

**Scheme for Engaging Research Associate in
Tripura Judicial Academy**

**Tripura Judicial Academy
Narsingarh, Agartala**

No.F.1(10)/TJA/Appt./2016-2024/5094-5121

Dated, Agartala, the 22nd November, 2024.

NOTIFICATION

**SCHEME FOR ENGAGING RESEARCH ASSOCIATE IN
TRIPURA JUDICIAL ACADEMY**

Tripura Judicial Academy has been pleased to make the following guidelines :-

1. Title:

The guidelines provided herein after shall be called “**Scheme for engaging Research Associate in Tripura Judicial Academy.**”

2. Definitions:

Unless there is anything repugnant in the subject or context-

- (i) Chairman means Hon’ble Chief Justice of Tripura High Court who is the Chairman, Tripura Judicial Academy.
- (ii) Chief Justice means Hon’ble Chief Justice of High Court of Tripura.
- (iii) Judge means Hon’ble Judge of Tripura High Court.
- (iv) Research Associate means Research Associate engaged under this Scheme.
- (v) Website means official website of Tripura Judicial Academy and Tripura High Court as may be updated from time to time.
- (v) Recognized University/ College/ Institution shall mean the Universities Colleges/ Institutions established by law in India.

3. Term and nature of engagement:

- I. Research Associate shall be engaged on purely temporary contractual basis, initially for a term of one year. Subject to his/her performance to the satisfaction of Tripura Judicial Academy, A g a r t a l a , 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.

4. 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.

5. Selection Process:

- I. Research Associate shall be selected by notifying requirement as and when the vacancy would arise.
- II. The advertisement shall be published on the websites of Tripura Judicial Academy and Tripura High Court, as well as in newspaper/s having State and National circulation. Simultaneous to this process, the Registrars of Universities/ Colleges/

Institutions may also be intimated about the requirement with a request to display the advertisement on the notice board as well as website of the university.

- III. Applications will be invited from the willing candidate in prescribed proforma as contained in Application format with General Instructions for filling application (**ANNX.-1**).
- IV. Application Format, notice indicating last date of submission of application forms and intimation for appearing in interview shall be published on the official website of Tripura Judicial Academy and Tripura High Court.
- V. Application for engagement of Research Associate will be scrutinized by Tripura Judicial Academy, under directions of the Hon'ble Chairman, Tripura Judicial Academy.
- VI. The selection of Research Associate shall be made by Selection Committee constituted by the Hon'ble Chairman, Tripura Judicial Academy, headed by Hon'ble Judge-in-Charge, Judicial Education and Training, and comprising all members to be nominated by the Hon'ble Chairman. If required by the Selection Committee, shortlisting of the applications may also be done on the basis of research achievements, academic career and computer skills of incumbents.
- VII. The Selection Committee shall assess the suitability of applicants after interviewing the candidates, considering their research/academic record as well as language communication and computer skills.
- VIII. Selected candidates shall be intimated personally and the list shall be published on the official website of Tripura Judicial Academy, and Tripura High Court. The selected candidate shall be given a 'Letter of Offer' on date of commencement of his/her engagement as Research Associate in prescribed format **ANNX.-2**.

6. Fee:

Every candidate shall pay Rs. 500/- as fee through Demand Draft or Postal Order to be drawn in the name of Director, Tripura Judicial Academy.

7. Age and Nationality:

- I. Maximum 32 years as on the date of Advertisement.
- II. He/She must be a citizen of India.

8. Qualifications:

- I. The candidate must have acquired a Post Graduate degree in law (LL.M) with a minimum 55 % marks from a recognized University/College/Institution.
- II. The candidate must also have done LLB with a minimum 55 % marks from a recognized University/College/Institution.
- III. The candidate must have working knowledge of computer with typing skills.

9. Disqualification:

- I. A candidate should not be involved in any criminal case, either convicted or against whom criminal trial is pending or any case of Moral Turpitude.
- II. A candidate must not be medically unfit.

10.Honorarium:

- (i) A fixed honorarium of Rs. 60,000/- per month without any dearness or other allowance/ perquisite, shall be paid to the Research Associate.
- (ii) Proportionate reduction of honorarium shall be made for unauthorized absence, so also for absence beyond permissible period of leave.

