

DELHI JUDICIAL ACADEMY
SECTOR-14, DWARKA, NEW DELHI-110078.
Tel. No. 20892183, 28036684, Fax No.-28036687
Website: www.judicialacademy.nic.in E-mail: dja@nic.in

No. DJA/Admn./Recruitment of R. Asstt./01/2020/ **3710**

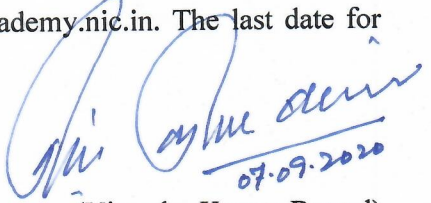
Dated: 07.09.2020

Employment Notice

The Delhi Judicial Academy invites applications for filling up the following existing vacancy for appointment on contract basis:

S. No.	Name of Post	Pay Scale	Number of Post	Recruitment Basis
1.	Research Assistant (Non-Gazetted)	Minimum of the pay scale of Level – 10 of 7th pay commission (i.e. Rs. 56,100) + DA of the respective post.	01	Contract Basis

For further details such as eligibility, qualifications, experience and other terms & conditions of appointment etc. please refer to DJA's website www.judicialacademy.nic.in. The last date for receipt of applications is **10.10.2020.**


(Virender Kumar Bansal)
Director (Admn.)

**TERMS AND CONDITIONS OF ENGAGEMENT OF RESEARCH ASSISTANT IN
DELHI JUDICIAL ACADEMY**

(Filling up one post of Research Assistant on contract basis)

Research Assistant (01 post), Group 'A' (Non-Gazetted):- The remuneration payable to Research Assistant would be equal to the minimum of the pay scale of Level – 10 of 7th Pay Commission (i.e. Rs. 56,100/-) + DA of the respective post applicable on the date of offer of appointment which will remain fixed for the purpose of calculation of monthly pay till the contract is valid. The Research Assistant shall not be entitled to any other perks or allowances.

a. Eligibility Criteria:-

Doctorate in Law with good academic/research record.

OR

LL.M with good academic/research record.

Note: Educational Qualification and Eligibility Criteria may be relaxed in case of exceptionally outstanding and deserving candidates by the Patron-in-Chief.

- b. Upper Age Limit:-** 40 years for General Category candidates, 43 years for candidates belonging to Other Backward Caste Candidates and 45 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 50 years for General Category candidates, 53 years for Other Backward Caste Candidates and 55 Years for Scheduled Caste/Scheduled Tribe Candidates as on 1.09.2020.

c. Selection Criteria:-

The applications may be sent/forwarded to the Director (Admn.), Delhi Judicial Academy alongwith copies of educational qualifications, caste certificate if any, experience certificate and other relevant certificate (duly attested by a Gazetted Officer) clearly mentioning on the envelope **“Application for the post of Research Assistant”** on or before **10.10.2020** till 5 p.m. Applications which are incomplete, unsigned and received after prescribed date and time, shall be rejected summarily and no enquiry will be entertained in this regard. The applications be also forwarded through email i.e. **Establishment-dja@nic.in** alongwith scanned documents.

- i. The applications of the candidates would be shortlisted on the basis of eligibility criteria and thereafter the candidates will be called for interview by the Selection/Expert Committee. The Selection/Expert Committee will select the candidates on the basis of their professional ability.
- ii. This service will not be counted if the candidate is selected on regular basis at a later stage for the post of Research Assistant.

