

(Recruitment to the post(s) on deputation basis)

The name of post(s), classification, scale of pay and eligibility criteria for filling up of the above said post(s) are as under:-

1. **CHIEF ADMINISTRATIVE OFFICER (01 Post):- Group 'A' (Gazetted) in the pay level 12 of 7th CPC.**

a. Eligibility Criteria:-

Post Graduate Degree with 55% marks and Post-Graduate Diploma in Management/ Personnel Management & Industrial Relations with 05 years experience in Central/ State Government Department/ Autonomous Bodies/ Educational Institutes/ Universities. etc.

OR

Graduate Degree with 60% marks and Post-Graduate Diploma in Management/ Personnel Management & Industrial Relations with 08 years experience in Central/ State Government Department Autonomous Bodies/ Educational Institutes / Universities. etc.

OR

Graduate Degree with 60% marks (Law graduate to be preferred) with 10 years experience in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/Universities. etc.

OR

Officials working in the same pay level in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc.

OR

Graduate Degree with 05 years service in the pay band of Rs. 15600-39100 + 6600 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc.

Note:-

- i. The applications along with **Annexure-“B”** may be sent/forwarded to the Director (Admn.), Delhi Judicial Academy, clearly mentioning on the envelope **“Application for the post of Chief Administrative Officer on deputation basis”** on or before _____ till 5 p.m..
- ii. The Pay and allowances and other terms & conditions of deputation of the officers/ officials selected for the said post(s) will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010.
- iii. A Govt. Servant holding post in higher scale of Pay/Grade Pay than the Grade Pay of the post applied for will not be eligible to apply for the post in terms of DOPT OM No. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010.
- iv. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of Central/State Govt. shall ordinarily not exceed five years.
- v. Upper Age Limit :- 56 years as on the closing date of submission of application.
- vi. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/ Vigilance Clearance Certificate or without the seal of the office or unsigned or without requisite documents shall be rejected summarily.
- vii. Applications shall be received in this Institution through Proper Channel only. Direct applications will not be considered.