

**[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3,  
SUB-SECTION(i)]**

**Ministry of Corporate Affairs**

**Notification**

New Delhi, the        March, 2018

**G.S.R.** .....- In exercise of the powers conferred by sub-section 3 of section 418 and section 469 read with section 466 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules, namely:-

**1. Short title and commencement:-**

- (1) These rules may be called the National Company Law Appellate Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2018.
- (2) These rules shall come into force on the date of their publication in the Official Gazette.

**2. Definitions:-**

- (1) In these rules, unless the context otherwise requires, -
  - a) "Act" means the Companies Act, 2013 (18 of 2013);
  - b) "Appellate Tribunal" means the National Company Law Appellate Tribunal notified by the Government under section 408 of the Act;
  - c) "Chairperson" means the Chairperson of the Appellate Tribunal.
  - d) "Schedules" means the schedules annexed to these rules.

(2) All the words and expressions used and defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Application.-** These rules shall apply to the posts specified in column 1 of **Schedule-I** annexed to these rules.

**4. Number of posts, classification and pay level/pay band/grade pay/pay scale.-** The number of posts of officers and employees, their classification and the pay level/pay band/grade pay/pay scale attached thereto shall be as specified in column 2 to 4 of Schedule-I.

**5. Method of recruitment, age-limit, qualifications, etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in column 5 to 13 of Schedule-I.

**6. Absorption of employees on appointment on deputation.- (1)** Notwithstanding anything contained in the provisions of these rules, the persons appointed on deputation basis who fulfill the qualifications and experience laid down in these rules for direct recruits, shall be eligible for absorption, subject to the condition that provision for direct recruitment exists for appointment to the said post after following the procedure laid down for direct recruitment for the post as prescribed in Schedule-I.

(2) Such absorption shall also be subject to the condition that the deputationists exercise their option for absorption and their parent departments/cadre controlling authorities do not have any objection to their being absorbed in the Appellate Tribunal.

**7. Procedure for appointment by direct recruitment.-** Direct recruitment to posts in the Appellate Tribunal shall be made through Staff Selection Commission.

**8. Conditions of service.- (1)** The conditions of service of the officers and employees of the Appellate Tribunal in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.

(2) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the officers and employees of the

Tribunal working on deputation basis shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organization.

(3) The Appellate Tribunal shall recover contributions toward such schemes from their salary and remit the amount immediately to the lending Ministry or department or organization and any loss of interest on account of late remittance shall be borne by the Appellate Tribunal.

(4) The officers and employees of the Tribunal shall have the option to avail medical facilities as per their entitlement in the parent organization or as specified in **Schedule-II** annexed to these rules.

**9. Accommodation.-** The officers and employees of the Appellate Tribunal shall have the option of claiming House Rent Allowance in accordance with the rate prescribed by the Central Government as applicable to officers and employees of the corresponding scales of pay of the Central Government.

Provided that they shall not be eligible for House Rent Allowance in case they are declared eligible for general poll residential accommodation and occupies such a Government accommodation allotted to them.

**10. Disciplinary Proceedings.-** The officers and employees of the Appellate Tribunal shall be subject to disciplinary proceedings as per rules and regulations applicable to officers and employees of the corresponding pay level/scales of pay of the Central Government and subject to approval of final result of the disciplinary proceedings by the administrative ministry.

**11. Disqualification.-** No person,-

(i) who has entered or contracted a marriage with a person having a spouse living, or

(ii) who, having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to any post in the Appellate Tribunal:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**12. Other conditions of service.-** Other conditions of service of the officers and other employees of the Appellate Tribunal, for which no specific provision or insufficient provision has been provided in these rules, shall be regulated in accordance with such rules and orders, as are, from time to time, applicable to officers and employees of the corresponding pay level/scales of pay of the Central Government stationed at those places.

**13. Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, in consultation with the Chairperson of the Appellate Tribunal by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**14. Saving.-** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the rules and orders issued by the Central Government from time to time in this regard.

