

DELHI JUDICIAL ACADEMY

**Administrative Directions for the purposes of recruitment to the various posts in the Delhi
Judicial Academy as approved vide decision dated 27-09-2010
of the Hon'ble High Court of Delhi,**

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**Administrative Directions for the purposes of recruitment to the various posts in the Delhi
Judicial Academy as approved vide decision dated 27-09-2010
of the Hon'ble High Court of Delhi**

Part I – General

1. SHORT TITLE AND COMMENCEMENT

- (1) These may be called the Administrative Directions entitled “Delhi Judicial Academy (Appointment, Conditions of Service and Conduct) Rules, 2008.
- (2) They shall apply to all the officers and employees of the Academy and shall come into force from 27-09-2010.

2. DEFINITION

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

- (a) ‘Academy’ means the Delhi Judicial Academy.
- (b) ‘Chairperson’ means the Chairperson of the Delhi Judicial Academy.
- (c) ‘Deputation’ means the temporary loan by an outside Authority of the services of one of its officers or employees to the Academy.

An outside Authority lending the services of one of its officers or employees to the Academy shall be called the ‘Lending Authority’.
- (d) ‘Director’ means the Director of the Delhi Judicial Academy.
- (e) ‘Disciplinary Authority’ in relation to the imposition of a penalty on an employee of the society means the authority competent under these rules to impose on him that penalty.
- (f) ‘Employee’ means a person serving the Academy in any post specified in the Schedule-I.
- (g) ‘Faculty’ includes employees engaged in research, teaching, training and consultancy and those engaged in comparable work designated so, by the Academy.
- (h) Judicial Education & Training Programme Committee means the Committee of the Judges of the High Court of Delhi constituted by the Patron-in-Chief.
- (i) ‘Government’ means the Government of the National Capital Territory of Delhi.
- (j) ‘High Court’ means the High Court of Delhi.
- (k) ‘Patron-in-Chief’ means the Chief Justice of the High Court of Delhi.
- (l) ‘Post’ means a post in Group ‘A’, Group ‘B’, and Group ‘C’ as specified in Schedule-I as amended from time to time.
- (m) ‘Prescribed’ means prescribed by these Rules.
- (n) ‘Schedule’ means the schedule appended to these Rules.
- (o) ‘Search Committee’ in relation to a post means a committee set up by the Patron-in-Chief.

3. ESTABLISHMENT STRENGTH

- (1) The Establishment of the Academy shall consist of the posts shown in Schedule-I to these Rules, which may be amended by the Patron-in-Chief from time to time.
- (2) The persons appointed against the posts on the establishment of the Academy shall be entitled to pay and allowances in the pay band and grade pay indicated in *Schedule – I*, which shall stand amended as and when the pay band and grade pay is revised for the corresponding civil posts in the Govt. of NCT of Delhi.

4. CONDITIONS OF ELIGIBILITY FOR APPOINTMENT

A person shall be eligible for appointment on the establishment of the Delhi Judicial Academy who:-

- (1) (a) is a citizen of India;
(b) is medically fit;
(c) is of good moral character;
(d) Possesses the prescribed education qualification from a recognized University; and
(e) on the first day of January of the year in which the process of recruitment is initiated, is not below 18 years of age and over 27 years of age,

Provided that the upper age limit would be 30 years for candidates belonging to Other Backward Classes, 32 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 37 years for General, 40 years for Other Backward Classes and 42 years for Scheduled Caste/Scheduled Tribe candidates.

Provided that the upper age limit for the posts of Private Secretary and Assistant Librarian-cum-Information Officer would be 35 years for General category candidates, 38 years for candidates belonging to Other Backward Classes and 40 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 45 years for General, 48 years for Other Backward Classes and 50 years for Scheduled Caste/Scheduled Tribe candidates.

Provided that the upper age limit for the posts of Research Assistant would be 40 years for General category candidates, 43 years for candidates belonging to Other Backward Classes and 45 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 50 years for General, 53 years for Other Backward Classes and 55 years for Scheduled Caste/Scheduled Tribe candidates.

