

EMPLOYMENT NOTICE FOR 04 (FOUR) POSTS OF
MULTI UTILITY STAFF
ON ADHOC BASIS ON THE ESTABLISHMENT OF
CHANDIGARH JUDICIAL ACADEMY

<u>SR.NO</u>	<u>DETAILS</u>
1	Advertisement for the posts of Multi Utility Staff.
2	Application Form
3	No Objection Certificate (For only those who are serving in other Government departments).



Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022

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

website: www.cja.gov.in E-mail id: cja.chd@hotmail.com

No. DIR / CJA / 3736 / 2014

Dated: 26th day of August, 2014

EMPLOYMENT NOTICE

1. Chandigarh Judicial Academy (www.cja.gov.in) invites applications for filling up 04 posts of Multi Utility Staff on D.C Rates on the establishment. Eligible persons are required to apply through the prescribed format which is available on the website of Chandigarh Judicial Academy (www.cja.gov.in).

Last date for receipt of applications : 09.09.2014

Note:- The number of posts may be increased or decreased without any prior notice.

2. AGE LIMIT:

Age limit for the post of 'Multi Utility Staff' 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 candidates must possess Middle Standard Pass or its equivalent qualification from a recognized School Education Board/Institution.

Note: The applicants must possess the requisite educational qualification as on 09.09.2014.

4. MODE OF SELECTION

The Final selection shall be made on the basis of Interview of 50 marks. The preference shall be given to institutional experience.

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.

5. EXAMINATION FEE (Non-refundable):-

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

(i) for SC / ST only	:	Rs. 100/-
(ii) for Others	:	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.

6. ENCLOSURES

The application form should be accompanied by:

- a. Bank Draft drawn on any nationalized bank in favour of '**Chandigarh Judicial Academy**' payable at **Chandigarh** for the amount detailed at Sr.No 5 above.
- b. Two self addressed duly stamped envelopes having size of 9"x4" inches.
- c. 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.

7. INSTRUCTIONS

- i. The application can be submitted on the prescribed proforma with the Registrar, Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160022 in person or by **Registered Post**.
 - ii. The application on the prescribed proforma complete in all respects should reach the Registrar office on or before **09.09.2014** upto **4:30 p.m.** Incomplete applications or those not on the prescribed proforma 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,
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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 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 conditions, his/her candidature shall stand cancelled without any further notice.
- ix. The applicants will come to appear in the screening test/Interview only if they are eligible for the post. Their eligibility claim will be verified only after the screening test/interview.
- x. No TA/DA shall be paid to the applicants for appearing in the screening test/Interview and for checking of documents.
- xi. **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 on all working days.
- xii. 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 MULTI UTILITY STAFF

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

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

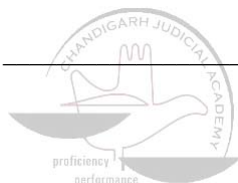
1. **Name of Candidate :** _____
(as mentioned in Matriculation Certificate)
2. **Father's Name :** _____
3. **Mother's Name :** _____
4. **Category Applied for:** _____
(General / SC / ST)

**Latest passport
size photograph
duly attested by
a Gazetted
Officer.**

- 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. Any other technical knowledge / course: _____

14. Work Experience, if any: _____

15. 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)

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

If yes, give details: _____

17. 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: _____

18. 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)

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

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

Date: _____

Place: _____

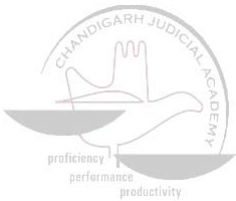
Signature of Candidate

Declaration by the Candidate

I solemnly declare that the particulars given by me in column No. 1 to 19 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 given is found to be incorrect/false at any stage, my candidature be treated as cancelled/terminated and I shall not claim 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: _____
-