**Schedule-I**

[see Rules 3, 5, 6, 7, 8, 9]

(1)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Registrar.</b>	*01 *Subject to variation dependent on workload.	Not applicable.	Level-14 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	Not applicable	Not applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By deputation.	<p>Deputation :</p> <p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service holding:-</p> <p>(a)(i) analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in Level-13A in Pay Matrix of 7<sup>th</sup> CPC or equivalent with two years regular service in the Grade, or</p> <p>(iii) a post in Level-13 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with three years regular service in the Grade, and</p> <p>(b) Possessing the following essential educational qualification and experience:-</p> <p>(i) Degree in Law from a recognised University, and</p> <p>(ii) Experience in personnel and administrative matters.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years.</p> <p>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.</p> <p>Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>	<p>Selection Committee for deputation consisting of:</p> <p>1. Chairperson, National Company Law Appellate Tribunal-Chairperson</p> <p>2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT)-Member</p> <p>3. Nominee of the Central Government (not below the rank of Joint Secretary)-Member</p>	Not applicable

(2)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Joint Registrar.</b>	01* *Subject to variation dependent on workload.	Not applicable.	Level-13 in Pay Matrix of 7 <sup>th</sup> CPC.	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	Promotion on the basis of seniority cum merit failing which by deputation.	<p>Promotion:</p> <p>Deputy Registrar with 5 years regular service in Level-12 in Pay Matrix of 7<sup>th</sup> CPC.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation:-</p> <p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service holding:-</p> <p>(a) (i) analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in Level-12 in Pay Matrix of 7<sup>th</sup> CPC with five years regular service, or</p> <p>(iii) a post in Level-11 in Pay Matrix of 7<sup>th</sup> CPC with ten years regular service.</p> <p>(b) (i) Degree in Law from a recognised University, and</p> <p>(ii) Experience in personnel and administrative matters.</p> <p>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. However, deputationist shall be eligible for absorption, within</p> <p>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 five years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission</p>	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:	Not applicable

			recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.		
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(3)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Deputy Registrar.</b>	01* *Subject to variation dependent on workload.	Not applicable.	Level 12 as per Pay Matrix of 7 <sup>th</sup> CPC.	Selection	Not applicable	Not applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation	<p>Promotion: Assistant Registrar with five years regular service in the Level-11 in Pay Matrix of 7<sup>th</sup> CPC.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/ Absorption: Officers working under Central Government/ State Governments / Union Territories / Courts/ Tribunals/ statutory organisations a degree in Law from a recognised University and holding:</p> <p>(a) (i) analogous post on regular basis; or (ii) a post in Level 11 as per Pay Matrix of 7<sup>th</sup> CPC or equivalent with five years' regular service in the Grade, (b) having experience in administrative/ establishment/ court matters.</p> <p>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</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of the Central Government not below the rank of Joint Secretary-Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>promotion. However, deputationist shall be eligible for absorption, within</p> <p>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 four years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>		
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(4)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Assistant Registrar</b>	2* *Subject to variation dependent on workload.	Not applicable.	Level 11 in Pay matrix of 7 <sup>th</sup> CPC.	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation.	<p>Promotion:</p> <p>(i) Court Officer with six years regular service in the Level-8 in Pay Matrix of 7<sup>th</sup> CPC. (ii) Administrative Officer with six years regular service in Level 8 in Pay Matrix of 7<sup>th</sup> CPC, In the ratio of 60:40. The first vacancy shall be filled from the category of Court Officer.</p> <p>Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson; (2) Nominee of the Government not below the rank of Joint Secretary-Member; (3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central Government/ State Governments/Union Territories/ Courts/ Tribunals possessing degree in Law from a recognised University and holding:</p> <p>(a) (i) analogous post on regular basis; or</p> <p>(ii) a post in Level 9 &amp; 10 as per Pay Matrix of 7<sup>th</sup> CPC or equivalent with five years' regular service in the Grade, or</p> <p>(iii) a post in Level 8 as per Pay Matrix of 7<sup>th</sup> CPC or equivalent with six years' regular service in the Grade,</p> <p>(iv) a post in Level 7 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with seven years' regular service in the Grade,</p> <p>(b) having experience in administrative/ establishment/ Court matters.</p> <p>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.</p> <p>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 four years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>		
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(5)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Principal Private Secretary</b>	01* * subject to variation dependent on workload	Not applicable.	Level 11 in Pay Matrix of 7 <sup>th</sup> CPC	Selection	Not applicable	Not applicable

