



Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022

Ph. No. 0172-6662440

website: www.cja.gov.in E-mail id: admn@cja.gov.in

No. DIR / CJA / 2025/ 2128

Dated: 14.07.2025

EMPLOYMENT NOTICE

CANDIDATES CAN APPLY ON PRESCRIBED FORMAT WITH EFFECT FROM :15.07.2025 AFTER 9:00AM
LAST DATE/TIME FOR RECEIPT OF APPLICATION : 13.08.2025 till 5:00 PM

The eligible applicants are required to apply through prescribed format which is available on the website of Chandigarh Judicial Academy (www.cja.gov.in).

To fill up the Five (5) posts of Multi Utility Staff (Peon/Chowkidar/ Hostel Attendant) on the establishment of Chandigarh Judicial Academy, applications complete in all respects on the prescribed performa with attested copies of testimonials and two recent passport size photographs are invited. The detail of the posts on the establishment of Chandigarh Judicial Academy is as under:-

Sr. No.	Name of Post	Group	Total Number of Vacancies (5)	Pay Scale
1.	Multi Utility Staff (Peon/ Chowkidar/ Hostel Attendant)	D	General Category: 4 BC/OBC category: 1	Pay Scale of 18,000/- (Level 1) of pay matrix of 7 th CPC.
The number of vacancies may be increased or decreased without any notice. It is clarified that, the number of candidates to be recommended will be decided by the Hon'ble Board of Governors.				

1. AGE LIMIT:

- a) Age of the candidates for the vacancy of 'MUS (Peon/Chowkidar/ Hostel Attendant)' shall not be less than 18 years and more than 35 years as on 01.01.2025.
- b) The persons who have served under Central or State Government, Autonomous Organization of the Central or State Government or Universities or such like Institution shall be entitled to relaxation of age to the extent of years of regular service rendered for such organization, subject to maximum of five years.

2. ELIGIBILITY

(1) No person shall appointed to the service unless he is:-

- a) A citizen of India or
- b) A citizen of Nepal, or
- c) A Tibetan refugee who came over to India before 1st January 1962, with the intention of permanently settling in India,

Provided that a candidate belonging to categories (b) and (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- (2) No person shall be appointed to the Service, unless he produces a certificate of character from the Principal academic officer of the University, college, School, or Institution last attended, if any, or from his previous employer, if employed at the time of making of an application and a similar certificate or character from two responsible persons not being his relatives who are well acquainted with him.

3. ESSENTIAL QUALIFICATION, EXPERIENCE AND CRITERIA

Note: The applicants must possess the requisite educational qualification as on the last date (as mentioned above) of receipt of application.

Minimum Middle Standard and maximum 10+2 from recognized School Education Board/recognized School. Candidates having qualification higher than the maximum prescribed above shall not be eligible for direct recruitment.

DISQUALIFICATION

No person-

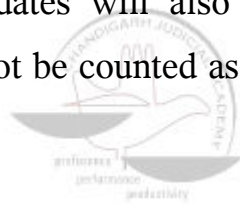
- (a) who has entered into or contracted a marriage with any person having a spouse living; or
- (b) who having a spouse living has entered into or contracted marriage with any person;

shall be eligible for appointment to the service.

4. MODE OF SELECTION

In case a large number of applications are received, candidates may be shortlisted by way of screening test or any other criterion as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy.

In case of screening test, candidates equivalent to such number of the advertised vacancies (in order of merit) as decided by the Hon'ble Selection Committee of Chandigarh Judicial Academy would be called to appear in Interview. If two or more candidates are having equal marks to the last shortlisted candidate, then all such candidates will also be called for interview. Marks obtained in screening test will not be counted as this test is only for short listing of the candidates.



It is clarified that mere participation in the shortlisting test will not give any right to the candidate to participate in the interview.

Final selection shall be made on the basis of merit in the Interview(criteria as decided by Hon'ble Selection Committee), which shall be of 50 marks.

Waiting list may also be prepared, which shall be valid for six months.

5. SPECIAL INSTRUCTIONS

- The decision of the Hon'ble Selection Committee of Chandigarh Judicial Academy in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criterion for selection etc. shall be final and binding on the applicants. No inquiry or correspondence shall be entertained in this regard.
- The particulars mentioned/ information given in the application form will be treated as final. Candidates will have to produce testimonials in support of given particulars/information. Failure to

produce supportive testimonial(s) and/or to substantiate particulars/ information will lead to rejection of candidature. No variation in this regard will be either accepted or allowed to be explained.

