

Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022
Ph. No. 0172-6662440 Fax No. 0172-6662178
website: www.cja.gov.in E-mail id: admn@cja.gov.in

No. DIR / CJA / 2023/ 3619
Dated: 18.12.2023

EMPLOYMENT NOTICE

CANDIDATES CAN APPLY ON PRESCRIBED FORMAT WITH EFFECT FROM : 22.12.2023
LAST DATE/TIME FOR RECEIPT OF APPLICATION : 21.01.2024

The eligible applicants are required to apply through prescribed format which is available on the website of Chandigarh Judicial Academy (www.cja.gov.in).

To fill up the various posts on the establishment of Chandigarh Judicial Academy, applications complete in all respects on the prescribed performa with attested copies of testimonials and two recent passport size photographs are invited. The detail of the posts on the establishment of Chandigarh Judicial Academy is as under:-

Sr. No.	Name of Post	Group	Number of Posts	Pay Scale
1.	Instructor (Gym)	C	1	Pay Scale of 19,900/- (Level 2) of pay matrix of 7 th CPC.
	Instructor (Yoga) (Reserved for female candidate only)		1	
	Instructor (Swimming Pool)		1	
2.	Helper(Gym)	D	1	Pay Scale of 18,000/- (Level 1) of pay matrix of 7 th CPC.
	Helper(Yoga) (Reserved for female candidate only)		1	
	Helper(Swimming Pool)		1	

The number of posts is variable on both sides.

1. AGE LIMIT:

Age of the candidates for the vacancy of 'Instructor (Gym/ Yoga/Swimming Pool)' and Helper ((Gym/ Yoga/Swimming Pool)' shall not be less than 18 years and more than 35 years as on 01.01.2023.

The persons who have served under Central or State Government, Autonomous Organization of the Central or State Government or Universities or such like Institutions shall be entitled to relaxation of age to the extent of years of regular service rendered for such organization, subject to maximum of five years.

Employment Notice for Instructor (Gym/Yoga/Swimming Pool) and Helper(Gym/Yoga/Swimming Pool) on regular basis on the establishment of Chandigarh Judicial Academy.

The person who have rendered service on "casual/adhoc/daily wages/hourly paid/contract basis" in central government or State Government or any of its instrumentality, Autonomous Organization of the Central or State Government or Universities or such like Institution, courts/ Judicial Academies shall be entitled to benefit of age relaxation upto maximum of 5 years. Such a relaxation shall be applicable to all the candidates belonging to any category.

2. ELIGIBILITY

(1) No person shall appointed to the service unless he is:-

- a) A citizen of India or
- b) A citizen of Nepal, or
- c) A Tibetan refugee who came over to India before 1st January 1962, with the intention of permanently settling in India,

Provided that a candidate belonging to categories (b) and (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) No person shall be appointed to the Service, unless he produces a certificate of character from the Principal academic officer of the University, college, School, or Institution last attended, if any, or from his previous employer, if employed at the time of making of an application and a similar certificate or character from two responsible persons not being his relatives who are well acquainted with him.

3. ESSENTIAL QUALIFICATION, EXPERIENCE AND CRITERIA

Note: The applicants must possess the requisite educational qualification as on the last date (as mentioned above) of receipt of application.

For the post of Instructor Gym.

- The candidate must have Diploma in Physical Education with one year Experience.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

For the post of Instructor Yoga(Reserved for female candidate only).

- The candidate must have Diploma in Yoga with one year Experience.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

For the post of Instructor Swimming Pool.

- The candidate must have Diploma in Swimming with one year Experience.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

For the post of Helper Gym.

- The candidate must have Certificate in Physical Education.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

For the post of Helper Yoga (Reserved for female candidate only).

- The candidate must have Certificate in Yoga.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

For the post of Helper Swimming Pool.

- The candidate must have Certificate in Swimming/Life Guard.
- The selection shall be made on the basis of interview.
- The preference shall be given to those candidates who are having Institutional experience.

4. MODE OF SELECTION

In case a large number of applications are received, candidates may be shortlisted by way of screening test or any other criterion as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy.

In case of screening test, 10 (ten) times the candidates to the number of vacancies or such number as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy may be called to appear in Interview. Marks obtained in screening test will not be counted as this test is only for short listing of the candidates.

Final selection shall be made on the basis of Interview of 50 marks.

Waiting list may also be prepared, which shall be valid for six months.

5. SPECIAL INSTRUCTIONS

- The decision of the Hon'ble Selection Committee of Chandigarh Judicial Academy 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.
- During offseason/closure of pool, the services of Instructor Swimming Pool and Helper Swimming Pool shall be utilized in Academy's Gym/Reception and Office as per the requirement of the Academy.

6. EXAMINATION FEE (Non-refundable):-

The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of '**CHANDIGARH JUDICIAL ACADEMY**' payable at **CHANDIGARH** as detailed below:-

- | | |
|---|---------------------------------|
| (i) Instructor (Gym/Yoga/Swimming Pool) | : Rs. 500/-(for all categories) |
| (ii) Helper(Gym/Yoga/Swimming Pool) | : Rs. 500/-(for all categories) |

The fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.

