10/02/2023-NCLT
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I/16976/2023

NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 31st May 2023

NOTICE

Subject: Engagement of **Stenographers** and **Private Secretaries** purely on contractual assignment in the National Company Law Tribunal (NCLT).

Online applications are invited from Indian nationals fulfilling the qualifications mentioned below for engagement as **Stenographers** and **Private Secretaries (PS)** in various Benches of National Company Law Tribunal (Ahmedabad, Allahabad, Amravati (Andhra Pradesh), Bengaluru, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Indore, Jaipur, Kochi, Kolkata, Mumbai, New Delhi) purely on contractual assignment.

Qualifications

(i) Graduate in any discipline from a recognised University, and
(ii) having skill norms ie. **Dictation** (@ 100 words per minute) (English) and **Transcription** on computers (50 word per minute).

2. Candidate with minimum age of 25 years for Stenos and minimum age of 28 years for PS, as on the date of issue of this advertisement, may apply for the post. The candidates possessing minimum 3years experience as steno as per above skill norms and experience as Private Secretary in handling various Liasioning and coordination related works with reputed offices, only should apply for PS Post. Retired person with requisite qualifications and experience can also apply. The maximum age for retired Govt persons will be 62 years as on issue of advertisement.

3. The tentative vacancies available in the Benches are as follows: -

S. No	Bench	Steno	PS
1	**Ahmedabad**	1	1
2	**Amravati**	2	1
3	**Bengaluru**	2	1
4	**Chandigarh**	1	1
5	**Chennai**	4	2
6	**Cuttack**	1	1
7	**Guwahati**	1	1
8	**Hyderabad**	1	1
9	**Indore**	1	1
10	**Jaipur**	1	1
11	**Kochi**	0	1
13	**Kolkata**	2	1
14	**Mumbai**	11	4
15	**Delhi**	12	8
16	**Delhi/ Mumbai**	12	6
17	**Total**	**53**	**33**

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4. The remuneration for the Stenographers will be Rs. 45,000/- per month and for Private Secretaries will be Rs 50,000 per month.

5. **Intimation for Test/Interview:** All intimations with regard to the recruitment will be sent through the e-mail ID/mobile number provided by the candidate in the Application form. For this, the candidates are advised to keep the e-mail ID/mobile number active during the period of recruitment process. No request for change of e-mail ID/Mobile Number provided will be entertained. No intimation will be sent through any other mode.

6. The terms and conditions of the contractual assignment shall be as under: -

(i) The period of contract initially will be for one year or till further orders whichever is earlier, and can be extended up to 3 years subject to satisfactory performance.

(ii) Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. However, the candidates engaged on contractual assignment will have the option to give up their assignment by giving one month's advance written notice.

(iii) The candidates engaged on contractual assignment shall not be entitled for HRA, DA, residential accommodation or any other allowance.

(iv) The candidates engaged on contractual assignment will not be entitled to any kind of regular leave except casual leave on pro-rata basis (8 days per Annum).

(v) The working days and working hours shall be same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement of the Member to whom they are attached, they will be liable to work beyond office hours.

(vi) He/she shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other or in any manner. He/she will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of terms of assignment unless such disclosure if legally required in discharge of lawful duties.

(vii) He/she will not accept any other assignment during his/her term engagement as such.

(viii) He/she will not leave headquarter without seeking permission from the Hon'ble President/Hon'ble Member concerned.

(ix) He/she shall maintain punctuality in attending to his/her duties.

(x) Based on consent he/she may be required to perform duties in one or other Benches of NCLT for a short period of time, to address any specific issues as may be identified by the Hon'ble President. In such circumstances the administration will provide all necessary arrangements.

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(xi) The Candidate should have absolute integrity, honesty and good moral character for which he/she will submit certificate of two responsible persons at the time of joining in the respective bench. He/she should not be involved in any criminal case whether convicted or in which criminal trial is pending.

(xii) The person appointed on contract basis will have no claim for regularization under any circumstances. **Further, the selected candidates will have to agree through an undertaking to the terms and conditions of engagement.**

(xiii) The Tribunal reserves the right to cancel, modify or alter any terms and conditions of this notification at any stage. All other matters which are not specifically provided in the notification shall be decided by the Tribunal.

7. The eligible candidates who are willing to serve in the NCLT may submit their applications online through the following link:

https://nicforms.nic.in/nicforms_designer/nic_form_selector.php?form_id=enRhYmxlNjQ0NTMyNGU1ZGYyMTIwMjMwNDIzMg== .

Supporting documents must be uploaded in the form. No physical application or email application would be entertained.

8. All eligible candidates will have to appear for a skill test. The candidates who are declared qualified in the skill test in English Shorthand will be called for interview. No TA/DA will be admissible for appearing in the skill test or interview.

9. The candidature will be liable to be rejected at any stage if the information furnished in the application form is found incorrect on subsequent verification, and if appointed, services will be liable to be terminated forthwith.

10. The candidates who are called for interview will be required to submit self-attested copies of certificates and testimonials in support of date of birth, educational qualifications, experience, etc. and show the originals thereof for verification.

11. The retired govt servants will be automatically disengaged on completion of 65 years of age.

Secretary
National Company Law Tribunal,
Tele No. 011-24363677