1. **The appointment is purely on contractual basis and is subject to the following conditions:-**
 - (i) Being declared medically fit by the appropriate Authority.
 - (ii) Verification of character and antecedents by the concerned authority.
 - (iii) Verification of the certificates including SC/ST/OBC certificates (if applicable).
In case any certificate furnished is found to be false, the appointment shall be terminated besides taking other legal action.
 - (iv) An undertaking is to be furnished by the appointee that he/she does not have more than one spouse living, if married.
 - (v) If any declaration given or information furnished is found to be false or any material information to have been willfully suppressed, the same would result in removal/dismissal from service and/or any such other action, as may be deemed appropriate.
2. **Nature of Engagement**
 - (i) The Research Assistant shall be engaged on contractual basis for a period of six months. The tenure may be extended by another six months by the Competent Authority on the basis of performance of the Research Assistant.
 - (ii) The Research Assistant shall not be conferred with any right or claim for regular appointment or continuation in service, beyond the period of engagement.
 - (iii) The Research Assistant may be prematurely discharged from the contract without any prior notice & without assigning any reason.
 - (iv) If the Research Assistant intends to leave the engagement prematurely, he/ she shall give one month notice in writing.
3. **Terms of Engagement.**
 - (i) The Research Assistant shall work exclusively with the Academy, and shall not take up any other employment, with or without remuneration, whether short/ long term or part time during the period of engagement with the Academy.
 - (ii) The Research Assistant shall not make any application for employment or engagement to any other organization unless the application is forwarded by the Competent Authority.
 - (iii) The Research Assistant shall not practice as an Advocate in any Court of Law or Tribunal or any other Authority during the tenure of engagement.
 - (iv) Other conditions of service will be governed by the relevant rules, orders, and the Administrative Directions as entailed in Delhi Judicial Academy (Appointment, Condition of Service and Conduct) Rules, 2008, in force from time to time.

4. Duties and Responsibilities.

- (i) The Research Assistant shall work on Academic/ Training programmes, research project (s) and any other work that may be assigned by the Competent Authority.
- (ii) The Research Assistant shall help with policy responses, organization and conduct of conferences and in all other activities which may be undertaken by the Academy.
- (iii) The Research Assistant shall coordinate, advise and manage the work of the Law Researchers at the Academy, as per the advice of Competent Authority.
- (iv) The Research Assistant may be assigned any other work that may not be specifically mentioned in the contract.
- (v) The Research Assistant may have access to the Library and other resources of the Academy with the approval of the Competent Authority.

5. Attendance and Leave

- (i) The Research Assistant shall adhere to the timings of the Academy. However, he may be required to work for longer hours, if desired by the Competent Authority.
- (ii) The Research Assistant may also be required to work on holiday(s), if necessary or desired by the Competent Authority.
- (iii) The Research Assistant is eligible for leave of 6 days only in half calendar year on pro-rata basis.
- (iv) The Research Assistant shall obtain permission for leave in writing in advance before proceeding on leave. Prior permission in writing shall also be taken for out station travel. The details of travel and place of stay shall also be communicated in writing. In case of emergency, the information be conveyed immediately to the Competent Authority informing about inability to attend the Academy.
- (v) The Research Assistant shall mark biometric attendance as well as manual attendance.
- (vi) No remuneration shall be payable for the period of leave beyond the permissible leave and also for unauthorized absence.
- (vi) The Research Assistant may be granted Special Casual Leave during the Winter Vacations by the Competent Authority. However, such Special Casual Leave is a matter of discretion and shall not be a matter of right for Research Assistant.
- (vii) The candidate engaged will not be provided any Medical Leave, Leave Travel/ Compensation/ Transport Allowance and News Paper/ Magazine allowances/reimbursement.

