



RAJASTHAN STATE JUDICIAL ACADEMY

Training for nominated clerks of all the Districts of Rajasthan
on 'Use of Video Conferencing Facility'
(13 to 15 May, 2018)

GENERAL INSTRUCTIONS

1. Rajasthan State Judicial Academy welcomes all the participants to 3 days Training (in three batches) on 'Use of Video Conferencing Facility'.
2. Participants are requested to report at **09:00 am** on their respective date of training for registration at **Conference Hall of RSJA**, Jodhpur.
3. The training session will start from **10.00 am** sharp on all three days. Participants are requested to observe punctuality in all the sessions of training programme. The tentative training module is available on the website of RSJA.
4. Stay arrangement of participants is made at Officers Hostel of Rajasthan State Judicial Academy, Near Jhalamand Circle, Jodhpur w.e.f. the evening of preceding day of training.
5. The lodging & boarding expenses of participants will be borne by RSJA. **Any request to accompany spouse/children will not be honoured.**
6. **The Uniform for the participants during the training sessions shall be as under:**
Male Staff: - Formal trouser and full sleeves shirt.
Female Staff:- Formal and sober saree/salwar suit.
7. Kindly intimate your travel plan by e-mail at rsjadir@gmail.com or by Fax 0291-2720108 as early as possible and **latest by 09 May, 2018**. Kindly mention your contact number and e-mail Id also. To avoid any inconvenience, kindly secure reservation for your return journey before departure.
8. To and fro facility from Railway Station/Bus Stand to the Venue will be arranged as per travel plan of the participants.
9. Participants staying at any place other than the Venue have to inform the Academy well in time and will have to arrange their own stay and transportation.
10. Participants travelling by Train are requested to contact at ACJM Court (Railway) located at Platform No. 1 at Railway Station Jodhpur Junction (0291-2649351).
11. Kindly check the official website of RSJA for further necessary updates.
12. Participants may contact for any queries on **0291-2720108, 0291-2721788** during office hours i.e. **07.30 am to 01.00 pm**.

Note:- Queries and other information through email will be highly appreciated.

E-Mail Id: - rsjadir@gmail.com, rsjadir-jod-rj@nic.in

Fax: - 0291- 2720108

Website: - www.rajasthanjudicialacademy.nic.in

**DIRECTOR
(RSJA)**