Whether age and educational	Period of probation, if any.	Method of recruitment whether by direct	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If Departmental Promotion Committee	Circumstances in which Union Public Service
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qualifications prescribed for direct recruits will apply in the case of promotees		recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.		exists, what is its composition.	Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation .	<p>Promotion: Private Secretary in Level 8 in Pay Matrix of 7<sup>th</sup> CPC with six years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation: Officers working under Central Government/ State Governments /Union Territories /Courts/ Tribunals possessing preferably a degree in Law from a recognised University and holding -</p> <p>(a) (i) analogous post on regular basis; or</p> <p>(ii) a post in Level 9 &amp; 10 as per Pay Matrix of 7<sup>th</sup> CPC or equivalent with five years' regular service in the Grade, or</p> <p>(iii) a post in Level 8 in Pay Matrix of 7<sup>th</sup> CPC with six years' service in that grade, or</p> <p>(iv) a post in Level 7 in Pay Matrix of 7<sup>th</sup> CPC with seven years' regular service in the Grade,</p> <p>(iv) a post in Level 6 in Pay Matrix of 7<sup>th</sup> CPC with ten years regular service in the Grade</p> <p>(b) Having experience in administrative/ establishment/ court matters.</p> <p>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.</p> <p>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 five years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of the Central Government not below the rank of Deputy Secretary /Director- Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable



			01 <sup>st</sup> 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 CPC.		
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(6)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Court Officer</b>	03* * subject to variation dependent on workload	Not applicable.	Level 8 in Pay Matrix of 7 <sup>th</sup> CPC	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	66.66% by promotion failing which by deputation . 33.33% by deputation .	<p>Promotion: Senior Legal Assistant with two years regular service in Level 7 in Pay Matrix of 7<sup>th</sup> CPC</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption: Officers working under Central/ State Governments/ Courts/ Tribunals possessing preferably a degree in Law from a recognised University and holding -</p> <p>(a)(i) analogous post on regular basis; or</p> <p>(ii) a post in Level 7 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with two years' regular service in the Grade, or</p> <p>(iii) a post in Level 6 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with six years' regular service in the Grade,</p> <p>(b) Having experience in administrative/ establishment/ court matters.</p> <p>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.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of the Central Government not below the rank of Deputy Secretary/Director- Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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 five years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>		
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(7)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Administrative Officer</b>	02* * subject to variation dependent on workload	Not applicable.	Level 8 in Pay Matrix of 7 <sup>th</sup> CPC.	Selection	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable.	Not applicable.	By promotion failing which by deputation.	<p>Promotion: Assistant with six years regular service in Level 6 in Pay Matrix of 7<sup>th</sup> CPC.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption:</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of Government not below the rank of Deputy Secretary/Director- Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>Officers working under Central Government / State Governments/ Courts/ Tribunals possessing preferably a degree in Law from a recognised University and holding -</p> <p>(a) (i) analogous post on regular basis; or</p> <p>(ii) a post in Level 7 in Pay Matrix of 7th CPC or equivalent with two years' regular service in the Grade, or</p> <p>(iii) a post in Level 6 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the Grade,</p> <p>(b) Having experience in administrative/ establishment/ court matters.</p> <p>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.</p> <p>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 five years.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>		
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(8)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Private Secretary	02* * subject to variation dependent on workload	Not applicable	Level 8 in Pay Matrix of 7 <sup>th</sup> CPC.	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable.	Not applicable.	By promotion failing which by deputation.	<p>Promotion:</p> <p>Stenographer Grade-III with ten years' regular service in Level -4 in Pay Matrix of 7<sup>th</sup> CPC.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being</p>	Departmental Promotion Committee for promotion and Selection Committee for	Not applicable