Provided that the upper age limit for the posts of Senior Stenographer and Assistant would be 32 years for General category candidates, 35 years for candidates belonging to Other Backward Classes and 37 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 42 years for General, 45 years for Other Backward Classes and 47 years for Scheduled Caste/Scheduled Tribe candidates.

Provided that the upper age limit for the posts of Programmer and Stenographer would be 30 years for General category candidates, 33 years for candidates belonging to Other Backward Classes and 35 years for candidates belonging to Scheduled Caste/Scheduled Tribe categories. The upper age limit for Disabled Persons shall be 40 years for General, 43 years for Other Backward Classes and 45 years for Scheduled Caste/Scheduled Tribe candidates.

Provided further that the upper age limits shall not apply to a person already serving on the establishment of the Academy, High Court, or the Courts subordinate to the High Court.

- (2) possesses the prescribed educational and other qualifications required for appointment to various categories of the posts as specified in schedule – II or as may be specified from time to time by a general or special order by the Patron-in-Chief.

5. APPOINTING AUTHORITIES

- (1) The Director shall make appointments to the posts in Group ‘C’ (Non-gazetted) specified in Schedule-I.
- (2) All appointments, other than those mentioned in the rule above, to the posts specified in Schedule-I shall be made by the Patron-in-Chief.

6. METHODS OF RECRUITMENT

Except for appointment on officiating, temporary or ad-hoc basis, the recruitment to a post or class of posts may be made by one or more of the following methods:

- (a) Appointment to the faculty may be made either on deputation or on contract basis.
- (b) Appointment to all other posts shall be as indicated in Schedule-II.

Explanation:-

- (i) Appointment on contract basis may be renewed after the expiry of term of contract for the period that may be considered appropriate by the appointing authority.
- (ii) Appointment on contract basis may be terminated before the expiry of the specified period in the sole discretion of the appointing authority after giving a notice of one week.
- (iii) A person appointed to a post in one category would be liable to be transferred to a post of equal status in any other category.

7. PROBATION

- (1) Every person appointed to a post by promotion or by direct recruitment other than those appointed on contract, ad-hoc, officiating or temporary basis shall be on probation for a period of one year.
- (2) The period of probation may be extended by the appointing authority only once by another term of one year.

(3) Where a person on probation is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may:

- (a) in the case of a person appointed by promotion, revert him to the post held by him immediately before such promotion;
- (b) in the case of a person appointed by direct recruitment, terminate his services.

(4) Every person appointed on probation to a permanent post, whether by promotion or by direct recruitment, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.

8. SENIORITY

- (1) Inter-se seniority of the persons appointed against the same post shall ordinarily be regulated by the length of service against that post.
- (2) Inter-se seniority of persons appointed against the same post on the same date through the same selection process shall be regulated by the order of merit in the select list.
- (3) Disputes, if any, regarding seniority shall be determined by the appointing authority whose decision thereon shall be final.

9. CONDITIONS OF SERVICE OF JUDICIAL OFFICERS ON DEPUTATION

The Director, Additional Director and the Joint Director on deputation from Delhi Higher Judicial Service and Delhi Judicial Service shall be governed by the Rules applicable to the respective services of which they are members at the relevant point of time.

10. SAVING CLAUSE

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Disabled Persons and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

11. POWER TO RELAX RULES

The Patron-in-Chief may, by order, dispense with or relax the requirement of any rule to such an extent and subject to such conditions as he may consider necessary in any particular case.

Part III – Conduct, Control and Discipline

12. GENERAL CONDUCT

All employees other than judicial officers appointed on deputation, shall be governed by Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965.

13. CODE OF CONDUCT FOR THE FACULTY OF THE ACADEMY

Without prejudice to the generality of the provision contained in Rule 12, the members of the faculty of the academy shall also abide by such code of conduct, as may be prescribed from time to time by the Patron-in-Chief in addition to the following:

- (1) It is the responsibility of every member of the faculty to advance and diffuse knowledge through teaching, training, research and consultancy or other professional activities, and to undertake the academic and administrative tasks related to these ends.
- (2) Every faculty member is required to undertake teaching, training, research and consultancy and to conduct such seminars, conference, discussions, supervision, invigilation and such other task or duty as may be assigned to him from time to time.
- (3) A faculty member shall not accept a continuing paid engagement outside the Academy. However, a faculty member may accept engagements of visiting faculty, paid or honorary, outside the Academy with prior approval of the Patron-in-Chief.

