

# TRIPURA JUDICIAL ACADEMY

NARSINGARH, AGARTALA, WEST TRIPURA-799015

No.: F.2(60)/TJA/RA/2024/ 5364

Dated: 06<sup>th</sup> December, 2024

## **RECRUITMENT ADVERTISEMENT-01 of 2024-25**

### **For filling up of the posts of Research Associates (on Contract)**

Applications are invited from eligible candidates to fill up the following **three purely contractual vacancies** for the post of **Research Associate in the consolidated pay of Rs. 60,000/- per month.**

Sl. No.	Nomenclature of the posts	No. of posts
1	Research Associate (Civil Law)	01
2	Research Associate (Criminal Law)	01
3	Research Associate (Constitutional Law)	01

### **Term and nature of engagement:**

- I. Research Associate shall be engaged on purely temporary on contractual basis, initially for a term of one year. Subject to his/her performance to the satisfaction of Tripura Judicial Academy, Agartala, the term may be extended for a further period of one year at a time, maximum up to 3 years. The engagement as above, shall not entail person concerned to claim any regular appointment.
- II. A Research Associate intending to leave engagement at premature stage shall be required to give prior notice of one month or one month remuneration in lieu thereof.
- III. Premature discharge of the assignment without notice shall be lawful provided Hon'ble Chairman of Tripura Judicial Academy makes written recommendation.
- IV. Research Associate shall not leave headquarter unauthorizedly and shall not remain absent from work, without prior sanction; such unauthorized absence may entail premature termination of engagement without notice.

### **Duties of Research Associate:**

The Research Associate shall be acting under the direct control of the Director or/and other Officer/s of the Academy and shall perform all such academic and research jobs as may be assigned to him which will include:

- I. Preparation of study materials.
- II. To conduct search and research on topics as desired by the Judicial Academy/Hon'ble Court.
- III. To search out case laws, articles, papers and other relevant material required in discharge of Judicial / administrative work.
- IV. To research on various subjects for seminars/workshops, conferences etc.

- V. To conduct empirical and doctrinal research relating to Administration of Justice and Justice dispensation.
- VI. The Research Associates will not accept any other assignment during the term of his contract as Research Associate.

**Guidelines for Application submission:**

1. Each **candidate** should submit his/her application (in the prescribed format given below in Annexure-I) addressed to the **Director, Tripura Judicial Academy, Narsingarh, Agartala, West Tripura-799015**, by Hand/Registered/Speed Post only. The last date for receipt of application is **till 5:00 PM 26<sup>th</sup> December, 2024**.
2. **Examination Fee:** Every candidate shall pay Rs. 500/- as fee through Demand Draft to be drawn in the name of Director, Tripura Judicial Academy. The name and address of the candidate must be mentioned on the overleaf of the Demand Draft.  
*(Candidates desiring to apply in multiple posts would have to pay the requisite fees separately against that particular category of posts)*
3. **Age and Nationality:** Maximum **32 years** as on the date of advertisement. He/She must be a citizen of India.
4. **Essential Qualifications:**
  - a) Postgraduate Degree in Law (LL.M) with a minimum of 55% marks from a recognized university/college/institution.  
*(Candidates who have completed their LL.M but are awaiting results are also eligible to apply. However, such candidates must submit a self-attested photocopy of their marksheet in support of their qualification at least 15 (fifteen) days prior to the date of interview.)*
  - b) Undergraduate Degree in Law (LL.B) with a minimum of 55% marks from a recognized university/college/institution.
  - c) Proficiency in computer operations and typing skills.
5. **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.
6. **Honorarium / Pay:** Consolidated honorarium of **Rs. 60,000/- per month** without any dearness or other allowance / perquisite shall be paid to the Research Associates. Proportionate reduction of honorarium shall be made for unauthorized absence.
7. **Attendance and Leave:** The Research Associate shall be entitled to one casual leave on completion of one calendar month, and un-availed casual leave will accumulate, uptill calendar year. There will be no other leave of any nature whatsoever.
8. **Enclosures:**

Candidates are required to enclose:

  - a) Self-Attested photocopy of Matriculation Certificate in proof of Date of Birth.
  - b) 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.
  - c) Self-Attested photocopy of work experience, if any.
  - d) Original Bank Draft of Rs. 500/- (Five Hundred only) drawn on any Nationalized Bank payable at Agartala in favour of Director, Tripura Judicial Academy towards the payment of Fee.

- e) One recent self-attested passport size photographs should be affixed on the application form. Enclose two photos with name written on the backside in an envelope along with the application.
  - f) **One self-addressed envelope (of 10 x 4.1/2 cm) bearing postage Stamp of Rs. 25 (Rupees Twenty-Five only).**
9. **The last date for submission will be strictly adhered to, and applications must be received within office hours on or before the deadline. Applications received after the deadline or incomplete applications will be summarily rejected.**

**Method of Selection:**

On the basis of the academic result (70 marks), Interview and Domain Knowledge (30 marks). Only **15 times** candidates of vacancy shortlisted on the basis of academic results shall be called for interview.

**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. The name and address of the candidate must be mentioned on the overleaf of the Demand Draft.
5. Incomplete application not confirming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
6. On the envelope containing the application form the words – “**Application for the post of Research Associate (Civil Law/Criminal Law/Constitutional Law)**” (whichever is applicable) must be written.  
*(Applications of Candidates applying for multiple vacancies should be sent in separate envelopes and all the applications must be complete in all respects for successful candidature).*
7. 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.
8. The Authority shall not be responsible for any postal delay and no claim shall be entertained by the Authority based upon postal delay.
9. 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.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Academy shall be final.

11. Candidates should send self-attested copies of certificates and mark-sheets from matriculation 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.
12. The Academy reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
13. Application fees once paid shall not be refunded under any circumstance.
14. The Academy shall verify the documents submitted by a candidate at any time at the time of appointment or during the tenure of the engagement. 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 engagement shall be terminated.
15. Persons in employment should route their application through proper channel.
16. No TA/DA for attending the interview is admissible.

  
Director

Tripura Judicial Academy  
Narsingarh, Agartala

**FORMAT****APPLICATION FOR THE POST OF .....****(Application form should be filled in capital letters)**

Attach a self-attested passport-size photograph.  
(Enclose two additional photos in an envelope along with the application.)

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					
B.A/B.Sc/B.Com /B.A.					
LL.B					
LL.M					
M.Phil.					

Examination Class/Passed		Name of the Board/ University	Year of Passing	% of Marks	Grade/ Division	Subjects studied
Ph.D (if pursuing provide details)	Submitted		Date of submission			
	Awarded		Date of Award			
D.Sc/D.Litt						

Exams passed	Subject	Roll No.	Year	Position
JRF				
NET				
SLET				

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) :

15. If yes, Name of Department / Institution :

16. Name of Post held :

17. Since :

18. Details of Demand Draft

a. Amount..... b. D. D.No. ....

c. Date ..... d. Bank & Branch.....

19. Research Experience (if any) :

20. Duration :

21. Organization :

22. Area :

23. Publications (if any) :

24. Books (List of those published and In-Press separately) (if any) :

25. Awards and Recognition (if any) :

26. Membership of Professional /Academic Bodies :

27. List of self-attested testimonials

attached (original to be produced

at the time of interview) :

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

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 Tripura Judicial Academy 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**