6. Conduct during and after Engagement.

- (i) The Research Assistant shall maintain absolute devotion towards his/ her work and ensure that the assigned work is completed within the given time frame.
- (ii) The Research Assistant shall maintain high standard of ethics and morality during the tenure of engagement.
- (iii) The Research Assistant shall conduct himself/ herself with dignity and behave courteously with the Faculty and employees of the Academy.
- (iv) The Research Assistant shall maintain highest standard of integrity, commensurate to the responsibilities entrusted to the Research Assistant.
- (v) The Research Assistant shall maintain confidentiality in regard to matters to which he/ she become privy by virtue of his/ her engagement. It shall be ensured that no information, document, material or any other thing is disclosed, parted with, or disseminated to others in any manner, without prior permission of the Competent Authority.
- (vi) The research work undertaken by Research Assistant as per the direction of the Competent Authority during the course of contractual employment would be considered to be work of Delhi Judicial Academy and, therefore, the Research Assistant would not be entitled to claim any kind of right over such research work.
- (vii) The Research Assistant shall not disclose any fact which comes to his/ her knowledge on account of an official attachment, even after completion of engagement, unless such disclosure is legally required in discharge of lawful duties.
- (viii) The Research Assistant shall obtain a 'No Dues Certificate' from all the Branches of the Academy on completion of tenure of engagement, or on leaving the engagement prematurely.
- (ix) The Research Assistant shall submit a Status Report of the pending work and all the material with him/ her whether in soft copy or hard copy to the Competent Authority on completion of tenure of engagement or on leaving the engagement pre-maturely. The work done/ No Objection Certificate shall also be taken from all the Faculty Members of the Academy, in addition to the no-dues certificate referred to in Clause (vii) above.
- (x) The candidate engaged on contract will be required to work at the Delhi Judicial Academy, Sector-14, Dwarka, New Delhi - 110078.

- (xi) The candidate engaged will be required to attend office on all working days and if necessary on holidays. If required, he/she will have to work even beyond normal office hours.
- (xii) The candidate engaged would be under obligation to maintain discipline and perform the work assigned to him/her within the time limit prescribed.

7. Experience Certificate.

- (i) The Research Assistant shall be issued an Experience Certificate on completion of the tenure of engagement.
- (ii) In case the engagement is terminated before completion of original tenure by the Competent Authority or the Research Assistant voluntarily gives up engagement before completion of tenure, no Experience Certificate shall be given, except if approval is granted by the Competent Authority.

8. The appointee shall submit the following documents:-

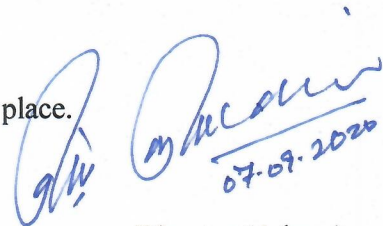
- (i) Two certificates vouching good character from Gazetted Officers.
- (ii) Certificate of proof of academic qualification.
- (iii) Certificate of age.
- (iv) Certificate in the prescribed form in support of his/her claim if any, as belonging to Scheduled Caste/Scheduled Tribe/Other Backward Class/Disabled Person Category, as the case may be.
- (v) Undertaking referred to in para 1 (iv) above.

9. Residuary Clause.

The Competent Authority shall have the authority to take decisions on any matter not specifically mentioned in the above Clause.

10. Dress Code

The Research Assistant shall wear office formals at the work place.

Handwritten signature in blue ink, followed by the date 07.09.2020 written below it.

Director (Admn.)

Annexure-“1”

APPLICATION FOR THE POST OF RESEARCH ASSISTANT (NON-GAZETTED) ON CONTRACT BASIS

1. Name : _____
2. Father/Spouse Name : _____
3. Date of Birth : _____
4. Gender : _____
5. Permanent Address : _____
City/State : _____
Pin-Code : _____
6. Correspondence Address : _____
City/State : _____
Pin-Code : _____
7. Mobile No. & e-mail ID : _____

Please paste
self attested
photograph here

8. Educational & Professional Qualification (Enclose a separate sheet if space is not enough) :-

S. No.	Name of Examination Passed	Year of passing	Grade/Percentage/CGPA	University/Board/ Institute
1				
2				
3				
4				
5				

9. Details of Research Work done, if any :

10. Details of employment in chronological order (Enclose a separate sheet if space is not enough):

S. No.	Name of department / Office	Post Held	From	To	Scale, Basic Pay & Grade pay	Nature of Duties
1						
2						
3						
4						

11. Nature of present employment

: Temporary/Permanent(_____)

12. Whether belongs to SC/ST/OBC/PWD

: _____

DECLARATION

(To be written in candidate's handwriting:- "I hereby declared that the information and particulars furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed and I understand that false or inaccurate information in the application will be the basis for rejection/termination":

Place:

Date:

Signature of the Candidate