14. CONTRAVENTION OF THE RULES

- (1) An employee of the Academy contravening the provisions of any of the rules in this part shall render himself liable to disciplinary action in accordance with Part III of these rules.
- (2) Notwithstanding anything stated in these rules, the Patron-in-Chief shall be within his powers to take any disciplinary action against an employee suo-moto or direct the concerned disciplinary authority to take action against such an employee.
- (3) The Director shall have the power to take disciplinary action against the employees of Group 'C' (Non-gazetted) in Schedule-I.

15. CONTROL

All persons appointed to different posts shall be subject to the superintendence and control of the Chairperson and the Director subject to overall superintendence and control of the Patron-in-Chief.

16. DISCIPLINARY AUTHORITIES

The appointing authority shall be the disciplinary authority vis-à-vis the employees of the Academy.

17. APPEALS

- (4) No appeal shall lie against an order passed by the Patron-in-Chief.
- (5) An appeal shall lie to the Chairperson from an order passed by the Director imposing any penalty specified in the rules referred to in Rule 14.

18. POWERS OF PATRON-IN-CHIEF

Nothing in the rules in this part shall be construed to limit or abridge the power of the Patron-in-Chief to deal with the case of any employee of the Academy in such manner as may appear to him to be just and reasonable.

Provided that where any rule is applicable to the case of an employee of the Academy, his case shall not be dealt with in a manner less favourable to him than that provided by the said rule.

Part IV – Miscellaneous

19. HOLIDAYS

The Academy shall observe such holidays as are observed by the District Courts in Delhi.

20. RESIDUARY POWERS

Nothing in these rules shall be deemed to affect the power of the Patron-in-Chief to make such orders, from time to time, as may be deemed fit in regard to all matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as have not been sufficiently provided for,

Provided that if any such order relates to salaries, allowances, leave, or pension of employees of the Academy, the same shall be made on recommendation of the Judicial Education & Training Programme Committee.

21. INTERPRETATION

All questions relating to the interpretation of these rules shall be referred to the Patron-in-Chief, whose decision thereon shall be final.

22. REMOVAL OF DIFFICULTY

In respect of all such matters regarding the conditions of service of persons appointed to a post for which no provision or insufficient provision has been made in these Rules, the Rules and Orders or Instructions for the time being in force and applicable to employees of Govt. of NCT of Delhi holding corresponding civil posts shall apply to those matters subject to such modifications, variations or exceptions, if any, in the said Rules and Orders or Instructions, as the Patron-in-Chief may, from time to time, specify.

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SCHEDULE – I (See Rule – 3)

Number of permanent posts in the Delhi Judicial Academy

S.No	Designation of Post	Number of post (s)	Pay Band + Grade Pay in (Rs.) (Revised)¹
(a)	Chairperson	1	As per Rule 17(4) of rules and Regulations of the Delhi Judicial Academy
GROUP 'A' (GAZETTED)			
(b)	Director	1	HAG Band : Rs. 67,000/- (annual increment @ 3 %) – 79,000/-
(c)	Addl. Director	1	37400-67000+10000
(d)	Joint Director*	2	15600-39100+7600
(e)	Chief Administrative Officer	1	15600-39100+7600
(f)	Superintendent	1	15600-39100+6600
(g)	Private Secretary	2	15600-39100+6600
(h)	Research Assistant	1	15600-39100+5400
(i)	Programmer	1	15600-39100+5400
GROUP 'B' (NON-GAZETTED)			
(j)	Accounts Officer	1	9300-34800+5400
(k)	Assistant Librarian-cum-Information Officer	1	9300-34800+4600
(l)	Senior Stenographer	2	9300-34800+4600
(m)	Stenographer	3	9300-34800+4200
(n)	Assistant	4	9300-34800+4200
GROUP 'C' (NON-GAZETTED)			
(o)	UDC	2	5200-20200+2400
(p)	LDC	6	5200-20200+1900
(q)	Library Clerk	2	5200-20200+1900
(r)	Xerox Operator	1	5200-20200+1900
(s)	Staff Car Driver	4	5200-20200+1900
(t)	Bus/HT Vehicle Driver	2	5200-20200+1900
(u)	Dispatch Rider	1	5200-20200+1900
(v)	Multi Tasking Staff**	9	5200-20200+1800
	Total	49	

