

2016
IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

No. 2668 - A

Dated, Calcutta, the 9th June, 2016

**From : Subhasis Dasgupta,
Registrar (Judicial Service),
High Court, Appellate Side,
Calcutta.**

To :

- 1) The District Judge of all Districts in West Bengal
including Andaman & Nicobar Islands,**
- 2) The Chief Judge, City Civil Court, Calcutta,**
- 3) The Chief Judge, City Sessions Court, Calcutta,**
- 4) The Chief Judge, Presidency Small Causes Court, Calcutta,**
- 5) The Secretary, Judicial Department, Govt. of West Bengal,**
- 6) Director, West Bengal Judicial Academy.**

**Sub. : Filling up the vacancies in Academic & Administrative
positions in National Judicial Academy, Bhopal.**

Sir,

With reference to the subject captioned above, I am directed to inform that an 'Employment Notice' bearing No. NJA/Adm./Rect/2016/02(a) dated 06.05.2016 as received from the National Judicial Academy, Bhopal, inviting application for filling up of various vacancies in Academic and Administrative positions in National Judicial Academy, Bhopal on deputation basis, has been **uploaded** in the website of the Hon'ble High Court at Calcutta (www.calcuttahighcourt.nic.in) for information of the members of West Bengal Judicial Service and all concerned fulfilling the eligibility criteria as mentioned in the said circular.

As such, I am to request you to inform the eligible and willing officers/staff to visit the said website and download the content and forward the filled in application form (in prescribed format) along with other requisites, if any sought for, only of the judicial officers (other should send through proper channel) so as to reach the Office of the undersigned on or before **13th June, 2016** for onward transmission of the same direct to the appropriate authority.

Yours faithfully,



Registrar (Judicial Service)

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 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

	Fellow	39100 + GP 5400/-	Contract		or A Judicial Officer having completed 5 years of service as judicial officer.
4.	Law Associate	28000/- (consolidated salary per month) plus HRA 2000 per month	Contract	03	Five year LL.B course degree from reputed national level institution /university
5	Financial Advisor	37400- 67000- 34800 + GP 8700/-	Deputation/ Contract	01	(i) A member of Indian Audit and Accounts Service who has rendered at least 5 years of service as a member of Indian Audit and Accounts Service. (ii) At least 3 years experience of handling finance and accounts matters in the Ministry/Department of Central Government or its subordinate offices. Desirable: MBA (Finance) or a qualified Chartered Accountant or a Cost Accountant.
6	Administrative Officer	15600- 39100 + GP 6600/-	Deputation	01	Section officer of A grade with 8 years of service in any government department or Under Secretary in any government department
7.	Stenographer	9300- 34800 + GP 4600/-	Deputation/ Contract	01	Graduate with command over English /Hindi Shorthand and good computer typing speed with minimum 5 years of service as junior stenographer in any national /state level government institution /university
7	Library Assistant	9300- 34800 + GP 4200/-	Deputation/ Contract	01	Certificate Course in the Library Science from reputed Government Recognized Institute and 3 years of work experience in the Law Library of a nationally reputed government institution /university
8	Legal material Archivist	9300- 34800 + GP 4200/-	Deputation/ Contract	01	LL.B degree with 3 years of work experience in handling documentation of Legal Archives in a reputed government Institute
9	Assistant Manager Field Programme	9300- 34800 + GP 4200/-	Deputation/ Contract	01	Graduate with proficiency in oral and written English and experience of at least 3 years in event management in any reputed national level/ state level government institution
10	Asstt. Event Manager	5200- 20200+G P 2400/-	Deputation/ Contract	02	Diploma in Event Management and 2 years experience in managing events in state level/national level institution or

					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 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 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

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

- 18) a) Nature of employment applied for : ☐ Contract ☐ Deputation
 * put tick mark in appropriate box

☐ Re-employment

b) Substantive pay scale

(In case of Deputation).

- 19) Educational Qualification :

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

- 20) 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		

- 21) Any Special Attribute / Information (if any) :

- 22) Whether applied earlier, if so give details :

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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 :

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

(Signature of Applicant)