



Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022

Ph. No. 0172-6662449 Fax No. 0172-6662178

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No. DIR / CJA / 875 / 2014

Dated: March 19th, 2014

EMPLOYMENT NOTICE

1. Chandigarh Judicial Academy (www.cja.gov.in) invites applications for filling up 05 posts of **Junior Executive** (General 04, SC/ST 01) on its establishment in the pay scale of Rs. 5,910-20,200/- with Grade Pay Rs.1900/- and other allowances. The eligible applicants are required to apply through prescribed format which is available on the website of Chandigarh Judicial Academy (www.cja.gov.in).

In this regard, important dates are as under:

Candidate can submit application from : 20.03.2014
Last date for receipt of application : 31.03.2014

Note :- The number of posts may be increased or decreased by the Academy at any time before the selection process is completed without giving any prior notice to the candidates.

2. AGE LIMIT:

Age limit for the post of 'Junior Executive' as on 01.01.2014 will be as under:-

SR. No.	CATEGORY	MINIMUM AGE LIMIT	MAXIMUM AGE LIMIT	REMARKS
1.	General	18	35	-
2.	Scheduled Caste/ Scheduled Tribes	18	38	-
3.	In Service employees	18	40	The persons who have served under Central or State Govt., Autonomous Organization of the Central or State Govt. or Universities or such like institution shall be entitled to relaxation of age to the extent of years or regular service rendered for such organization subject to maximum of 5 years

3. ESSENTIAL QUALIFICATION :

- The candidate must possess a Degree in Bachelor of Arts/Commerce/Science or equivalent Degree thereto from a recognized University.
- The candidate must possess Educational Qualification in Hindi or Punjabi upto Matriculation standard or its equivalent.

Provided further that on appointment it shall be mandatory for the appointee to acquire such level of proficiency in Computers as may be prescribed by the Director (Administration).

Note: The applicants must fulfill the condition of qualification on the last date of submission of applications i.e. 31.03.2014.

4. MODE OF SELECTION

In case a large number of applications are received, candidates may be shortlisted by way of screening test or any other criterion as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy.

In case of screening test, 10 (ten) times the candidates to the number of vacancies or such number as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy may be called to appear in Interview. Marks obtained in screening test would not be counted towards the main merit as this test is only for short listing of the candidates.

Final selection shall be made on the basis of Interview of 50 marks.

Waiting list may also be prepared, which shall be valid for six months.

5. SPECIAL INSTRUCTIONS

The decision of the Hon'ble Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criterion for selection etc. shall be final and binding on the applicants. No inquiry or correspondence shall be entertained in this regard.

6. EXAMINATION FEE (Non-refundable):-

The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of '**Chandigarh Judicial Academy**' payable at **Chandigarh** as detailed below:

(i) for General Category and others	:	Rs. 400/-
(ii) for SC / ST only	:	Rs. 200/-

The fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.

7. ENCLOSURES

The application form should be accompanied by:

- a. Attested copies of all supporting documents regarding qualification, date of birth (matriculation certificate), reservation certificate if belongs to SC / ST category, experience certificate if any, etc.
 - b. Bank Draft drawn on any nationalized bank in favour of '**Chandigarh Judicial Academy**' payable at **Chandigarh** for the amount detailed at Sr.No 6 above.
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- c. Two self addressed duly stamped envelopes having size of 9"x4" inches.
- d. Two recent passport sized photographs which are duly attested, one to be pasted on the application form and the other to be enclosed with the application form.

8. INSTRUCTIONS

- i. The application can be submitted on the prescribed performa with the Registrar, Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160022 in person or by registered post.
 - ii. The application on the prescribed performa complete in all respects should reach the Registrar office on or before **31.03.2014** upto **4:30 p.m.** Incomplete applications or those not on the prescribed performa or those received after the due date shall be out-rightly rejected. Chandigarh Judicial Academy will not be responsible for any postal delay.
 - iii. The conditions of employment/service and reservation shall be regulated as per the provisions of Chandigarh Judicial Academy Employees (Appointment, Condition of Service, Punishment & Appeal) Rules, 2011 as amended from time to time.
 - iv. Merely satisfying the eligibility criterion does not entitle an applicant to be called for screening test/Interview. Hon'ble Selection Committee reserves the right to alter/modify or change any of the terms and conditions including the selection criterion as spelt out in the advertisement.
 - v. Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
 - vi. The certificate for the claim of reservation must be issued by the competent authority well before the submission of the application.
 - vii. The persons who are serving the Central or State Govt., Autonomous Organization of the Central or State Govt. or Universities or such like institution must enclose '**NO OBJECTION CERTIFICATE**' issued by their concerned departments with their application form while applying for the said post. Such applications must reach Chandigarh Judicial Academy well in time. In case, '**NO OBJECTION CERTIFICATE**' is not enclosed, such applications will not be taken into consideration for Recruitment purpose.
 - viii. The admission of applicants at all stages of recruitment process i.e. screening test/Interview, etc. will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any time before or after the said test, it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice.
 - ix. No TA/DA shall be paid to the applicants for appearing in the screening test/Interview and for checking of documents.
 - x. **HELPLINE:-** For any help/assistance regarding the filling of application form, the applicant can call at Helpline numbers 0172-6662180 or 0172-6662178 from 9.30 A.M to 4.30 P.M.
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- xi. The result and other important information regarding recruitment process will be displayed on the website of Chandigarh Judicial Academy (i.e. www.cja.gov.in).

