

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/2021/01

Dated – 21.04.2021

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 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 candidate to fill a number of posts on deputation or 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 15.06.2021. The candidate should super scribe the name of the post applied for on the top of envelop.

<u>S.N.</u>	<u>NAME OF POST</u>	<u>Pay Scale*</u>	<u>No. of Vacancy**</u>	<u>Qualifications and Experience.</u>	<u>Approx. Gross Monthly Salary***</u>
1	Assistant Accounts Officer (Group – B)	Rs. 44,900 – 1,42,400	01	Graduate Degree in Commerce or Business management preferable with specialization in Finance Management or have passed ICWA/CA examination or passed SAS/ Junior Accounts Officers examination or evaluation examination conducted by any organized Accounts department of Government. Experience : At least 3 years experience in any Central/ State Govt. or any autonomous organization in Accounts. Those desirous appointing on Deputation should have served in the regular services in the scale below the scale of post for at least two years.	Rs.52,533/-
2	Assistant Accountant (Group-C)	Rs. 25,500 – 81,100	01	Graduate in Commerce / Accountancy. Experience : At least five years service with experience in e-governance and Accounts system, out of which three years service should be in the next below grade.	Rs.29,835/-
3	Electrician (Group-C)	Rs. 19,900 – 63,200	01	ITI certificate course in Electrician trade with not less than 60% marks and should possesses domestic and industrial license issued by State Licensing Authority. Atleast two years experience in similar nature of service. Desirable experience : In operation and maintenance of 33 KV sub station. One year trade apprenticeship training in any industry and National Apprenticeship Certificate issued by National Council for Vocational Training.	Rs.23,283/-

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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) 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- upto 45 years, for 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 x 10 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 for Group–B post will be either through aptitude/skill test and/or interview to adjudge the candidates professional and practical ability. Only short listed candidates will be called for aptitude/skill test.
- h) The mode of selection for Group–C posts will be based on merit of the candidate in skill/ written test. Only short listed candidates will be called for skill/ written test.
- i) 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.
- j) 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 **15.06.2021**.

REGISTRAR (ADMINISTRATION)