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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)
8TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No. F. 1/13/2010/-Judl. / 1382-1383 Dated 25th November, 2011

To

The All Heads of Departments,
GNCT of Delhi.
Delhi/New Delhi.

Dte. of Trg. & Tech. Education
Diary No. 6929
25 NOV 2011
Muni Maya Ram Marg,
T. V. Tower, Pitam Pura,
Delhi-110088

Sub: Filling up of 2 posts of Private Secretary in the Delhi Judicial Academy in the pay band of 15600-39100 (grade pay) on deputation basis.

Sir/Madam,

Please find enclosed herewith a copy of letter no. DJA/PS/Deputation/473/2011/9846' dated 09/11/2011 received from the Director, Delhi Judicial Academy, KKD Courts Complex regarding filling up of 2 posts of Private Secretary in the Delhi Judicial Academy in the pay band of 15600-39100 (grade pay) on deputation basis along with its enclosures for further necessary action.

Yours faithfully,

Encl: as above.

Tarun Sahrawat
29/11/11

(Tarun Sahrawat)
Addl. Secretary (Law, Justice & LA)

Copy to-

1. The Director, Delhi Judicial Academy, Karkardooma Courts Complex.
2. Deputy Secretary (Admn.) ^(L&J) to get it uploaded on official website of Delhi Government.

A.O. (A)
O.S. (A)
28/11/11

3752/DD/A
28/11/11

4992/E-IV
29/11/11

[Signature]
29/11/11

H. Pant

Anu Malhotra

D.H.J.S.
Director

Sl. No. 2007 (Law & Jus.)
Case No. 5111/10102
Date: 14/11/2011

DELHI JUDICIAL ACADEMY
(High Court of De

KARKARDOOMA COURTS COMPLEX
SHAHDARA, DELHI - 110

+91-11-22309

TeleFax: +91-11-22308969, 22307

Email: director-dja@nic.in; dja@n

No. DJA/PS/Deputation/473/2011/2846

9 November 2011

To

The Special Secretary,
(Law, Justice & Legislative Affairs)
Govt. of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi.

Respected Sir,

Sub: Filling up of 2 posts of Private Secretary in the Delhi Judicial Academy in the pay band of ₹ 15600- 39100 +6600 (Grade Pay) on deputation basis.

With reference to the above, this is to respectfully inform you that it is proposed to fill up two posts of Private Secretary in the Delhi Judicial Academy in the pay band of ₹ 15600- 39100 +6600 (Grade Pay) on deputation basis from amongst the eligible candidates/employees working in the High Court of Delhi, District Courts, Central Govt. and Govt. of NCT of Delhi. As per Administrative Guidelines entitled Delhi Judicial Academy (Appointment, Conditions of Service and Conduct) Rules, 2008, the Essential Qualification & Eligibility conditions for appointment to the post of Private Secretary on deputation basis are as under:-

"Graduate with 8 years service in the pay band of ₹ 9300-34800+4200 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities, etc. and possessing the speed of not less than 120 words per minute in English Shorthand and typing speed of 45 words per minute on computer with proficiency in computer".

The last date for receipt of applications is 5th December, 2011. A copy of Circular dated 8th November, 2011 issued in this regard is enclosed herewith for circulation amongst the staff working in the Delhi Government. It is requested that the circular may be put up on the official website of the Delhi Government for information of the employees.

It is further requested that the applications of eligible employees who are desirous of being considered for appointment as Private Secretary on deputation basis, may be forwarded so as reach the Director, Delhi Judicial Academy, 2nd Floor, Karkardooma Courts Complex, Delhi by The last date for receipt of applications is 5th December, 2011.

Thanking you,

With regards,

(Anu Malhotra)

Encl: As above.

1084/Dis/APP
11/11/11
Addl. Secy (Law)
15/11/11
Sub. M. 13
16.11.11
MSB

820-Indl.
16/11/11



Delhi Judicial Academy

DELHI JUDICIAL ACADEMY
(High Court of Delhi)
KARKARDOOMA COURTS COMPLEX,
SHAHDARA, DELHI - 110032

No. DJA/PS/Deputation/473/2011/ 9806

9 November 2011

CIRCULAR


Sub.: Filling up of 2 posts of Private Secretary in the Delhi Judicial Academy in the pay band of ₹15600- 39100 +6600 (Grade Pay) on deputation basis.

Applications are invited from eligible candidates/employees working in the High Court of Delhi, District Courts, Central Govt. and Govt. of NCT of Delhi for appointment to the two posts of Private Secretary in the Delhi Judicial Academy, by selection on merit, on deputation basis. As per Administrative Guidelines entitled Delhi Judicial Academy (Appointment, Conditions of Service and Conduct) Rules, 2008, the Essential Qualification & Eligibility conditions for appointment to the post of Private Secretary on deputation basis are as under:-

“Graduate with 8 years service in the pay band of ₹ 9300-34800+4200 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities, etc. and possessing the speed of not less than 120 words per minute in English Shorthand and typing speed of 45 words per minute on computer with proficiency in computer”.

The eligible persons may apply with their full bio-data through proper channel to the Director, Delhi Judicial Academy. The applications should reach the Academy latest by 5th December, 2011.

The appointment shall be made subject to Recruitment Rules as may be finalised by the Delhi Judicial Academy.


(Anu Malhotra)
Director