7. ENCLOSURES

The application form should be accompanied by:

- a. Attested copies of all supporting documents regarding qualification, date of birth (matriculation certificate), experience certificate if any, etc.
- b. Bank Draft drawn on any nationalized bank in favour of 'Chandigarh Judicial Academy' payable at **Chandigarh** for the amount detailed above.
- c. Two self addressed duly stamped envelopes having size of 9"x4" inches.
- d. Two recent duly attested passport size photographs, one to be pasted on the application form and the other to be enclosed with the application form.

8. INSTRUCTIONS

- i. The application in sealed envelope can be submitted on the prescribed proforma in the office of Director (Administration), Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160022 in person or by **registered post**. Sealed envelope should be clearly super scribed with in capital letters :-

"APPLICATION FOR THE POST OF _____"
- ii. An application on the prescribed proforma complete in all respects should reach the office on or before **21.01.2024 upto 5:00PM**. ***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, 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. The 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, so the candidates are advised to fill all their particulars after taking due care and precaution.
- vi. Separate Form/fee is required to be filled for each category.
- vii. Applicants are advised to visit the website of Chandigarh Judicial Academy (cja.gov.in) and check their E- mail accounts (inbox as well as spam box) regularly for updates regarding Result and other important information. Unnecessary correspondence with this office should be avoided.
- viii. The venue, date, time of interview, result, notice and corrigendum of this recruitment process will be informed on the official website **i.e. cja.gov.in**. However, it shall be the responsibility of the candidates to keep themselves updated about the same. Academy shall not be responsible in any manner in case candidate could not appear in the interview/any other stage due to non-visiting of website, where important information regarding different stages is uploaded or for getting the E- mail in spam box of email account of the candidate.

- ix. The persons who are serving the Central or State Govt., Autonomous Organization of the Central or State Govt. or Universities or Courts/ State Judicial Academies or such like institutions 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.
- x. 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 test, it is found that an applicant does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any further notice.
- xi. Admit Cards will be issued to the applicants only if they are eligible for the post. Candidates are further advised to strictly adhere to the instructions mentioned in this regard on their admit Cards.
- xii. No TA/DA shall be paid to the applicants for appearing in the screening test/ Interview and for checking of documents.
- xiii. The candidature of candidate who conceals any material fact or furnishes any false information can be rejected by the Hon'ble Selection Committee at any stage. canvassing in any form will entail cancellation of candidature.
- xiv. In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of Academy [i.e. www.cja.gov.in](http://www.cja.gov.in) shall prevail.
- xv. The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake committed in the application form and Academy shall not be responsible or liable in any way. Any information submitted by an applicant in the application will bind the applicant personally and if found to be false, then the applicant shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- xvi. 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) only.

Director (Administration)
Chandigarh Judicial Academy

**APPLICATION FORM FOR THE VACANCY OF INSTRUCTOR(GYM/
YOGA/SWIMMING POOL) AND HELPER (GYM/ YOGA/SWIMMING
POOL) IN CHANDIGARH JUDICIAL ACADEMY, SECTOR 43-D, CHANDIGARH.**

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

POST APPLIED FOR _____

1. **Name of Candidate :** _____
(as mentioned in Matriculation Certificate)

2. **Father's Name :** _____

3. **Mother's Name :** _____

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

4. **Date of Birth** (as mentioned in the Matriculation certificate) :

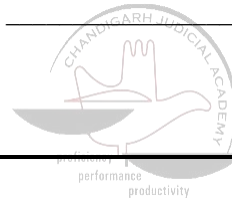
In numerals _____ / _____ / _____.

In words

(ii) **Age as on 01.01.2023 :** _____ DAYS _____ MONTHS _____ YEAR.

(iii) **Sex :** _____.

5. **Correspondence Address :**



_____ City _____ State _____ Pin Code _____

6. **Permanent Address :**

_____ City _____ State _____ Pin Code _____

7. **Nationality :** _____

8. **Contact Number:** Mobile _____

Telephone (Landline) _____

9. **E-Mail ID :** _____

10. (a) Educational Qualification (Matric Onwards):

Sr. No	Exam Passed	Board/ Univ.	Year of passing	Total Marks	Marks Obtained	%age
1.						
2.						
3.						
4.						
5.						

(b) Experience Details:-

Sr. No	Name of the Institution	Post held	Date of joining	Date of leaving	Basic Pay	Reason for leaving
1.						
2.						
3.						
4.						
5.						

11. Whether the applicant has passed Hindi or Punjabi upto Matriculation standard or its equivalent. _____ (YES / NO)

12. 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)

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

If yes, give details: _____

14. 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: _____

15. 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)

16. **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 20 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 particulars 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

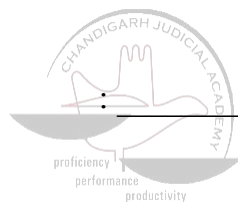
(To be issued by Head of the Department in case the candidate is serving in any central government or State Government or any of its instrumentality, Autonomous Organization of the Central or State Government or Universities or such like Institution, courts/ Judicial Academies/ Govt/Semi Govt Department 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 vacancy of _____ 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: _____