



# NATIONAL JUDICIAL ACADEMY

Justice G. Raghuram

Director

Ref: NJA/Admn/Reg.Rect/2020/ 15/5

Dated: 4<sup>th</sup> May, 2020

Respected Chief Justice,

Please refer to letter no. NJA/Admn/Reg.Rect/2020/351-375 dated 24.01.2020 whereby a request has been made to forward the applications of eligible Judicial Officers along with a brief resume of their service particulars, for the position of Registrar (Administration) of National Judicial Academy, latest by 31.03.2020. The response on the matter is awaited from your end.

Due to Covid-19 pandemic in the country, the Government of India enforced nation-wide lockdown w.e.f. 25.03.2020 and the same continues as on date. Therefore, you are once again requested to kindly forward the applications of the eligible Judicial Officers, along with a brief resume of their service particulars so as to reach the Office of the Undersigned latest by **15.06.2020**.

Thanking you for your kind assistance and with respectful regards.

Yours sincerely,

(Justice G. Raghuram)

Hon'ble Mr. Justice T.B. Radhakrishnan  
Chief Justice  
Calcutta High Court,  
KOLKATA-700001 (W.B.)

**2020**  
**IN THE HIGH COURT AT CALCUTTA**  
**APPELLATE SIDE**

**No. 1952 - A**

**Dated, Calcutta, the 09<sup>th</sup> May, 2020**

**From : Bibhas Ranjan De,  
Registrar (Judicial Service),  
High Court, Appellate Side,  
Calcutta.**

**To :**

- 1) The District Judge of all Districts  
Including Andaman & Nicobar Islands**
- 2) The Chief Judge, City Civil Court, Calcutta**
- 3) The Chief Judge, City Sessions Court, Calcutta**
- 4) The Chief Judge, Presidency Small Causes Court, Calcutta**
- 5) The Secretary, Judicial Department, Govt. of West Bengal**
- 6) Director, West Bengal Judicial Academy**

**Ref : Earlier letter no. 596 dt. 07.02.2020**

**Sub. : Filling up of the post of Registrar (Admin) in National Judicial  
Academy, Bhopal on deputation basis.**

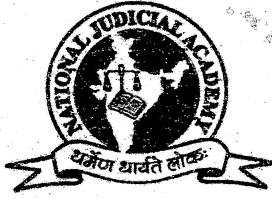
**Sir/Madam ,**

In continuation to the above mentioned letter I am directed to inform that the application format and the recent communication bearing No. NJA/Admin/Reg.Rect/2020/1515 dated 04.05.2020 on the captioned matter, conveying extension of date of submission of willingness for filling up of the post of Registrar (Admn.) on deputation basis at National Judicial Academy, Bhopal are being uploaded in the website of the Hon'ble High Court, Calcutta [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in) for information of the eligible officers (as per eligibility criteria, mentioned therein) belonging to West Bengal Judicial Service.

As such I am to request you to inform the eligible judicial officers to visit the said website and download the contents if willing , and to forward their filled in application (in prescribed proforma) alongwith requisite documents , as sought for , preferably by e-mail , to reach the Hon'ble Court on or before the 22<sup>nd</sup> May,2020 for further necessary action in the matter at this end.

Yours faithfully,

  
**Registrar(Judicial Service)**



# NATIONAL JUDICIAL ACADEMY

Justice G. Raghuram

Director

Ref.: NJA/Admn/Reg.Rect./2020  
Dated: 24<sup>th</sup> January, 2020

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Respected Chief Justice,

As the position of Registrar (Administration) of National Judicial Academy is expected to be vacant in the month of August, 2020, we would be most grateful if the Hon'ble High Court could forward to NJA names of suitable judicial officers who may be considered by the competent authority of NJA for appointment on deputation as Registrar (Administration), NJA. We would be grateful if suitable names, if any, may be received to Academy by **31.03.2020**.

The Registrar (Administration) coordinates the Administrative work of the Academy under the supervision of the Director. With nearly 70 programmes covering over 2500 judges annually, NJA manages its administration with a small core group of administrative staff. The Registrar (Administration) also assists on fiscal, administrative and governance related issues as well as in liaison with Hon'ble High Courts and Supreme Court of India.

The eligibility criteria and other details of the position are enclosed.