			<p>considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central/ State Governments/ Union Territories / Courts/Tribunals possessing skill norms i.e. dictation @ 110WPM(English). Transcription on computers 55 word per minute and holding -</p> <p>(i) analogous post on regular basis; or</p> <p>(ii) a post in Level 7 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with two years' regular service in the Grade, or</p> <p>(iii) a post in Level 6 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with six years' regular service in the Grade.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>	<p>deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of Government not below the rank of Deputy Secretary/Director- Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	
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(9)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Senior Legal Assistant</b>	2* *subject to variation dependent on workload.	Not applicable.	Level 7 in Pay Matrix of 7 <sup>th</sup> CPC.	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation.	<p>Promotion:</p> <p>Junior Legal Assistant in Level 6 in Pay Matrix of 7<sup>th</sup> CPC with five years' regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption:</p> <p>Officers working in Central Government/ State Governments/ Union Territories / Courts/ Tribunals possessing degree in law from a recognised University and:</p> <p>(i) analogous post on regular basis; or</p> <p>(ii) a post in Level 6 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with five years' regular service in the Grade; or</p> <p>(iii) a post in Level 5 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with eight years' regular service in the Grade;</p> <p>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.</p> <p>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.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of Government not below the rank of Deputy Secretary/Director- Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>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.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>		
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Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Junior Legal Assistant</b>	3* *Subject to variation dependent on workload.	Not applicable.	Level 6 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	27 years (relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	Graduate in Law from a recognized University and having knowledge of computer operation.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years	100% by direct recruitment.	Not applicable.	Committee (for confirmation) consisting of: 1. A Member of the Appellate Tribunal (to be nominated by the Chairperson) -Chairperson; 2. Nominee of Government not below the rank of Deputy Secretary/Under Secretary - Member; 3. Registrar of the Appellate Tribunal - Member.	Not applicable

(11)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Assistant</b>	04* * subject to variation dependent upon workload.	Not applicable.	Level 6 in Pay Matrix of 7 <sup>th</sup> CPC	Not applicable	27 years of age (relaxable for Government servants in accordance with the instructions/ orders issued by the Central Government).  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	Degree in any discipline preferably in Law from a recognized university and having knowledge of computer operation.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	50% Promotion falling which by deputation. 50% by direct recruitment.	Promotion: Upper Division Clerk/ Record Assistant with ten years' regular service in Level 4 in Pay Matrix of 7 <sup>th</sup> CPC in the ratio of 33:66 The first vacancy shall be filled from the category of Upper Division Clerk thereafter by Record Assistant.  Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.  Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1 <sup>st</sup> 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	Departmental promotion Committee (for considering promotion) and the Selection Committee (for confirmation) consisting of: (1) A Member of the Appellate Tribunal (to be nominated by the Chairperson) - Chairperson; (2) Nominee of Government not below the rank of Deputy Secretary/Direct or- Member; (3) Registrar of the Appellate Tribunal - Member.	Not applicable

			<p>rendered in the corresponding Level in the pay matrix of 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption: Officials working under Central Government / State Governments/ Union Territories / Courts/ Tribunals and holding:</p> <p>(a) (i) analogous post on regular basis; or</p> <p>(ii) a post in Level 5 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with six years' regular service in the Grade; or</p> <p>(iii) a post in Level 4 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with ten years' regular service in the Grade.</p> <p>(b) having knowledge of computer operation.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 CPC.</p>		
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Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Stenographer Grade-III</b>	06* *subject to variation dependent on workload.	Not applicable.	Level 4 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	27 years of age (relaxable for Government servants in accordance with the instructions/ orders issued by the Central Government).  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangl sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	(i) 12 <sup>th</sup> Class Pass or equivalent from a recognised Board or University; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 minutes on computer.



Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment on the basis of written examination and skill test in English/Hindi Shorthand at the prescribed speed failing which by deputation.	<p>Deputation: Officials working under Central/ State Governments/ Union Territories / Courts/ Tribunals, possessing skill norms test as per column (7) and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade</p> <p>(iii) a post in Level 2 in Pay Matrix of 7th CPC or equivalent with eight years' regular service in that Grade</p> <p>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.</p> <p>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.</p> <p>Note 3: 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 CPC.</p>	<p>Committee for confirmation and Selection Committee for deputation consisting of:</p> <p>(1) Registrar of the Appellate Tribunal – Chairperson;</p> <p>(2) Nominee of Government not below the rank of Under Secretary-Member;</p> <p>(3) Deputy Registrar of the Appellate Tribunal (as nominated by the Chairperson)-Member.</p>	Not applicable

(13)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Cashier	01* * Subject to variation dependent on workload.	Not applicable.	Level 4 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	Not applicable.	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By deputation.	<p>Deputation: Officials working under Central Government/ State Governments/ Courts/ Tribunals/ statutory organisations and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>(iii) a post in Level 2 in Pay Matrix of 7th CPC or equivalent with eight years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 CPC.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <ol style="list-style-type: none"> <li>1. Registrar of the Appellate Tribunal Chairperson;</li> <li>2. Nominee of Government not below the rank of Under Secretary-Member;</li> <li>3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.</li> </ol>	Not applicable

(14)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Record Assistant</b>	02* *Subject to variation dependent on workload.	Not applicable.	Level 4 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation.	<p>Promotion:</p> <p>MTS with ten years' regular service in the Grade alongwith typing speed of 35 w.p.m. in English on computer.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation/Absorption:</p> <p>Officials working under Central Government / State Governments/ Courts/ Tribunals/ statutory organisations and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>ii) a post in Level 3 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with five years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>(iii) a post in Level 2 in Pay Matrix of 7<sup>th</sup> CPC or equivalent with eight years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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 CPC.</p>	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: 1.Registrar of the Appellate Tribunal - Chairperson; 2.Nominee of Government not below the rank of Under Secretary-Member; 3.Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	Not applicable

(15)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>U.D.C.</b>	01* *subject to variation dependent on workload.	Not applicable.	Level 4 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion failing which by deputation .	<p>Promotion:</p> <p>Lower Division Clerk with Eight years' regular service in the Grade [for regular Lower Division Clerks transferred from erstwhile Company Law Board]</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 7<sup>th</sup> CPC.</p> <p>Deputation:</p> <p>Officials working under Central/ State Governments/ Courts/ Tribunals/ statutory organisations and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>(iii) a post in Level 2 in Pay Matrix of 7th CPC or equivalent with eight years' regular service in that Grade and having successfully completed cash and accounts training.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 CPC.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>1. Registrar of the Appellate Tribunal - Chairperson;</p> <p>2. Nominee of Government not below the rank of Deputy Secretary/Under Secretary-Member;</p> <p>3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.</p>	Not applicable

(16)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Multi-Tasking Staff</b>	12* * subject to variation dependent on workload.	Not applicable.	Level 1 in Pay Matrix of 7 <sup>th</sup> CPC.	Not applicable	Between 18 and 27 years– (relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangti sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	Matriculation Pass or equivalent from a recognized board.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment.	Not applicable	Departmental Selection Committee for considering case of confirmation: - 1. Registrar of the Appellate Tribunal - Chairperson; 2. Nominee of Government not below the rank of Under Secretary- Member; 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	Not applicable

