



RAJASTHAN STATE JUDICIAL ACADEMY

WELCOME NOTE & **Instructions for Newly Appointed officers in The Civil Judge Cadre** **joining Induction Training (2016-17)**

1. **Rajasthan State Judicial Academy (RSJA) extends a warm welcome to all the newly appointed officers in the Civil Judge Cadre and wishes them a bright future.**
2. Important information regarding training will regularly be uploaded on the official website of RSJA i.e. **rajasthanjudicialacademy.nic.in**. Trainee officers are advised to visit the website regularly.
3. Every trainee officer shall join at **Rajasthan State Judicial Academy, Near Jhalamand Circle, Jodhpur** **on 04.08.2016 at 12.00 noon sharp** and shall report at **Academic Block of R.S.J.A. at 3.00 p.m.** on the same day. **While reporting**, as also on every occasion related with training, except when specifically exempted, the trainee officers must be wearing the prescribed uniform. The prescribed uniform is as under :-
 - (i) For Male officers: White shirt; white/white & black striped trousers; black coat; and black tie.
 - (ii) For Female officers: White saree with white blouse or white kurta and white Salwar/white churidar; and black coat.
4. The trainee officers are advised to bring sufficient sets of prescribed uniform for regular use.
4. Stay arrangement for trainee officers is made at Officer's Hostel, Rajasthan State Judicial Academy, near Jhalamand Circle Jodhpur from 04.08.2016. It is mandatory for all the trainee officers to stay at RSJA for this institutional training and no application for exemption shall be entertained.
5. An on line form for submitting personal information of every trainee officer is available on the official website of RSJA i.e. **rajasthanstatejudicialacademy.nic.in**. All the trainee officers are directed to download and fill the form. They will have to submit this form along with Eight (08) passport size photographs to RSJA at the time of their joining.
6. It shall be the responsibility of the trainee officer to collect stationery items including bag, daily diary etc. from the **Registration Desk** at the time of joining.
7. RSJA will provide two working tea during working days of Institutional Induction Training. Apart from this, expenses towards boarding (morning tea, breakfast, lunch, dinner etc.) shall be borne by the trainee officers themselves. Therefore, the officers are advised to keep adequate financial arrangements for the same.

- 8 In order to complete the official requirements, every officer must have following documents with them:-
- a. **AADHAR Card**
 - b. **PAN Card**
 - c. **Savings Bank Account** in any of the branches of scheduled bank preferably in **SBI**.
 - d. Proof of **Date of Birth** viz. Mark Sheet or Certificate of Board of Secondary Education having date of birth. (in original).

It is advised that every trainee officer should complete the above requirements before joining and should bring **Two cancelled cheque leaves, AADHAR Card, PAN Card and proof of DOB** along with them at the time of joining.

- 9 The officers who are already in service of Government/Other organization, should get proper relieving order from their employer and submit the same to RSJA at the time of joining.
- 10 The officer who is enrolled as an advocate is advised to complete the formalities regarding suspension of SANAD before joining.
- 11 Since it is a mandatory and extensive training course, no leave shall ordinarily be granted during the period of training.
- 12 The trainee officers are supposed to bring with them Civil Procedure Code, Criminal Major Acts and General Rules Civil & Criminal, for ready reference.
13. There shall be morning Yoga Class during the training period at the Academy and dress code for the Yoga Class is as under mentioned :-
- Male Officer:- White Tea Shirt, Black or Blue Short, White Socks and Sports Shoes.
 - Female Officer:- White Tea Shirt, Black or Blue Track Pant, White Socks and Sports Shoes.

The trainee officers are supposed to bring with them sufficient sets of above mentioned uniform for Yoga Class.

- 14 The trainee officers who are lactating mothers and whose child is of or below 15 months of age, on submission of birth certificate of child, may be allowed to stay with an attendant (on sharing basis) at the quarter available in RSJA campus, at their own expenses.
- 15 **Conduct & Discipline**
- The trainee judicial officers are expected to strictly observe discipline of the training institute and conduct themselves properly. They must be courteous in dealing with the faculty, their colleagues and the members of the staff in the training institute. They will do nothing which may disturb others in the institute.
 - The conduct of a trainee officer should always be befitting a judicial officer inside as well as outside the campus.

- The trainee officers must maintain standard of personal hygiene and social behaviour. They are expected to be punctual and dressed properly.
- The trainee officers must keep the surroundings clean and maintain the cleanliness of the rooms, hostel and campus of the Academy.
- The mobile phone is strictly prohibited in the class room.
- Consuming alcohol and smoking is strictly prohibited.
- Any violation of the discipline by the trainee judicial officer will be viewed seriously and may lead to termination of his/her training.

16 During the entire period of training, the trainee officers shall be under the immediate control and supervision of **Shri Om Prakash, OSD, RSJA**.

17 The contact numbers of **Rajasthan State Judicial Academy** office are **0291- 2720108, 2727788**

[Director]