Sd/-
Director (Administration)
Chandigarh Judicial Academy



APPLICATION FORM FOR THE POST OF JUNIOR EXECUTIVE

in Chandigarh Judicial Academy, Sector 43-D, Chandigarh.

(To be filled in by the candidate in Block Letters with Blue/Black Ball Point Pen)

1. **Name of Candidate** : _____
(as mentioned in Matriculation Certificate)

2. **Father's Name** : _____

3. **Mother's Name** : _____

Latest passport
size photograph
duly attested by
a Gazetted
Officer.

4. **Category Applied for:** _____
(General / SC / ST)

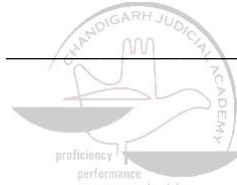
5. (i) **Date of Birth** (as mentioned in the Matriculation certificate) :

In numerals _____ / _____ / _____.

In words _____

(ii) **Age as on 01.01.2014** : _____ DAYS _____ MONTHS _____ YEAR.

(iii) **Sex** : _____ (MALE / FEMALE).



6. **Correspondence Address** : _____

City _____ State _____ Pin Code _____

7. **Permanent Address** : _____

City _____ State _____ Pin Code _____

8. **Nationality** : _____

9. **Contact Number:** Mobile _____

Telephone (Landline) _____

10. **E-Mail ID** : _____

11. Educational Qualification (Matric Onwards):

Sr. No	Exam Passed	Board/ Univ.	Year of passing	Total Marks	Marks Obtained	%age
1.						
2.						
3.						
4.						
5.						

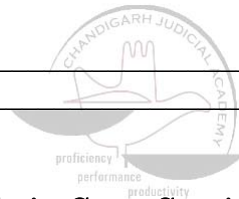
12. Whether the applicant has passed Hindi or Punjabi upto Matriculation standard or its equivalent. _____ (YES / NO)

13. Whether Proficient in Computer operations: _____ (YES / NO)

If yes, give details of computer course/experience: _____

14. Any other technical knowledge / course: _____

15. Work Experience, if any: _____



16. Whether the candidate is already in Govt. Service, _____ (YES / NO)
(If yes, Please enclose "No Objection Certificate" issued by the Head of Deptt. where serving)

(ii) Whether 'No Objection Certificate' is enclosed or not: _____ (YES / NO)

17. Have you ever been discharged, removed or dismissed from any Govt. Service. _____ (YES / NO)

If yes, give details: _____

18. Have you ever been arrested or detained in Police or Judicial lock up or ordered to be Bound down in security proceedings or Convicted for any offence? _____ (YES / NO)

If yes, give details: _____

19. Detail of Examination fee:

Demand Draft No. _____ Dated _____

Amount: _____

Bank Name: _____

(Please mention your details i.e. Name, Father's name, address etc. on the back of Demand Draft)

20. **Detail of Enclosures with application form:**

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

Date: _____

Place: _____

Signature of Candidate

Declaration by the Candidate

I solemnly declare that the particular(s) given by me in column No. 1 to 20 are true and correct to the best of my knowledge and nothing has been concealed therein. I further undertake that in the event of any of the particular(s) given is/are found to be incorrect/false at any stage, my candidate if so made be treated as cancelled/terminated and I shall not claim to anything on the basis thereof.

Date: _____

Place: _____



Signature of the Candidate

NO OBJECTION CERTIFICATE

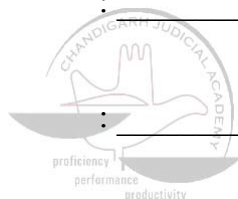
(To be issued by Head of the Department in case the candidate is serving in any Govt/Semi Govt Department or in any Board/Corporation).

No. _____

Dated _____

It is certified that Mr. / Ms. _____ son/daughter of Sh. _____ is serving in this office and the undersigned has no objection if he/she appears in the test for the post of Junior Executive to be conducted by Chandigarh Judicial Academy. The service particulars of the candidate are as under:-

1. Department/Office where employed : _____
2. Date of Initial Appointment : _____
3. Date of present Appointment : _____
4. Total length of Service : _____
5. Present Designation : _____
6. Pay Scale : _____
7. Regular/Temporary/Ad-hoc Contract/Deputation/Transfer Basis (Specify please) : _____
8. If on deputation/transfer, give Details of the parent office. : _____
9. Whether any department Proceedings initiated or likely To be initiated or minor/major Punishment imposed? If so, Give details : _____



Dated:

(Signature of the Authority)

Designation: _____

Seal: _____