* *Subject to sanction of the post by the Govt. of NCT of Delhi.*

** *Multi Tasking Staff refers to erstwhile post of Peon & Library Binder. Details of duties and responsibilities of Multi Tasking Staff are listed in Schedule III.*

SCHEDULE – II (SEE RULE – 4)

S. No.	<u>Category of Post</u>	<u>Essential Qualification & Eligibility Conditions</u>	<u>Method(s) of Recruitment</u>
1.	Chairperson (Selection Post)	A sitting or former judge of the High Court below 70 years of age OR A distinguished academician below 70 years of age with teaching experience not less than 25 years and experience as Professor of Law not less than 07 years	By direct recruitment or on Deputation on recommendation of the search committee constituted by the Patron-in-Chief for this purpose
2.	Director (Selection post)	A member of Delhi Higher Judicial Service from the Selection Grade OR A distinguished academician with teaching experience not less than 20 years and experience as Professor of Law not less than 5 years	By selection on merit on deputation. OR By direct recruitment on temporary basis on recommendation of the search committee constituted by the Patron-in-Chief for this purpose
3.	Addl. Director (Selection Post)	A member of Delhi Higher Judicial Service.	By selection on merit on deputation
4.	Joint Director (Selection Post)	A member of Delhi Judicial Service with 7 years experience	By selection on merit on deputation
5.	Chief Administrative Officer (Selection Post)	Post Graduate degree with 55% marks and Post-Graduate Diploma in Management/Personnel Management & Industrial Relations with 05 years experience in Central/State Government Department/Autonomous Bodies/Educational Institutions / Universities etc. OR Graduate with 60% marks and Post Graduate Diploma in Management/Personnel Management & Industrial Relations with 08 years experience in Central/State Government Department/ Autonomous Bodies/Educational Institutions/Universities etc. OR Graduate with 60% marks (Law graduate to be preferred) with 10 years experience in Central/State Government Department/ Autonomous Bodies/ Educational Institutions/ Universities etc. OR Graduate with 5 years service in the pay band of Rs. 15600-39100+6600 (Grade Pay) in Central/State Government's Department/ Autonomous Bodies/ Educational Institutions /Universities etc.	By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation

6.	Superintendent (Promotion / Selection post)	Graduate with 8 years service in the pay band of 9300-34800+4800 (Grade Pay) on the establishment of Delhi Judicial Academy OR Graduate with 8 years service in the pay band of Rs. 9300-34800+4800 (Grade Pay) in Central/State Government Department/ Autonomous Bodies /Educational Institutions /Universities etc.	By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of Delhi Judicial Academy. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief OR By selection on merit on deputation
7.	Private Secretary (Promotion / Selection Post)	Graduate with 8 years service in the post of Senior Stenographer on the establishment of the Delhi Judicial Academy. OR Graduate with Computer Knowledge with Shorthand speed of 120 w.p.m. with 8 years experience. OR Graduate with 8 years service in the pay band of Rs. 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.	By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of Delhi Judicial Academy. OR By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of the recommendation by the Patron-in-Chief. OR By selection on merit on deputation
8.	Research Assistant (Selection Post)	Doctorate in Law with good academic/ research record. OR LL.M with good academic/research record. OR Officers of Central Government, State Governments or Universities or Recognized Research Institutes :- (a) working in Legal Department/Research; OR (b) serving in regular legal/research service in the pay band of Rs. 9300-34800+5400 (Grade Pay) or above. Note: <i>Educational Qualification and eligibility criteria may be relaxed in case of exceptionally outstanding and deserving candidates by the Patron-in-Chief.</i>	By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation

