



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

No. DJA/PS/Deputation/473/2012/870

28 January, 2012

**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 24<sup>th</sup> February, 2012.

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

S/d  
(Alok Agarwal)  
Director (Administration)