

**NATIONAL JUDICIAL ACADEMY**  
**Bhadbhada Road, P.O. Suraj Nagar, Bhopal – 462 044 (M.P.)**  
Website – [www.nja.gov.in](http://www.nja.gov.in) , EPABX - 0755 – 2432500

NJA/Adm./Rect/2022/01

Dated – 07.05.2022

**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 the following post 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 20.06.2022. The candidate should super scribe the name of the post applied for on the top of envelop.

| <b><u>S.N.</u></b> | <b><u>NAME OF POST</u></b>                           | <b><u>Pay Scale*</u></b> | <b><u>No. of Vacancy**</u></b> | <b><u>Qualifications and Experience.</u></b>  | <b><u>Approx. Gross Monthly Salary***</u></b> |
|--------------------|--|--------------------------|--------------------------------|---|---|
| 1                  | <b>Jr. Steno cum Data Entry Operator (Group – B)</b> | Rs.35,400 – 1,12,400     | 01                             | Graduate with good command over English shorthand and computer. Minimum three years experience of the work. | Rs.46,374/-                                   |

Note – \* Pay scale as per 7<sup>th</sup> 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 or 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 – 21 years  
(ii) Upper age limit – for contract- upto 45 years, for deputation– upto 56 years  
(Upper age limit shall be relaxed upto 5 years for the existing employees of NJA)
- 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 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.gov.in](http://www.nja.gov.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 5.30 p.m. on 20.06.2022.

REGISTRAR (ADMINISTRATION)