11.Duty Hours, Attendance and Leave:

It is a full time Job, with following conditions regarding duty hours, attendance and leave:

- I. The daily working hours shall be as per the calendar of Tripura High Court. However on the days of Seminars, Workshops, Conferences etc. the duty hours shall be as directed by the Director, Tripura Judicial Academy.

- II. A 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.
- III. The Director, Tripura Judicial Academy shall be competent authority to sanction his/her leave and permission to leave headquarter.
- IV. Tripura Judicial Academy shall maintain account of attendance and casual leave of the Research Associate, and will send its intimation on last working day of each calendar month to the Hon'ble High Court of Tripura for preparing bill of honorarium.

12. Conduct during and after term of engagement

- I. A Research Associate shall maintain devotion to duty, and high standard of moral during the term of engagement. He/She will not disclose any fact which comes to his/her knowledge on account of such official attachment, during or after completion of term of engagement, unless such disclosure is legally required in discharge of lawful duties.
- II. The Research Associate will not accept any other engagement of any nature during term of engagement as Research Associate.
- III. He/She will not leave headquarter without seeking permission from Director, Tripura Judicial Academy.
- IV. He/ She will not avail leave without getting it sanctioned. In case of emergency, he/she will immediately contact and convey any Officer of Tripura Judicial Academy, of his/her inability to attend office.

13. Undertaking:

Before taking over engagement, Research Associate shall submit an undertaking in format, as prescribed, before Director, T r i p u r a Judicial Academy in **ANNX.-3**.

14. Certificate:

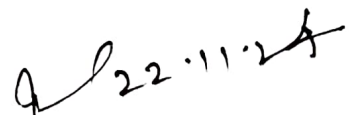
- I. On successful completion of term of engagement, a certificate by the Director, Tripura Judicial Academy, shall be issued, in form prescribed in **ANNX-4**.

- II. If the engagement is terminated due to pre-mature discharge by the Academy, or due to voluntarily giving up engagement by Research Associate concerned, no such certificate shall be given.

15. Publication of the Scheme:

- I. The Scheme shall be uploaded on website and intimation of uploading may be given to the registrars of various Institutions/ Universities/ Colleges.
- II. Hon'ble the Chairman may, direct publishing of this scheme in any other additional manner also.

By the Order

A handwritten signature in black ink, appearing to be 'A. 22.11.24', is written over the printed name of the Director.

DIRECTOR

TRIPURA JUDICIAL ACADEMY

General Instructions for filling up Application Form for Research Associate

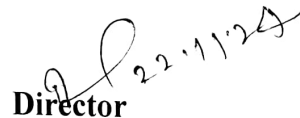
Candidates are required to enclose :

- I. Self Attested photocopy of Matriculation Certificate in proof of Date of Birth.
- II. 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.
- III. Self Attested photocopy of work experience, if any.
- IV. Original Bank Draft of Rs. 500/- (Five Hundred only) drawn on any Nationalized Bank payable at Agartala in favour of Director, Judicial Academy Tripura towards the payment of Fee.
- V. Three recent self attested passport size photographs should be affixed on the application form.
- VI. One self addressed envelope of 10 x 4.1/2 cm) bearing postage Stamp of Rs. 25 (Rupees Twenty Five only).

Important:

- I. Application is to be filled up only in English.
- II. The appointment will be made strictly from the Panel of successful candidates prepared on the basis of merit.
- III. 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.
- IV. The name and address of the candidate must be mentioned on the overleaf of the Demand Draft.
- V. Incomplete application not confirming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.

- VI. On the envelope containing the application form the words – “**Application for the post of Research Associate**” must be written.
- VII. 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.
- VIII. The Authority shall not be responsible for any postal delay and no claim shall be entertained by the Authority based upon postal delay.
- IX. 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.
- X. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Academy shall be final.
- XI. 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.
- XII. The Academy reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- XIII. Application fees once paid shall not be refunded under any circumstance.
- XIV. 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.
- XV. Persons in employment should route their application through proper channel.
- XVI. No TA/DA for attending the interview is admissible.