- The pay and allowances of the selected candidates will be governed as per the latest applicable rules and instructions issued by the Government of Punjab and adopted by the Chandigarh Judicial Academy for its employees.

6. EXAMINATION FEE (Non-refundable):-

The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of 'CHANDIGARH JUDICIAL ACADEMY' payable at CHANDIGARH for the post of MUS(Peon/Chowkidar/Hostel Warden) : Rs. 500/- (for all categories):-

The fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.



7. ENCLOSURES

The application form should be accompanied by:

- Attested copies of all supporting documents regarding qualification, date of birth (matriculation certificate), experience certificate if any, etc.
- Bank Draft drawn on any nationalized bank in favour of 'Chandigarh Judicial Academy' payable at Chandigarh for the amount detailed above.
- Two self addressed duly stamped envelopes having size of 9"x4" inches.
- Two recent duly attested passport size photographs, one to be pasted on the application form and the other to be enclosed with the application form.

8. IMPORTANT INSTRUCTIONS

- The application in sealed envelope can be submitted on the prescribed proforma in the office of Director (Administration), Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160022 in person or by registered post. Sealed envelope should be clearly super scribed with in capital letters :-

**“APPLICATION FOR THE POST OF
MUS(Peon/Chowkidar/Hostel Attendant)_”**

- ii. An application on the prescribed proforma complete in all respects should reach the office on or before date tabulated in the advertisement. *Incomplete applications or those not on the prescribed perform or those received after the due time and date shall be out-rightly rejected. Chandigarh Judicial Academy will not be responsible for any postal delay.*
- iii. The conditions of employment/service and reservation shall be regulated as per the provisions of Chandigarh Judicial Academy Employees (Appointment, Condition of Service, Punishment & Appeal) Rules, 2011 as amended from time to time.
- iv. Merely satisfying the eligibility criterion does not entitle an applicant to be called for screening test/Interview. The Selection Committee reserves the right to alter/modify or change any of the terms and conditions including the selection criterion as spelt out in the advertisement.
- v. Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, so the candidates are advised to fill all their particulars after taking due care and precaution.
- vi. Separate Form/fee is required to be filled for each category.
- vii. Applicants are advised to visit the website of Chandigarh Judicial Academy (cja.gov.in) and check their E- mail accounts (inbox as well as spam box) regularly for updates regarding Result and other important information. Unnecessary correspondence with this office should be avoided.
- viii. The venue, date, time of interview, result, notice and corrigendum of this recruitment process will be informed on the official website [i.e. cja.gov.in](http://cja.gov.in). However, it shall be the responsibility of the candidates to keep themselves updated about the same. Academy shall not be responsible in any manner in case candidate could not appear in the interview/any other stage due to non-visiting of website, where

important information regarding different stages is uploaded or for getting the E- mail in spam box of email account of the candidate.

- ix. The persons who are serving the Central or State Govt., Autonomous Organization of the Central or State Govt. or Universities or Courts/ State Judicial Academies or such like institutions must enclose '**NO OBJECTION CERTIFICATE**' issued by their departments with their application form while applying for the said post. Such applications must reach Chandigarh Judicial Academy well in time. In case, '**NO OBJECTION CERTIFICATE**' is not enclosed, such applications will not be taken into consideration for Recruitment purpose.
- x. The admission of applicants at all stages of recruitment process i.e. screening test/Interview etc. will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any time before or after the test, it is found that an applicant does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any further notice.
- xi. Admit Cards will be issued to the applicants only if they are eligible for the post. Candidates are further advised to strictly adhere to the instructions mentioned in this regard on their admit Cards.
- xii. A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer. The certificate must be latest one.
- xiii. The admission of candidates at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If, on verification at any stage before or after the said process and even after the completion of selection process, it is found that any candidate does not fulfill any of the eligibility condition, the candidature

of such candidate shall stand cancelled without any further notice with consequential effect.

- xiv. No TA/DA shall be paid to the applicants for appearing in the screening test/ Interview and for checking of documents.
- xv. The original documents shall be produced by the candidates as and when demanded.
- xvi. The candidature of candidate who conceals any material fact or furnishes any false information can be rejected by the Hon'ble Selection Committee at any stage. Canvassing in any form will entail cancellation of candidature.
- xvii. Candidate having more than one living spouse shall not be eligible for appointment.
- xviii. In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of Academy [i.e. www.cja.gov.in](http://www.cja.gov.in) shall prevail.
- xix. The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake committed in the application form and Academy shall not be responsible or liable in any way. Any information submitted by an applicant in the application will bind the applicant personally and if found to be false, then the applicant shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- xx. The result and other important information regarding recruitment process will be displayed on the website of Chandigarh Judicial Academy ([i.e. www.cja.gov.in](http://www.cja.gov.in)) only.