9.	Programmer (Selection Post)	B.E. (Computer Engineering/IT)/ MCA with at least 60% marks and 3 years experience of management of Computer Network System (LAN and WAN having TCP/IP skills), web servers, library servers, maintenance of hardware & software devices, Digital Library and website design, knowledge of Windows and Linux Platform, ability to implement network security, firewall, routers, etc.	By direct recruitment on permanent or temporary basis through a written test and interview OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation.
10	Accounts Officer (Promotion/Selection post)	Graduate in Commerce with 5 years service in the pay band of Rs. 9300-34800+4200 (Grade Pay) on the establishment of the Delhi Judicial Academy OR Candidate who has ICWAI/CA/CS/CFA/ MBA (Finance) from reputed Institute/ University with good academic record. OR Post Graduate degree in Commerce with minimum of 3 years experience of maintenance and audit of accounts, etc. in Central/State Government Department/ Autonomous Bodies/Educational Institutions/ Universities, etc. OR Graduate with Diploma in Subordinate Accounts Service (SAS) Part-I & Part-II with 5 years service in the pay band of Rs. 9300-34800+4200 (Grade Pay) in Central/State Government Departments/ Autonomous Bodies/ Educational Institutions/Universities, etc.	By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of the Delhi Judicial Academy. OR By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation
11	Assistant Librarian-cum- Information Officer (Selection Post)	Post-Graduate degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 2 years in a reputed library. OR Graduate with Diploma/Degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 5 years in a reputed library. OR Officers of Central/State Government or Universities holding analogous Post. Desirable: <i>Knowledge of computer</i>	By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation.

		<i>applications in a library.</i>	
12	Senior Stenographer (Promotion/Selection Post)	<p>Graduate with computer knowledge and Shorthand speed of 100 w.p.m. and computer typing speed of 40 w.p.m. with 5 years service on the establishment of Delhi Judicial Academy.</p> <p style="text-align: center;">OR</p> <p>Graduate with Shorthand speed of 100 w.p.m. and computer typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 3 years in the profession.</p> <p style="text-align: center;">OR</p> <p>Graduate with computer knowledge and Shorthand speed of 100 w.p.m. and computer typing speed of 40 w.p.m. with minimum 5 years experience in Central/State Government Department/ Autonomous Bodies/ Education Institutions /Universities etc.</p>	<p>By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of the Delhi Judicial Academy.</p> <p style="text-align: center;">OR</p> <p>By direct recruitment on permanent or temporary basis through a written test, shorthand test, computer typing test and interview.</p> <p style="text-align: center;">OR</p> <p>By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.</p> <p style="text-align: center;">OR</p> <p>By selection on merit on deputation</p>
13	Stenographer (Promotion/Selection Post)	<p>Graduate with Shorthand speed of 80 w.p.m. and computer typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 2 years in the profession.</p> <p style="text-align: center;">OR</p> <p>Graduate with computer knowledge and Shorthand speed of 80 w.p.m. and computer typing speed of 40 w.p.m. with minimum 3 years experience in Central/State Government Department/ Autonomous Bodies/ Education Institutions /Universities etc.</p>	<p>By direct recruitment on permanent or temporary basis through a written test, shorthand test, computer typing test and interview.</p> <p style="text-align: center;">OR</p> <p>By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.</p> <p style="text-align: center;">OR</p> <p>By selection on merit on deputation</p>
14	Assistant (Promotion/Selection post)	<p>Graduate with 5 years service in the pay band of Rs. 5200-20200+2400 (Grade Pay) on the establishment of the Delhi Judicial Academy.</p> <p style="text-align: center;">OR</p> <p>Graduate with 60% marks and good academic record having knowledge of computers</p> <p style="text-align: center;">OR</p> <p>Graduate with 5 years service in the pay band of Rs. 5200-20200+2400 (Grade Pay) in Central/State Government Department/ Autonomous Bodies/Educational Institutions/ Universities etc.</p> <p><i>Desirable: Diploma in Office Automation</i></p>	<p>By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of Delhi Judicial Academy.</p> <p style="text-align: center;">OR</p> <p>By direct recruitment on permanent or temporary basis through a written test and interview.</p> <p style="text-align: center;">OR</p> <p>By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.</p> <p style="text-align: center;">OR</p> <p>By selection on merit on deputation.</p>

