANCE WITH : \_\_\_\_\_  
EMAIL-ID & CONTACT NO. : \_\_\_\_\_
  5. PRESENT DESIGNATION : \_\_\_\_\_
  6. GRADE : \_\_\_\_\_
  7. OFFICE : \_\_\_\_\_
  8. PERIOD OF APPOINTMENT : \_\_\_\_\_  
TO VARIOUS GRADES : \_\_\_\_\_  
[PLEASE ATTACH SEPARATE SHEET IF REQUIRED]
- | DESIGNATION | GRADE | FROM | TO |
|-------------|-------|------|----|
|             |       |      |    |
|             |       |      |    |
|             |       |      |    |
9. DATE OF REGULAR : \_\_\_\_\_  
APPOINTMENT/PROMOTION : \_\_\_\_\_  
TO THE PRESENT GRADE : \_\_\_\_\_
  10. EDUCATIONAL : \_\_\_\_\_  
QUALIFICATION : \_\_\_\_\_
  11. DETAILS OF RESEARCH : \_\_\_\_\_  
WORK/ PUBLICATION, IF ANY : \_\_\_\_\_
  12. DETAILS OF TRAINING : \_\_\_\_\_  
COURSE UNDERGONE : \_\_\_\_\_
  13. SPECIAL APTITUDE, IF ANY : \_\_\_\_\_

PLACE:

DATE:

**SIGNATURE OF  
APPLICANT**

NOTE: PLEASE ATTACH SELF ATTESTED COPIES OF SUPPORTING DOCUMENT.