I request you to forward the application of eligible Judicial Officers along with a brief resume of their service particulars in the enclosed format.

Thanking you for your kind assistance and with respectful regards.

Yours sincerely,

  
(Justice G. Raghuram)

Hon'ble Mr. Justice T. B. Nair Radhakrishnan  
Chief Justice  
Calcutta High Court,  
Kolkata-700001 (W.B.)

**BIODATA OF APPLICANT FOR THE POST OF  
REGISTRAR (ADMINISTRATION), NJA**

- 1. NAME OF APPLICANT : \_\_\_\_\_
- 2. NAME OF FATHER/HUSBAND : \_\_\_\_\_
- 3. DATE OF BIRTH : \_\_\_\_\_
- 4. ADDRESS FOR : \_\_\_\_\_
- CORRESPONDANCE WITH : \_\_\_\_\_
- EMAIL-ID & CONTACT NO. : \_\_\_\_\_

- 5. PRESENT DESIGNATION : \_\_\_\_\_
- 6. GRADE : \_\_\_\_\_
- 7. OFFICE : \_\_\_\_\_
- 8. PERIOD OF APPOINTMENT : \_\_\_\_\_

TO VARIOUS GRADES  
[PLEASE ATTACH SEPARATE  
SHEET IF REQUIRED]

DESIGNATION	GRADE	FROM	TO

- 9. DATE OF REGULAR : \_\_\_\_\_
- APPOINTMENT/PROMOTION : \_\_\_\_\_
- TO THE PRESENT GRADE : \_\_\_\_\_
- 10. EDUCATIONAL : \_\_\_\_\_
- QUALIFICATION : \_\_\_\_\_
- 11. DETAILS OF RESEARCH : \_\_\_\_\_
- WORK/ PUBLICATION, IF ANY : \_\_\_\_\_
- 12. DETAILS OF TRAINING : \_\_\_\_\_
- COURSE UNDERGONE : \_\_\_\_\_
- 13. SPECIAL APTITUDE, IF ANY : \_\_\_\_\_

PLACE:  
DATE:

**SIGNATURE OF  
APPLICANT**

NOTE: PLEASE ATTACH SELF ATTESTED COPIES OF SUPPORTING DOCUMENT.

**Brief Particulars of candidate recommended for  
the post of Registrar (Administration)**

1. Name of Officer recommended
2. Designation
3. Place of posting
4. Date of Birth
5. Date of appointment to Higher Judicial Services  
As ADJ or equivalent
6. Present Post held
7. Scale of pay and basic pay
8. Education Qualifications
9. Grading of Annual Confidential Report for the  
Period 2014 to 2019
10. Details of departmental enquiry pending or contemplated, if any
11. Details of punishment awarded, if any
12. Special remarks/ recommendations, if any

Date:

**Signature of authorized Officer**



# NATIONAL JUDICIAL ACADEMY

Bhadbhada Road, Suraj Nagar P.O., Bhopal - 462044 (M.P.)  
Tel.: EPBX : 0755-2432500, Fax : 0755 2696904

Dated 9<sup>th</sup> August, 2012

**Office Order No.** 44/12

The duties of Registrar (Administration) and Registrar (Academic Programmes) are allocated as under:-

**(A) Registrar (Administration) :**

- 1) General Administration, Drawing and Disbursement Officer
- 2) Recruitment of staff, Creation of new posts and all Personnel matters, (other than academic work of faculty members).
- 3) Finance, Accounts & Audit, Grant-in-aid and Budget estimates
- 4) Procurement and outsourced services
- 5) Governing Bodies and Government Affairs (Central and States)
- 6) Infrastructure development, Buildings and Ground - Operation and Maintenance.
- 7) Information Technology (IT), Website and Knowledge Management
- 8) Protocol - General.
- 9) Induction Programme for Junior Judges (administrative aspects)
- 10) Training Programmes for State Judicial Academy Staff (administrative aspects)
- 11) Liaison with Hon'ble Supreme Courts and High Courts on administrative matters
- 12) Annual Reports
- 13) Special events
- 14) Other responsibilities as assigned from time to time.