15	Upper Division Clerk (UDC) (Promotion/Selection Post)	Graduate with 5 years service in the pay band of Rs. 5200-20200+1900 (Grade Pay) on the establishment of Delhi Judicial Academy. OR Graduate with 5 years service in the pay band of Rs. 5200-20200+1900 (Grade Pay) in Central/ State Government Department/ Autonomous Bodies / Educational Institutions/ Universities etc.	By promotion on the basis of seniority-cum-merit from the seniority list of eligible candidates on the establishment of Delhi Judicial Academy. OR By departmental recruitment from LDCs having minimum service of 5 years, through a written test and interview. OR By selection on merit on deputation.
16	LDC (Selection Post)	Intermediate with computer typing speed of 35 w.p.m. and must have knowledge of computer. OR Officials of Central / State Government or Universities holding analogous post.	By direct recruitment on permanent or temporary basis through a written test, computer typing test and interview OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief. OR By selection on merit on deputation.
17	Library Clerk (Selection post)	Intermediate with Certificate course in Library Science from a recognized University/Institution. Must have knowledge of English. <i>Desirable: Experience of restoration of documents in a Library.</i>	By direct recruitment on permanent or temporary basis through a written test and interview. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.
18	Xerox Operator (Selection Post)	Matriculation or equivalent from a recognized Board with 1-year experience in handling the Xerox machine.	By direct recruitment on permanent or temporary basis through an interview OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.

19	Staff Car Driver (Selection Post)	Matriculation or equivalent from a recognized board having valid driving licence for light motor vehicle with minimum 2 years unblemished driving experience.	By direct recruitment on permanent or temporary basis through an interview and on the basis of merit-cum-fitness subject to qualifying skill test by Government Motor Training School or by State Government authorized Institution. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.
20	Bus/HT Vehicle Driver (Selection Post)	Matriculation or equivalent from a recognized Board having valid commercial driving licence for heavy motor vehicle with minimum 2 years unblemished driving experience.	By direct recruitment on permanent or temporary basis through an interview and on the basis of merit-cum-fitness subject to qualifying skill test by Government Motor Training School or by State Government authorized Institution. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.
21	Dispatch Rider (Selection Post)	Matriculation or equivalent from a recognized Board having valid driving licence for motorcycle with at least 2 years unblemished driving experience.	By direct recruitment on permanent or temporary basis through an interview and on the basis of merit-cum-fitness subject to qualifying skill test by Government Motor Training School or by State Government authorized Institution. OR By direct recruitment on contract basis on the basis of recommendation by the Patron-in-Chief.
22	Multi Tasking Staff	Matriculation or ITI equivalent, with atleast 50% marks from a recognized Board (Person with Graduation and/or with valid driving licence for light motor vehicle with unblemished driving experience and/or having knowledge / experience of book binding would be preferred).	By direct recruitment on permanent, temporary or contract basis through an interview. OR By transfer or deputation of a person serving in the High Court or the District Courts in Delhi or the Government of NCT of Delhi.

SCHEDULE - III

(Added in terms of Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel and Training O.M. No. AB-1401716-Estt (RR) dated 30.04.2010)

List of duties and responsibilities of Multi Tasking Staff of the Academy.

Their duties would broadly include:

- (iv) Physical Maintenance of records of the Section/Library
- (v) General cleanliness & upkeep of the Section/Unit/Library
- (vi) Carrying of files & other papers within the building
- (vii) Photocopying, sending of FAX etc.
- (viii) Other non-clerical work in the Section/Unit/Library
- (ix) Assisting in routine office work like diary, dispatch etc., including on computer
- (x) Delivering of dak (outside the building)
- (xi) Watch & ward duties
- (xii) Opening & closing of rooms
- (xiii) Cleaning of Rooms
- (xiv) Dusting of furniture etc.
- (xv) Cleaning of building, fixtures etc.
- (xvi) Driving of vehicles, if in possession of valid driving license
- (xvii) Upkeep of parks, lawns, potted plants etc.
- (xviii) Physical verification & maintenance of books/periodicals, newspapers, their issue/return and their processing for assignment of Accession No. etc.
- (xix) Any other work assigned by the superior authority

Note:

1. Multi Tasking Staff refers to erstwhile posts of Peon & Library Binder
2. The above list of duties is only illustrative and not exhaustive.