

Judicial Academy Jharkhand

Near Dhurwa Dam, Dhurwa, Ranchi – 834004

Applications are invited from eligible candidates to fill up the existing **one contractual vacancy** for the post of “**Campus Administrator**”.

Sl. No.	Nomenclature of the posts	No. of post(s)
1	Campus Administrator	01

1. Each candidate should submit his / her application (in the prescribed format given below) addressed to the **Director, Judicial Academy Jharkhand, Near Dhurwa Dam, Dhurwa, Ranchi- 834004**, by Registered / Speed Post only. The last date for receipt of application is **20th May, 2024**.
2. **Campus Administrator** shall be engaged purely on temporary contractual basis initially for a term of 01 (one) year with extension for further period of one year at a time on satisfaction of the “Appointing Authority” for a maximum period upto five years only, which shall not entail person concerned to claim any regular appointment.
3. Premature discharge of the assignment given to Campus Administrator at least one month notice or one month remuneration in lieu thereof.
4. **Method of Selection:** On the basis of the academic result, Interview, and Suitability for the required nature of work. More weightage shall be given to the academic result.
5. **Age:** Maximum **35 years** as on the date of advertisement.
6. **Qualification:** Candidate must be **degree holder in Hotel Management** from recognized university along with working experience for at least 03 (three) years.
7. **Disqualification:** The candidate should not be involved in any criminal case, whether convicted or against whom criminal trial is pending or any case of moral turpitude. Any information with regard to above disqualifications even at later stage, if brought in notice of the Director, that will be the ground for dismissal.
8. **Honorarium / Pay:** Consolidated honorarium of **Rs. 40,000/- per month** without any dearness or other allowance / perquisite shall be paid to the **Campus Administrator**. Proportionate reduction of honorarium shall be made for unauthorized absence.

9. **Attendance and Leave :** The **Campus Administrator** shall be entitled of one casual leave on completion of one calendar month, and unavailed casual leave will accumulate, uptill calendar year. The Director, Judicial Academy to grant casual leave and permission to leave headquarter.
10. **Duties of Campus Administrator:** The **Campus Administrator** shall be acting under the direct control of the Director / Administrative Officer, Judicial Academy and shall perform Supervision and management of Hostels, Mess, Recreation Center, Auditorium, Guest House, Administrative Block and other affairs of the Academy, as per direction of the Director / Administrative officer of the Judicial Academy, Jharkhand.

Enclosures:

Candidates are required to enclose:

1. Self-Attested photocopy of Matriculation Certificate in proof of Date of Birth.
2. Self-Attested photocopy of certificates and mark-sheets from matriculation/12th onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of test/ interview.
3. Self-Attested photocopy of work experience.
4. Three recent self-attested passport size photographs should be affixed on the application form. One to be pasted on the application form and rest two photographs to be stapled.
5. One self-addressed envelope of 10 x 4.1/2 cm) bearing requisite postal Stamp for registered / speed post.

Important:

1. Application is to be filled up only in English.
2. The appointment will be made strictly from the Panel of successful candidates prepared on the basis of merit.
3. The information regarding schedule of the interview and venue will be communicated through admit card by post and email. If however any candidate does not receive the admit-card, he/she may contact the undersigned at least two days before the scheduled date of interview. The Authority reserves the right to cancel the candidature of any candidate at any stage if found unfit and in that case no claim for issuance of admit card or for return of fee shall be entertained.
4. Incomplete application not confirming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.

5. On the envelope containing the application form the words – “**Application for the post of Campus Administrator**” must be written.
6. The Applications received after the last date of receiving the application shall be liable to be rejected and claim of any refund shall not be entertained.
7. The Authority shall not be responsible for any postal delay and no claim shall be entertained by the Authority based upon postal delay.
8. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the Academy reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Academy shall be final.
10. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals of the certificates should not be send along with the application form. However, original certificates has to be produced before the time of test / interview.
11. The Academy reserves the right to cancel the appointment process, if the circumstances so warrant.
12. The Academy shall verify the documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine background and has suppressed the said information, then his/her services shall be terminated.
13. Persons in employment should route their application through proper channel.
14. No TA/DA is admissible for attending the test /interview.

Director
Judicial Academy, Jharkhand, Ranchi

FORMAT

APPLICATION FOR THE POST OF

(Application form should be filled in capital letters)

Self attested passport size photograph
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1. Name of the applicant :
2. Father's /Husband's Name :
3. Address for communication, with Pin Code :
4. Permanent Address :
5. Email Id :
6. Mobile No. / Phone No. :
7. Date and Place of Birth :
8. Age as on date of advertisement :
9. Marital Status (Married / Unmarried) :
10. Nationality :
11. Educational & professional Qualifications :

Examination Class/Passed	Name of the Board/ university	Year of Passing	% of Marks	Grade/ Division	Subjects studied
Matriculation / 10th					
10+2/ Equivalent					
BHM or equivalent degree in Hotel Management					

12. Special qualification if any :

13. Applicant's area of specialization :

(Specialization must be relevant to the area(s)
listed in the notification)

14. Whether presently serving in any Govt.

Institution/undertaking/Corporate/private

Institution (Yes/No) if yes, :

(a) Name of Department / Institution :

(b) Name of Post held :

(c) Date of joining on that Post :

15. Details of work experience :

Certified that the information's furnished by me here in above are true to my personal knowledge. I understand that if anything stated herein above turns out to be false the Judicial Academy Jharkhand may cancel my candidature at any stage of selection process and may debar me from appearing in the written test at its sole discretion. Further, I understand that if I obtain appointment on the basis of any wrong information/document, I shall be liable for immediate termination/revocation/cancellation and this may also entail my prosecution under criminal Penal Laws. I have never been convicted by any court of India for any offence and no criminal proceeding is pending against me in any court of India.

Place:

Date :

Signature of the candidate