**(B) Registrar (Academic Programmes) :**

- 1) Development and Delivery of all Academic Programmes.
- 2) Liaison with Hon'ble Supreme court and High Courts on Academic Programmes.
- 3) Liaison with Resource Persons.
- 4) Protocol - Academic Programmes.
- 5) Development of knowledge Content
- 6) Liaison with Academic Institutions and Bar
- 7) Publications.
- 8) Academic Council
- 9) Faculty meetings
- 10) Academic reports
- 11) Co-ordination with sponsoring organizations for academic programmes
- 12) Research Activities
- 13) Library
- 14) Other responsibilities as assigned from time to time.

**National Judicial Academy (Recruitment, Salary, Allowances and Conditions of service of Registrar) Rules 2002**

In exercise of powers conferred by Rule 16(b) (iv) of the Rules of the National Judicial Academy, the Academy hereby makes the following rules namely:-

1. **Short title and commencement:-**

These rules may be called "The National Judicial Academy (Recruitment, Salary, Allowances and Conditions of Service of Registrar) Rules 2002" and shall take effect from the date of their approval by the Governing Council of the Society.

2. **Definitions:-**

In these Rules unless there is any repugnant in the subject or the context:-

- (a) 'Society' means the National Judicial Academy.
- (b) 'General Body' means the General Body of the Members of the Society.
- (c) 'Governing Council' means the Governing Council of the Society.
- (d) 'Chairman' means the Chairman of the Society and that of the Governing Council.
- (e) 'Director' means a person appointed as the Director of the Society.
- (f) 'Registrar' means a person appointed as Registrar of the Society.
- (g) 'Rules' means the Rules of National Judicial Academy as may be amended from time to time by the Society.
- (h) 'Memorandum' means the Memorandum of Association as registered under Registration of Societies Act 1860 and as may be amended from time to time by the Society.

3. **Mode of Appointment:-**

Appointment to the post of Registrar shall be made by way of deputation, selection or otherwise.

4. **Qualifications for Appointment of the Registrar:-**

A person shall not be qualified for appointment as Registrar unless he-

- (a) has, for at least five years, held a post of District Judge or Additional District Judge or equivalent in the Higher Judicial Service of any State / Union Territory of India.
- or
- (b) has, for atleast five years, held a post carrying a scale of pay of Rs.51550-1230-58930-1380-63070 (as per VI P.C.) (Pre-revised Rs.16750-400-19150 -450-20500) or equivalent.

5. **Term of Office:-**

The Registrar shall hold office for a term of three years from the date on which he enters upon his office or until he attains the age of 65 years whichever is later (amended by the Governing Council on 16.02.2017).

thereafter. Such accommodation shall be maintained by the Society. This concession shall also be admissible to the members of the family of the Registrar, who dies while in service for a period of one month immediately thereafter.

- (2) When the Registrar does not avail himself of the rent free furnished residential accommodation provided by the Society he may be paid every month house rent allowance as applicable to group 'A' Officer of the Central Government drawing a pay in the scale of Rs. 22400 – 525 – 24500 [Revised pay scale – HAG 67000 – (annual increment @ 3%) – 79000] or above at the same rate and the same scale and on same conditions applicable in the city of Bhopal, Madhya Pradesh.
- (3) Where the Registrar occupies the official residential accommodation provided by the Society beyond the permissible period he shall be liable to pay licence fee or penal rent as prescribed by the Governing Council, and shall also liable to be evicted.

14. **Facility of Conveyance:-**

The Registrar shall be entitled to a staff car.

15. **Facility of Telephone:-**

The Registrar shall be provided with a telephone with STD facility subject to a ceiling of equivalent of 8000 local calls per annum at his residence.

16. **Facility For Medical Treatment:-**

The Registrar shall be entitled to medical treatment and hospital facilities as provided in the Central Services Medical Attendance Rules.

17. **Residuary Provision:-**

Conditions of service of the Registrar for which no express provision has been made shall be the same as for the time being applicable to the member of the Indian Administrative Service holding the rank of Additional Secretary to the Government of India as amended from time to time.

18. **Power to relax Rules:-**

Where the Chairman is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may, for reasons to be recorded in writing, dispense with or relax the particular rule to such extent and subject to such exceptions and conditions as may be deemed necessary.

Provided that as and when any such relaxation is granted by the Chairman, the Government of India shall be informed of the same.

\* Note - The revised pay scale of Registrar as per VII P.C. is Rs.1,82,200 – 2,24,100/-