(17)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
<b>Programmer</b>	01* *Subject to variation dependent on workload.	Not applicable.	Level L9 in pay matrix of 7 <sup>th</sup> CPC	Selection	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by Deputation/absorption.	<p>Promotion:</p> <p>Assistant Programmer with three years' regular service in the Grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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 grade pay or pay scale extended based on the recommendations of the Commission.</p> <p>Deputation/Absorption:</p> <p>Officers working under Central Government / State Governments / Union Territories / Courts/ Tribunals/ statutory organisations possessing degree in BE/B.Tech in Computer Science or Information Technology/MCA or equivalent degree from a recognised institute:</p> <p>(i) analogous post on regular basis; or</p> <p>(ii) a post in Level 8 in the pay matrix of 7<sup>th</sup> CPC or equivalent with two years' regular service in the Grade.</p> <p>(iii) a post in Level 7 in the pay matrix of 7<sup>th</sup> CPC or equivalent with three years' regular service in the Grade.</p> <p>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.</p> <p>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.</p>	<p>Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:</p> <p>(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;</p> <p>(2) Nominee of the Government not below the rank of Director/Deputy Secretary - Member;</p> <p>(3) Registrar of the Appellate Tribunal - Member.</p>	Not applicable

			<p>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.</p> <p>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 CPC.</p>		
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(18)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Assistant Programmer	03* *Subject to variation dependent on workload.	Not applicable.	Level 7 in Pay Matrix of 7th CPC	Selection	30 years [relaxable for government servants in accordance with the instructions or orders issued by the Central Government]	BE/B.Tech in Computer Science or Information Technology/MCA or equivalent degree from a recognised institute.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment on the basis of written examination and interview.	Not applicable	Committee (for considering confirmation) consisting of:  (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)- Chairperson;  (2) Central Government Nominee not below the rank of Deputy Secretary/Director --Member;  (3) Registrar of the Appellate Tribunal - Member.	Not applicable

(19)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Library and Information Assistant	01* *subject to variation dependent on workload	Not applicable.	Level 6 in Pay Matrix of 7th CPC.	Not applicable	30 years of age (relaxable for Government servants in accordance with the instructions or orders issued by the Central Government).  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam,	(i) Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute / Bachelor Degree in any discipline from a recognised university with Diploma in Library Science; (ii) Two years professional experience in a library.



					Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years.	By Direct Recruitment failing which by deputation / absorption.	<p>Deputation/Absorption:</p> <p>Officials working under Central/ State Governments/ Courts/ Tribunals possessing the educational qualifications and experience prescribed for direct recruits under column (7) and holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with six years' regular service in that Grade.</p> <p>(iii) a post in Level 4 in Pay Matrix of 7th CPC or equivalent with ten years' regular service in that Grade</p> <p>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.</p> <p>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.</p> <p>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 CPC.</p>	<p>Selection Committee for deputation and Committee for confirmation consisting of:</p> <ol style="list-style-type: none"> <li>1. A Member of the Appellate Tribunal (to be nominated by the Chairperson ) - Chairperson ;</li> <li>2. Nominee of Government not below the rank of Deputy Secretary-Member;</li> <li>3. Registrar of the Appellate Tribunal - Member.</li> </ol>	Not applicable

(20)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Library Attendant	01* *subject to variation dependent on workload	Not applicable.	Level 1 in Pay Matrix of 7th CPC.	Not applicable	Between 18 and 27 years- (relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahual & Spiti district and Pangti sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	Matriculation Pass or equivalent from a recognized board and experience in any type of library for a minimum of one year during the last five years.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By Direct Recruitment failing which by deputation / absorption.	Deputation/Absorption: Officials working under Central Government/ State Governments/ Courts/ Tribunals/ statutory organisations having a minimum of matriculation degree or its equivalent and holding:  Analogous posts on regular basis and worked in any type of library for a minimum of one year during the last five years.  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 five 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 CPC.	Selection Committee for deputation and Committee for confirmation consisting of: 1. Registrar of the Appellate Tribunal - Chairperson; 2. Nominee of Government not below the rank of Under Secretary- Member; 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	Not applicable