Director

Tripura Judicial Academy

FORMAT

APPLICATION FOR THE POST OF

(Application form should be filled in capital letters)

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) if yes, :
- 15.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)

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 Tripura 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

LETTER OF OFFER

Upon selection of Mr./ Mrs./ Miss
 Son/ Wife/ Daughter of
resident of
 as Research Associate
 under the provision of **Scheme for engaging Research Associate in Tripura Judicial Academy**, offer to join within seven days from the date of receipt of this letter is being made broadly on following terms and conditions:-

1. That it is pure temporary contractual assignment initially for a period of one year. Subject to Your performance to the satisfaction of Tripura Judicial Academy, A g a r t a l a , 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.
2. Premature discharge of the assignment without notice shall be lawful provided Hon'ble Chairman of the Tripura Judicial Academy makes written recommendation.
3. A fixed honorarium of Rs. 60,000/- per month without any dearness or other allowance/perquisite, shall be paid to you. However, proportionate reduction shall be made on account of unauthorized absence so also, absence beyond permissible period of leave.
4. The provisions contained in scheme for Research Associate in Tripura Judicial Academy, are binding upon you.
5. On successful completion of term of assignment, a certificate by the Director, Judicial Academy shall be issued.
6. You will maintain devotion to duty, and high standard of moral, during the term of assignment. You will not disclose any fact which comes to your knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosure is legally required in discharge of lawful duties.

7. Your principal duties are as follows:

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.

8. You will not be entitled to practice as a lawyer or to take any employment during the term of assignment. If already enrolled, you will intimate Bar Council of Tripura for suspension of Enrollment.

9. Breach of any term / condition or any in discipline by you shall attract termination of assignment without notice.

By the Order

**DIRECTOR
TRIPURA JUDICIAL ACADEMY**

UNDERTAKING

I..... Son/Daughter/Wife
of..... resident
of.....having been assigned with the
duties of Research Associate at Tripura Judicial Academy, do hereby undertake as
follows:

That I have carefully read the **SCHEME FOR ENGAGING RESEARCH ASSOCIATE
IN TRIPURA JUDICIAL ACADEMY and the Letter of Offer** and have fully
understood the provisions and conditions mentioned therein. I understand and do
undertake that I am bound by the provisions contained in the said scheme and that I will
abide by the provisions of it.

Date:

Signature
(Name of Candidate)

Verified

(Director)

Tripura Judicial Academy

CERTIFICATE

To whom so ever it may concern:

It is to certify that Mr./Mrs./Miss./.....
 Son/Daughter/wife of resident of
 had
 performed job and successfully participated in training as Research Associate w.e.f
 to and his/her performance was found to be
 satisfactory/ good/ outstanding.

DATE

DIRECTOR

Tripura Judicial Academy

This is issued with immediate effect with the approval of the Competent Authority.

No.F.1(10)/TJA/Appt./2016-2024/5094-5121

Dated, Agartala, the 22nd November, 2024.

Copy to :-

1. The Principal Secretary to the Hon'ble Chief Justice, High Court of Tripura, Agartala;
2. The Secretary to Hon'ble Mr. Justice, T. Amarnath Goud, Judge, High Court of Tripura, Agartala;
3. The Secretary to Hon'ble Mr. Justice, A. Lodh, Judge, High Court of Tripura, Agartala (Judge In-charge of Judicial Education and Training);
4. The Secretary to Hon'ble Mr. Justice, S. Datta Purkayastha, Judge, High Court of Tripura, Agartala;
5. The Secretary to Hon'ble Mr. Justice, B. Palit, Judge, High Court of Tripura, Agartala;
6. The Registrar General, Hon'ble High Court of Tripura, Agartala;
7. The Secretary, Bar Council of Tripura, Agartala;
8. The Secretary to High Court Bar Association and all Bar Associations of Tripura;
9. The LR & Secretary, Law, Government of Tripura, Agartala;
10. The Registrar, National Law University Tripura;
11. The Head of the Department, Department of Law, Tripura University, Agartala;
12. The Principal, Govt. Law College, Agartala, Tripura;

13. The Principal, ICFAI Law College, Tripura;
14. The Deputy Registrar (vigilance)-cum-CPC, High Court of Tripura, Agartala;
15. The Chief Librarian, High Court of Tripura, Agartala;
16. The System Analyst, for uploading the notification in the official website of the High Court of Tripura, Agartala;
17. The Superintendent, Establishment Section/ Accounts Section, High Court of Tripura, Agartala;
18. Concerned file(s).

9/22.11.24
DIRECTOR

Tripura Judicial Academy