

NATIONAL JUDICIAL ACADEMY

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

Website – www.nja.nic.in , EPABX - 0755 – 2432500

NJA/Adm./Rect/2016/02

Dated – 06.05.2016

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 hardworking candidates to fill a number of posts on deputation or contract.

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 (M.P.)** latest by 20.06.2016. The candidate should super scribe the name of the post applied for on the top of envelop.

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	An eminent jurist/scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the Judicial Academy/National Level Institution/university, including experience of guiding research at doctoral level 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) OR A Judicial Officer in the cadre of District Judge having put in Judicial Service as below: In case of recruitment by deputation including short-term contract/transfer grades from which deputation/contract /transfer to be made. Officers of the State Higher judicial Service or Officers of the Central Government or State Governments or Universities or Recognized research Institution; (a)holding analogous post; OR (b)with two years regular service in the scale of Rs.16400-450-20900;or equivalent; OR ©with six years regular service in the scale of Rs.14,300-450-22,400

					(d) with eleven years regular service in the scale of Rs.10,000 or equivalent. Experience in a training Academy shall be a desirable qualification.
2.	Assistant Professor	15600-39100 + GP 7600/-	Deputation / Contract	04	For appointment as Assistant Professor at the NJA, minimum prescribed qualification to be Ph.D. For judicial officer on deputation, qualification for consideration an Assistant Professor to be judicial Officer in the rank of ADJ with LL.M and with 5 years experience as judicial officer
3.	Research Fellow	15600-39100 + GP 5400/-	Deputation / Contract	01	LLM with 5 years work experience OR Judicial Officer who has completed 5 years in service as judicial officer
4.	Law Associate	28000/- (consolidated salary per month) plus HRA 2000 per month	Contract	03	Degree in Five years law Graduate course. Selection to be based on academic performance in the LL.B. Course, achievements in co-curricular and extra-curricular activities; any publications or evidence of research work; written and oral communication and English language skills; and marks awarded at the interview.
5	Financial Advisor	37400-67000-34800 + GP 8700/-	Deputation / Contract	01	(i) 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. (ii) 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.
6	Administrative Officer	15600-39100 + GP 6600/-	Deputation	01	The candidate should be section officer of A grade with 8 years of service or the under Secretary in any government department on deputation.
7	Library Assistant	9300-34800 + GP 4200/-	Deputation / Contract	01	Certificate Course in Library Science from reputed Govt, Recognized Institute. Minimum 3 years of working experience in the Library of a nationally reputed Law premier Academy/University at least 2 years in any other Library. Adequate knowledge of computerized library environment. Should be able to communicate in oral and written English.
8	Legal material Archivist	9300-34800 + GP 4200/-	Deputation / Contract	01	LL.B with 3 years experience of handling Legal Archives in a reputed Institute or publication of law books or documentation.
9	Assistant Manager Field Programmes	9300-34800 + GP 4200/-	Deputation / Contract	01	Graduate with proficiency in oral and written English and experience of atleast 3 years in event management in any reputed institution/ Academy.

10	Asstt. Event Manager	5200-20200+GP 2400/-	Deputation / Contract	02	Diploma in Event Management with two years experience in relevant field OR 3 years experience in managing events. Desirable knowledge of computer applications
11	Assistant Accountant	5200-20200+GP 2400/-	Deputation / Contract	01	Graduate in Commerce/ Accountancy Experience: Atleast five years service with experience in e-governance and Accounts system, out of which three years service should be in the next below grade.
12	Jr. DEO cum Office Assistant	5200-20200+ GP 1900/-	Deputation / Contract	01	Graduate with PGDCA or equivalent. Proficiency in English language

Note – * Number of vacancy shown is only anticipated. The selection will be conducted for actual requirement at the time of selection.

**** 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 for selected on contract.**

***** 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 CR Dossier/ Attested copies of the ACR/APAR of the applicant for the last five years from the employer, with an advance copy to NJA. The terms and conditions of the deputation service will be governed by Government of India's Rules applicable in this regard.
- b) Age Limit: (i) Minimum age – 18 years
(ii) Upper age limit – for contract / deputation upto 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 envelopes (size 22 x10 cm and with Rs.5/- postal stamp affixed). If applying for more than one post, separate application should be submitted for each post.
- e) No TA/DA will be admissible to attend aptitude/ skill test/interview.
- 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 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.
- i) Interested candidates may download the application form from Academy website www.nja.nic.in and send duly filled application in the prescribed format, super scribing the name of the post, so as to reach in the office of the Registrar (Administration), National Judicial Academy, Bhadbhada Road, PO Suraj Nagar, Bhopal- 462044 (M.P.) on or before **20.06.2016**.

REGISTRAR (ADMINISTRATION)