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F. No. 10/121/2016-NCLT(Pt.V)/1030

Govt of India

NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 24/09/2024

Notification

Subject: Filling up of various posts in National Company Law Tribunal Benches on deputation basis.

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Applications are invited for filling up the following posts in National Company Law Tribunal (NCLT) on deputation basis. The details of posts, pay scales, place of posting and number of vacancies are as follows:

S/N	Post	Bench	Pay level	No of posts (Tentative)
1	Court Officer	Ahmedabad	Level-8 (Rs. 47600 – 151100)	1
		Allahabad		1
		Bengaluru		1
		Chandigarh		1
		Chennai		1
		Hyderabad		1
		Kolkata		1
		Mumbai		5
		New Delhi		5
2	Private Secretary	Ahmedabad	Level-8 (Rs. 47600 – 151100)	2
		Allahabad		1
		Amravati		1
		Bengaluru		1
		Chandigarh		1
		Chennai		2
		Cuttack		1
		Hyderabad		1
		Indore		1
		Jaipur		1
		Kochi		1
		Kolkata		2
		Mumbai		3
		New Delhi		8

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3	Senior Legal Assistant	Ahmedabad	Level-7 (Rs. 44900 – 142400)	2
		Allahabad		1
		Bengaluru		1
		Chandigarh		2
		Chennai		1
		Cuttack		1
		Guwahati		1
		Hyderabad		2
		Indore		1
		Jaipur		1
		Kochi		1
		Kolkata		2
		Mumbai		3
		New Delhi		4
4	Assistant	Ahmedabad	Level-6 (Rs. 35400 – 112400)	1
		Allahabad		1
		Chandigarh		1
		Chennai		1
		Hyderabad		1
		Kolkata		1
		Mumbai		2
		New Delhi		6
5	Stenographer Grade-II/Personal Assistant.	Ahmedabad	Level-6 (Rs. 35400 – 112400)	1
		Chandigarh		1
		Chennai		1
		Mumbai		2
		New Delhi		2
6	Cashier	New Delhi	Level 4 (Rs. 25500 – 81100)	1
7	Record Assistant	Ahmedabad	Level 4 (Rs. 25500 – 81100)	1
		Bengaluru		1
		Chandigarh		1
		Chennai		1
		Kolkata		1
		Mumbai		2
		New Delhi		2
8.	Staff Car Driver	New Delhi	Level-2 (Rs. 19900 – 63200)	1

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2. Vacancy position is tentative and may increase or decrease. The selected candidate will be required to serve at NCLT Bench for which he/she is selected.

3. The candidates who apply for the post(s) will not be allowed to withdraw their application(s) subsequently. Candidates who are not willing to join upon Selection may kindly not apply for the deputation posts.

4. The details of the posts, along with eligibility criteria, educational qualification/ experience etc. required for each category of post are given in the enclosed **Annexure-I.** The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020 may kindly be seen at NCLT website, i.e., https://nclt.gov.in under the link 'Career'.

5. The period of appointment on deputation will be initially for a period of three years or till further orders, whichever is earlier. Other terms and conditions of service shall be governed by O.M. No. 6/8/2009-Estt..(Pay II) dated 17th June, 2010 of Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Govt. of India as amended from time to time.

6. The officers and staff joining/already joined in NCLT on deputation, and already availing GPRA facility in their parent body, have been allowed to continue the benefit of GPRA on joining NCLT. However, the officers and staff not already availing GPRA in their parent body will not be eligible to apply for General Pool Residential Accommodation on joining NCLT on deputation.

7. Maximum age limit for appointment on deputation to the above posts is 56 years as on the closing date of receipt of applications.

8. Last date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar.

9. Willing and eligible officers may submit their applications, duly filled separately for each post (if applying for more than one post) in the prescribed proforma through proper channel only.

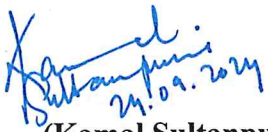
10. The documents required for the considering of application are:
    a) Bio-data in Prescribed Proforma(Annexure-II)
    b) Supporting certificate/ documents in respect of claimed educational qualifications including essential qualifications of Bachelor Degree.
    c) Cadre Clearance certificate stating that in event of selection, he will be relieved immediately issued by cadre controlling authority.
    d) Attested photocopies of the APARs/ACRs for the last 5 years.
    e) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
    f) The details of major/minor penalties imposed on the officer during the last 10 years.
    g) Details of experiences in terms of eligibility criteria for the post may also be clearly mentioned in bio-data form.

