

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/2019/01

Dated – 29.07.2019

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 the following posts on contract basis.

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 **20.08.2019**. The candidate should super scribe the name of the post applied for on the top of envelope.

<u>S.N.</u>	<u>NAME OF POST</u>	<u>Pay Scale</u> (in Rs.)	<u>No. of</u> <u>Vacancy**</u>	<u>Qualifications and Experience.</u>	<u>Approx. Gross</u> <u>Monthly Salary</u> (in Rs.)***
1	Manager (Documentation Communication Public Relation)	Rs. 56,100 – 1,77,500	01	Bachelors Degree in Public Relation or Law Graduate with 2 years experience in Documentation and Publication work. Desirable : Good Communication skills in English language and basic knowledge of computer application.	Rs.62,832/-
2	Attendant	Rs. 18,000 – 56,900	01	Matric Passed with 2 years' experience in relevant field	Rs.20,160/-

Note – * Pay scale as per 7th Pay Commission.

****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@16% of Basic pay or Free residential accommodation, EPF contribution, Medical Insurance Coverage for Self and dependent family members as per NJA's policy. Annual increment and any other allowances as sanctioned from time to time will also be admissible.**

General Information:

- a) Age Limit : (i) Minimum age – 21 years
(ii) Upper age limit – 45 years
- b) The cutoff date for determining age will be the closing date of application submission.
- c) 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, extracurricular activities caste certificate etc. If applying for more than one post, separate application should be submitted for each post.
- d) No TA/DA will be admissible to attend aptitude/ skill test/interview.
- e) The Academy reserves its right to reject incomplete applications or applications received after the due date.
- f) 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.

- g) The Academy will not be liable for postal or courier delay on delivery of the application form. Further, no correspondence/ enquiry will be entertained by the Academy pertaining to the recruitment process.
- 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 **20.08.2019**.

REGISTRAR (ADMINISTRATION)



NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, P.O. Suraj Nagar, Bhopal

(Autonomous body fully funded by Govt. of India)

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

NJA/Adm./Rect/2019/01

Dated – 29.07.2019

EMPLOYMENT NOTICE

National Judicial Academy invites applications to fill up positions as follows:

S.N.	Name of Post	Pay Scale (in Rs.)	No. of vacancy
1	Manager (Documentation Communication Public Relation)	Rs. 56,100 – 1,77,500	01
2	Attendant	Rs. 18,000 – 56,900	01

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 **20.08.2019**. Those interested may please visit Academy website www.nja.nic.in for details.

REGISTRAR (ADMINISTRATION)