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Director (Administration)
Chandigarh Judicial Academy

**APPLICATION FORM FOR THE VACANCY OF MULTI UTILITY
STAFF(Peon/CHOWKIDAR/HOSTEL ATTENDANT) IN CHANDIGARH JUDICIAL
ACADEMY, SECTOR 43-D, CHANDIGARH.**

(To be filled in by the candidate in Block Letters with Blue/Black Ball Point Pen)

**POST APPLIED FOR MULTI UTILITY STAFF
(PEON/CHOWKIDAR/HOSTEL ATTENDANT)**

CATEGORY APPLIED FOR (GENERAL, BC/OBC)= _____

1. Name of Candidate : _____ (as mentioned in Matriculation Certificate)	Latest passport size photograph duly attested by a Gazetted Officer.
2. Father's Name : _____	
3. Mother's Name : _____	

4. **Date of Birth** (as mentioned in the Matriculation certificate) :

In numerals _____ / _____ / _____.

In words

(ii) **Age as on 01.01.2025** : _____ Years

Days _____ Months _____ Year.

(iii) **Sex** : _____.

5. **Correspondence Address** :

City _____ State _____

Pin Code _____

6. Permanent Address:

City _____ State _____

Pin Code _____

7. Category applied for (General, BC/OBC) _____

Nationality: _____

8. Contact Number: Mobile _____

Telephone(Landline) _____

9. E-Mail ID : _____

10. (a) Educational Qualification:

Sr. No	Exam Passed	Board	Year of passing	Total Marks	Marks Obtained	%age
1.						
2.						
3.						
4.						
5.						

(b) Experience Details:-

Sr. No	Name of the Institution	Post held	Date of joining	Date of leaving	Basic Pay	Reason for leaving
1.						
2.						
3.						
4.						
5.						

11. Whether the applicant has passed _____ (YES / NO)
Hindi or Punjabi upto Matriculation
standard or its equivalent.

12. Whether the candidate is already in Govt. Service, _____ (YES / NO)
(If yes, Please enclose "No Objection Certificate"
issued by the Head of Deptt. where serving)

(ii) Whether 'No Objection Certificate' is enclosed or not: _____ (YES / NO)

13. Have you ever been discharged, removed
or dismissed from any Govt. Service. _____ (YES / NO)
If yes, give details: _____

14. Have you ever been arrested or detained in
Police or Judicial lock up or ordered to be
Bound down in security proceedings or
Convicted for any offence? _____ (YES / NO)
If yes, give details: _____

15. Detail of Examination fee:

Demand Draft No. _____ Dated _____

Amount: _____

Bank Name: _____

(Please mention your details i.e. Name, Father's name, address etc. on the back of Demand Draft)

16. Detail of Enclosures with application form:

a) _____

b) _____

c) _____

d) _____

e) _____

Date: _____

Place: _____

Signature of Candidate

Declaration by the Candidate

I solemnly declare that the particulars given by me in column No. 1 to 16 are true and correct to the best of my knowledge and nothing has been concealed therein. I further undertake that in the event of any of the particulars given is found to be incorrect/false at any stage, my candidature be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Date: _____

Place: _____

Signature of the Candidate



NO OBJECTION CERTIFICATE

(To be issued by Head of the Department in case the candidate is serving in any central government or State Government, Autonomous Organization of the Central or State Government or Universities or such like Institution).

No. _____ Dated _____

It is certified that Mr. / Ms. _____ son/daughter of Sh. _____ is serving in this office and the undersigned has no objection if he/she appears in the Interview/Screening test for the vacancy of 'MUS (Peon/Chowkidar/ Hostel Attendant)' to be conducted by Chandigarh Judicial Academy. The service particulars of the candidate are as under:-

1. Department/Office where employed : _____
2. Date of Initial Appointment : _____
3. Date of present Appointment : _____
4. Total length of Service : _____
5. Present Designation : _____
6. Pay Scale : _____
7. Regular/Temporary/Ad-hoc Contract/Deputation/Transfer Basis (Specify please) : _____
8. If on deputation/transfer, give Details of the parent office. : _____
9. Whether any department Proceedings initiated or likely To be initiated or minor/major Punishment imposed? If so, Give details : _____

Dated:

(Signature of the Authority)

Designation: _____

Seal: _____