

Recruitment Rules – Delhi Judicial Academy
**(Subject to finalization by the Judicial Education & Training Programme
Committee, High Court of Delhi, New Delhi)**

| S. No. | <u>Category of Post</u> | <u>Number of Posts (s)</u> | <u>Essential Qualification & Eligibility conditions</u> | <u>Pay Scale</u> |
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| 1. | Superintendent (Promotion / Selection post) | 1 | Graduate with 8 years service in the pay scale of 7500-250-12000 on the establishment of Delhi Judicial Academy OR Graduate with 8 years service in the pay scale of 7500-250-12000 in Central/State Government's Department/Autonomous Bodies / Educational Institutions /Universities etc. | 15600-39100-6600 |
| 2. | Private Secretary (Promotion / Selection Post) | 2 | Graduate with 8 years service in the post of Senior Stenographer in the Delhi Judicial Academy. OR Graduate with Computer Knowledge with Shorthand speed of 120 w.p.m. with 8 years experience. OR Graduate with 8 years service in the pay scale of Rs. 5500-175-9000 in Central/State Government's Department/Autonomous Bodies / Educational Institutions / Universities, etc. and possessing the speed of not less than 120 words per minute in English Shorthand and typing speed of 45 words per minute on computer with proficiency in computer. | 15600-39100-6600 |
| 3. | Accounts Officer (Promotion/Selection post) | 1 | Graduate in Commerce with 5 years service in the pay scale of 5500-175-9000 in/or/ Delhi Judicial Academy OR Candidate who has ICWAI/CA/CS/CFA/MBA(Finance) from reputed Institute/University with good academic record. OR Post Graduate degree in Commerce with minimum of 3 years experience of maintenance and audit of account, etc. or in Central/State Government | 9300-34800-5400 |

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| | | | <p>Departments /Autonomous Bodies/Educational Institutions/Universities, etc.</p> <p>OR</p> <p>Graduate with Diploma in Subordinate Accounts Service (SAS) Part-I & Part-II with 5 years service in the pay scale of Rs. 5500-175-9000 in Central/State Government Departments / Autonomous Bodies/Educational Institutions/Universities, etc.</p> | |
| 4. | Assistant Librarian-cum-Information Officer | 1 | <p>Post-Graduate degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 2 years in a reputed library.</p> <p>OR</p> <p>Graduate with Diploma/Degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 5 years in a reputed library.</p> <p>OR</p> <p>Officers of Central Government, State Governments or Universities holding analogous Post.</p> <p><i>Desirable: Knowledge of computer applications in a library.</i></p> | 9300-34800-4600 |
| 5. | Senior Stenographer | 3 | <p>Graduate with computer knowledge and Shorthand speed of 100 w.p.m. with 5 years service as Stenographer on the establishment of Delhi Judicial Academy.</p> <p>OR</p> <p>Graduate with Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 3 years in the profession.</p> <p>OR</p> <p>Graduate with computer knowledge and</p> | 9300-34800-4200 |

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| | | | Shorthand speed of 100 w.p.m. with minimum 5 years experience in Central/State Government's Department / Autonomous Bodies/Education Institutions/Universities etc. | |
| 6. | Assistant | 4 | <p>Graduate with 5 years service in the pay scale of 4000-100-6000 on the establishment of Delhi Judicial Academy.</p> <p>OR</p> <p>Graduate with 60% marks and good academic record having knowledge of computers</p> <p>OR</p> <p>Graduate with 5 years service in the pay scale of 4000-100-6000 in Central/State Government's Department/Autonomous Bodies/Educational Institutions/Universities etc.</p> <p>Desirable: <i>Diploma in Office Automation</i></p> | 9300-34800-4200 |
| 7. | Stenographer | 2 | <p>Graduate with Shorthand speed of 80 w.p.m. and typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 2 years in the profession.</p> <p>OR</p> <p>Graduate with computer knowledge and Shorthand speed of 80 w.p.m. with minimum 3 years experience in Central/State Government's Department/Autonomous Bodies / Educational Institutions/Universities etc.</p> | 9300-34800-4200 |
| 8. | Upper Division Clerk (UDC) | 2 | <p>Graduate with 5 years service in the pay scale of 3050-75-3950-80-4590 on the establishment of Delhi Judicial Academy.</p> <p>OR</p> <p>Graduate with 5 years service in the pay scale of 3050-75-3950-80-4590 in Central/State Government's Department/Autonomous Bodies / Educational Institutions/Universities etc.</p> | 5200-20200-2400 |
| 9. | LDC | 6 | Intermediate with typing speed of 35 w.p.m. and must have knowledge of computer. | 5200-20200-1900 |

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| | | | OR Officials of Central Government, State Governments or Universities holding analogous post. | |
| 10. | Library Clerk | 2 | Intermediate with Certificate course in Library Science from a recognized University/Institution. Must have knowledge of English. <i>Desirable: Experience of restoration of documents in a Library.</i> | 5200-20200-1900 |
| 11. | Xerox Operator | 1 | Matriculate or equivalent from a recognized Board with 1-year experience in handling the Xerox machine. | 5200-20200-1900 |
| 12. | Staff Car Driver | 4 | Matriculate or equivalent from a recognized board having valid driving license for light motor vehicle with minimum 2 years unblemished driving experience. | 5200-20200-1900 |
| 13. | Bus/HT Vehicle Driver | 2 | Matriculation or equivalent from a recognized Board having valid commercial driving license for heavy motor vehicle with minimum 2 years unblemished driving experience. | 5200-20200-1900 |
| 14. | Dispatch Rider | 1 | Matriculation or equivalent from a recognized Board having valid driving license for motorcycle with at 2 years unblemished driving experience. | 5200-20200-1900 |
| 15. | Peon | 8 | Matriculation or equivalent from a recognized Board (Person having valid driving license for light motor vehicle with unblemished driving experience would be preferred). | 4440-7440-1300 |
| 16. | Library Binder | 1 | Matriculation or equivalent from a recognized Board (Graduate would be preferred) with knowledge/experience of book binding. | 4440-7440-1300 |
| 17. | Research Assistant (On Contract Basis initially for a period of Six months) | 1 | Doctorate in Law with good academic record OR LL.M with good academic record with at least 2 years of experience with good research/teaching record or development work, as evinced by research publications in journal of repute and/or developmental project report (provided that the above | 15600-39100-5400 |

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| | | | <p>minimum experience requirement would be 1 year for those with at least one year of full time academic experience in a judicial academy).</p> <p style="text-align: center;">OR</p> <p>Officers of Central Government, State Governments or Universities or Recognized Research Institutes :-</p> <p>(a) working in Legal Department/Research; 'or' or 'and'</p> <p>(b) serving in regular legal/research service in the scale of 8000-275-13500/- or above.</p> <p>Age Limit: not exceeding 40 years.</p> <p><i>Note: Educational Qualification and eligibility criteria may be relaxed in case of exceptionally outstanding and deserving candidates by the Patron-in-Chief.</i></p> | |
| 19. | Programmer (On Contract Basis initially for a period of Six months) | 1 | <p>B.E. (Computer Engineering/IT)/MCA with at least 60% marks and 3 years experience of management of Computer Network System (LAN and WAN having TCP/IP skills), web servers, library servers, maintenance of hardware & software devices, Digital Library and website design, knowledge of Windows and Linux Platform, ability to implement network security, firewall, routers, etc.</p> <p>Age Limit : not exceeding 30 years</p> | 9300-34800-5400 |