



Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022

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No. Dir/CJA/2013/4066

Dated: September 03, 2013

EMPLOYMENT NOTICE

The applications complete in all respects on the prescribed performa with attested copies of testimonials and two recent passport size photographs are invited for the following posts on the establishment of Chandigarh Judicial Academy :-

Sr. No.	Name of Post	Group of Post	Number of Posts	Pay Scale
1.	Swimming Instructor	C	01	Rs. 5,910-20,200/- + Grade Pay Rs. 1,900/-
2.	Plumber	C	01	Rs. 5,910-20,200/- + Grade Pay Rs. 1,900/-
3.	Restorer	C	06	Rs. 5,910-20,200/- + Grade Pay Rs. 1,900/-
4.	Office Helper	D	04	Rs. 4,910-10,680/- + Grade Pay Rs. 1,300/-

The number of posts is variable on both sides.

ESSENTIAL QUALIFICATION, EXPERIENCE AND CRITERIA

1. For the post of Swimming Instructor.

- The candidate must have Diploma in Swimming with one year Experience from reputed establishment.
- The selection shall be made on the basis of interview.

2. For the post of Plumber

- The candidate must have I.T.I. in trade of Plumber with minimum one year experience from reputed establishment.
- The selection shall be made on the basis of interview.

3. For the post of Restorer.

- The candidate must be 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.
- The candidate have to qualify objective type as well as subjective type test based on English and General Knowledge
- The candidate have to pass English Computer Typing test at the speed of 40 w.p.m. followed by Interview.

4. For the post of Helper (Office).

- The candidate must be Matriculate or its equivalent from a recognized School Education Board.

ELIGIBILITY/AGE LIMIT

1. The candidate should be a citizen of India, Nepal or Tibetan Refugee who came over to India before 1.1.1962.
2. The candidate who has entered into or contracted marriage with any person having a spouse living or who having a spouse living has entered into or contracted marriage with any person shall not be eligible for appointment to the service.
3. The candidate should not be less than 18 years or age and more than 35 years of age as on 01.01.2013.
4. The age limit for all posts is relaxable for the SC/ST and Ex-Army Personnel on the parity of rules of recruitment of the employee of Punjab & Haryana High Court.
5. 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.

RESERVATION

There shall be reservation of posts to be filled up by way of direct recruitment in the following manner :-

10% posts to be filled in shall be reserved for the members of the Scheduled Caste, 5% posts shall be reserved for the members of the Backward Classes, 5% posts shall be filled in from amongst the Ex-serviceman and 3% posts shall be reserved for physically handicapped persons with disabilities of (i) Blindness of Low Vision, (ii) Hearing Impairment and (iii) Orthopedically Handicapped (1% each).

Provided that if a physically handicapped person in a particular category is not available then the post will be applied from another category of the handicapped persons.

FEE DETAILS

The candidate of General Category have to enclose a Bank Draft of a Nationalized Bank amounting to Rs. 200/- and Rs. 100/- for candidate belonging to Scheduled Caste and Scheduled Tribes for the Group-C posts mentioned at Sr. No. 1 to 3 and Rs. 100/- & Rs. 50/- respectively for the Group-D post mentioned at Sr. No. 4 in favour of Chandigarh Judicial Academy, Sector 43, Chandigarh.

INSTRUCTIONS

The application complete in all respects on the prescribed performa should reach this office on or before 11th October, 2013 upto 4:30 p.m. Incomplete applications and those not on the prescribed performa shall be out rightly rejected.

The applications should be accompanied by two self addressed duly stamped envelopes of 9"x4" inches.

NOTE :-

All of the applicants who have applied for the post of Restorer and Frash through employment notice issued in the year 2010 or 2012 would be required to file fresh applications and those who have already paid application fee, need not pay fresh application fee, as their previous application fee for the post of Restorer would be appropriately adjusted against the post of Restorer and previous application fee for the post of Frash would be adjusted against the post of Helper (Office) subject to enclosure of Acknowledgement receipt/fee receipt issued by Chandigarh Judicial Academy at the time of receiving application forms in the year 2010 or in the year 2012.

Sd/-
Director (Administration)
Chandigarh Judicial Academy

“APPLICATION FORM” FOR THE POST OF _____
(To be filled in by the candidate)

1. Name of Candidate : _____
2. Father’s Name : _____
3. Mother’s Name : _____
4. Permanent Address : _____

5. Correspondence Add : _____

6. (i) Date of Birth
 (as entered in the
 Matriculation certificate) : _____
- (ii) Age as on 1.1.2013 : _____
- (iii) Sex : MALE/FEMALE

Latest passport size photograph duly attested by a Gazetted Officer.
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7. Educational Qualification (Matric Onwards)

Exam Passed	Board/ Univ.	Year of passing	Total Marks	Marks Obtained	%age

8. Category (Gen/SC/ST) : _____
- Sub Category
 (Ex-Servicemen, Physically Handicapped) : _____
9. Whether the candidate is already in Govt. Service, if so, fill the enclosed “No Objection Certificate” issued by the Head of Deptt. Where serving.
- (ii) No Objection Certificate: YES/NO
10. Have you ever been arrested or detailed in Police or Judicial lock up or ordered to be Bound down in security proceedings or Convicted for any offence? If so, give details : _____

11. Have you ever been discharged, removed
Or dismissed from any Govt. Service, if so,
Give details _____

12. Detail of application fee :

DD No. _____

Amount : _____

Bank Name : _____

Date : _____

Place : _____

Signature of Candidate

Declaration by the Candidate

I solemnly declare that the particular(s) given by me in column No. 1 to 12 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 Sh./Ms. _____ son/daughter of Sh. _____ is serving in this office and the undersigned has no objection if he/she appears in the test 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 : _____