11. Application in the prescribed proforma (**Annexure-II**) complete in all respect along with the certificate attached to the application from the employer/head of office/forwarding authority and certified copies of ACRs/APARs for the last five years may be sent to the following address:-

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The Secretary, NCLT
National Company Law Tribunal,
6th Floor, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

12. Applications received after the last date, or incomplete in any respect or those not accompanied by the documents/ information as per Para 09 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the records. The eligibility criteria and application form as well as Recruitment Rules are also available on NCLT website **www.nclt.gov.in (under"Career").**



(Kamal Sultanpuri)
Joint Registrar, NCLT, New Delhi
Tel: 011-24361685
Email: admn@nclt.gov.in;

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Annexure-I

Details of eligibility Conditions for the posts of Court Officer

Post	Eligibility Conditions
Court Officer	Officers working under Central or State Governments or Union Territories or Courts or Tribunals/ possessing preferably a degree in law from a recognised University;–;- (a) (i) holding analogous post on regular basis; or (ii) a post in level 7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade; or (iii) a post in Level 6 in pay matrix of Seventh Central Pay Commission or equivalent with six years` regular service in the grade, (b) (i) having experience in administrative or establishment or court matters **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission

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Details of eligibility Conditions for the posts of Private Secretary	
Post	**Eligibility Conditions**
Private Secretary	Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English). Transcription on computers fifty five word per minute;- (i) holding analogous post on regular basis; or (ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade; or (iii) a post in Level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade. **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Senior Legal Assistant	
Post	**Eligibility Conditions**
Senior Legal Assistant	Officers working in Central or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University and: (i) holding analogous post on regular basis; or (ii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or (iii) a post in Level-5 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in the grade; **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3**: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Assistant	
Post	**Eligibility Conditions**
Assistant	Officials working under Central or State Governments or Union Territories or Courts or Tribunals: (a) (i) holding analogous post on regular basis; or (ii) post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with sixyears' regular service in the grade; or (iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade. (b) having knowledge of computer operation. **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4:** For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Stenographer Grade-II/Personal Assistant	
Post	**Eligibility Conditions**
Stenographer Grade-II/Personal Assistant	Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @100WPM (English). Transcription 50 WPM on computer; (i) holding analogous post on regular basis; or (ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade (iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. **Note 4**: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Cashier	
Post	**Eligibility Conditions**
Cashier	Officials working under Central or State Governments or Union Territories or Courts or Tribunals; (i) holding analogous posts on regular basis; or (ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; or (iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade and having successfully completed cash and accounts training. **Note 1**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 2:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 3**: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Record Assistant	
Post	**Eligibility Conditions**
Record Assistant	Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations; (i) holding analogous posts on regular basis; or (ii) holding a post in level -2 in pay matrix of Seventh Central Pay Commission with eight years regular service in the grade. **Note 1:** The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Note 3:** The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications. **Note 4**: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.

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Details of eligibility Conditions for the posts of Staff Car Driver	
Post	**Eligibility Conditions**
Staff Car Driver	From amongst the regular Despatch Rider/ Multi-Tasking Staff in level-1 in pay matrix of Seventh Central Pay Commission employees of the Central or State Governments or Union Territories or Courts or Tribunals who fulfil the qualification and experience as below: **Essential:** 1. A pass in the 10th standard. 2. Possessing a valid driving license for motor cars. 3. Knowledge of motor mechanism and be capable of removing minor defects in motor vehicle. 4. Experience of driving of a motor car for at least three years. **Desirable:** 3 years' service as Home Guard or Civil Volunteer

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ANNEXURE – II

APPLICATION FOR THE POST OF COURT OFFICER/ PVT. SECRETARY/ SR. LEGAL ASSISTANT/ ASSISTANT/ STENO-II/ CASHIER/ RECORD ASSISTANT/ STAFF CAR DRIVER ON DEPUTATION BASIS IN NATIONAL COMPANY LAW TRIBUNAL

Paste here self attested passport size coloured photograph

1.	Post Applied For	:	
2.	Name of the Bench applied for	:	
3	Name (IN BLOCK LETTERS)		
4.	Date of Birth	:	
5.	Date of retirement under Central Government Rules	:	
6.	Service to which you belong	:	
7.	Whether SC/ST	:	
8.	Office Address	:	
	Telephone No.	:	
	Fax No.	:	
9.	Correspondence Address	:	
	Telephone No.	:	
	Mobile No.	:	
	Email id (mandatory)	:	
10.	Permanent Address	:	
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:	
12.	Educational Qualifications (Matric onwards)		

Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

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13	Details of employment (in Chronological order).						
	Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Level in Pay Matrix/Pay band and Grade Pay	Nature of duties
				From	To			

14.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary	:	
15.	In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization :	:	
16.	Details of training undergone	:	
17.	Details of proficiency in computer	:	
18.	Any other information, applicant wants to furnish	:	
19.	Please state briefly how you find yourself best suitable for the post applied for:		

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Applicants not holding the post in the Level in Pay Matrix/Pay Band/Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale viz-a-viz the Central Government's pay scales.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:
Date:

Signature of the Candidate_____
Address:

Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt._____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place: .....
Date: .....

Signature :
Name :
Designation :
Tel. No.
(Office Seal)

List of enclosures:
1.
2.

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