

No. 10/121/2016-NCLT  
**NATIONAL COMPANY LAW TRIBUNAL**

6<sup>th</sup> Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
Dated, the 16<sup>th</sup> November, 2017

OFFICE MEMORANDUM

Subject:- Filling up the posts of Deputy Registrar, Assistant Registrar, Private Secretary and ALIO on deputation basis in the National Company Law Tribunal (NCLT).

Applications are invited for filling up the following posts on deputation basis in the National Company Law Tribunal (NCLT). The details of the posts are as under:

Sl. No	Post	Location of Benches and tentative vacancy position in various Benches.	Total Posts	Pay Band & Grade pay
1.	Deputy Registrar	Two at Delhi, one each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata & Mumbai.	11	PB 3, Rs.15,600-39,100+ Rs.7600, revised to Level 12 in Pay Matrix of 7th CPC.
2.	Assistant Registrar	Two each at Delhi and Mumbai, one each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad & Kolkata.	12	PB 3, Rs.15,600-39,100+ Rs.6600, revised to Level 11 in Pay Matrix of 7th CPC.
3.	Private Secretary	Six at Delhi, five at Mumbai, four at Chennai, two each at Ahmedabad, Allahabad, Bengaluru, Hyderabad, Kolkata, one each at Chandigarh & Guwahati.	27	PB 2, Rs.9,300-34,800+ Rs.4800, revised to Level 8 in Pay Matrix of 7th CPC.
4.	Assistant Library Information Officer	One each at Delhi, Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata & Mumbai.	10	PB-2, Rs.9300-34800+ Rs.4600, revised to Level 7 in Pay Matrix of 7th CPC.

2. Vacancy position and place of posting as indicated above are tentative. The selected candidates will be required to serve in NCLT Benches established at Delhi, Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata and Mumbai. Candidates applying for more than one post are required to submit separate application for each post.

3. 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**.

4. The period of appointment on deputation will be initially for a period of one year, further extendable depending upon the requirement subject to the approval from the Competent Authority and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India in this regard as amended from time to time.

5. In view of upgradation in Grade Pay of the above posts, those who have applied for the above posts in response to advertisement/O.M. No. 10/121/2016-NCLT dated 22.02.2017 need to apply again, if eligible, and the applications received for filling the above posts in response to the said advertisement/O.M. will not be considered. Further, the existing incumbents on deputation to the above posts in NCLT, who fulfil the eligibility criteria as mentioned in Annexure-I need to apply as fresh candidates against this advertisement.

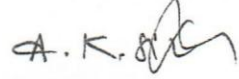
6. The candidates selected for the deputation will be eligible for H.R.A., but as of now are not eligible for accommodation in General Pool.

7. Maximum age limit for appointment on deputation is 56 years.

8. 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:-

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

8. Last date for receipt of applications is **15.12.2017**. The applications received after the last date will not be considered.



( Akhilesh Kumar Singh )  
Under Secretary, NCLT



**DETAILS OF POSTS ALONG WITH ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATION/EXPERIENCE ETC. REQUIRED.**

Sl. No.	Post	No. of posts	Pay Band & Grade Pay	Eligibility criteria, educational qualification/ experience etc. required.
1	Deputy Registrar	11	PB 3, Rs.15,600-39,100+ Rs.7,600, revised to Level 12 in Pay Matrix of 7th CPC.	Officers working under Central Government / State Government / Court / Tribunal / statutory organization / PSU / Autonomous Body / Public Sector Bank possessing a degree in Law from a recognized university and holding - (i) analogous post on regular basis, or (ii) a post in Pay Band-3, Rs.15600-39100 plus Grade Pay of Rs.6600/-, revised to Level 11 in Pay Matrix of 7th CPC or equivalent with five years' regular service in the Grade. The candidate should have experience in administrative/ establishment/ court matters.
2.	Assistant Registrar	12	PB 3, Rs.15,600-39,100+ Rs.6,600, revised to Level 11 in Pay Matrix of 7th CPC.	Officers working under Central Government / State Government / Court / Tribunal / statutory organization / PSU / Autonomous Body / Public Sector Bank possessing a Degree in Law from a recognized University and holding - (i) analogous post on regular basis, or (ii) a post in Pay Band-2, Rs 9300-34800/- plus Grade Pay of Rs 5400/-, revised to Level 9 in Pay Matrix of 7th CPC. or equivalent with five years' regular service in the grade, or (iii) a post in Pay Band-2, Rs 9300 - 34800/- plus Grade Pay of Rs 4800/-, revised to Level 8 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the grade. The candidate should have experience in administrative/ establishment/ court matters.
3.	Private Secretary	27	PB 2, Rs.9,300-34,800+ Rs.4,800, revised to Level 8 in Pay Matrix of 7th CPC.	Officers working under Central Government / State Government / Court / Tribunal / statutory organization / PSU / Autonomous Body / Public Sector Bank possessing a Degree in any discipline from a recognized University and speed of 100 w.p.m. in English Shorthand and holding - (i) analogous post on regular basis, or (ii) a post in Pay Band-2, Rs 9300-34800/- plus Grade Pay of Rs 4600/-, revised to Level 7 in Pay Matrix of 7th CPC or equivalent with two years' regular service in the grade, or (iii) a post in Pay Band-2, Rs 9300-34800/- plus Grade Pay of Rs 4200/-, revised to Level 6 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the grade.
4.	Assistant Library Information Officer.	10	PB-2, Rs.9,300-34,800+ Rs.4,600, revised to Level 7 in Pay Matrix of 7th CPC.	Officers working under Central Government / State Government / Court / Tribunal / statutory organization / PSU / Autonomous Body / Public Sector Bank possessing a Bachelor Degree in Library Science or Library and Information Science from a recognized University or Institute / Bachelor Degree in any discipline from a recognized University with Diploma in Library Science and holding - (i) analogous post on regular basis, or (ii) a post in Pay Band-2, Rs 9300-34800/- plus Grade Pay of Rs 4200/-, revised to Level 6 in Pay Matrix of 7th CPC or equivalent with five years' regular service in the grade.

Note 1: The departmental officers (wherever applicable) 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 date of appointment to the post.

Note 4: For purposes of appointment on deputation/absorption basis, 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 the Seventh CPC.

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**APPLICATION FOR THE POST OF ON DEPUTATION BASIS  
IN NATIONAL COMPANY LAW TRIBUNAL**

Paste here  
self attested  
passport size  
coloured  
photograph

1.	Post Applied For [separate application be submitted for each post]	:				
2.	Preference for 3 locations in order of priority [please refer to vacancy circular]	:	(i) (ii) (iii)			
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.	Pay Band and Grade Pay 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)

12	Details of employment (in Chronological order).							
	Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Pay Scale/ Pay band and Grade Pay	Nature of duties
				From	To			
13.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary			:				
14.	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 :			:				
15.	Details of training undergone			:				
16.	Details of proficiency in computer			:				
17.	Any other information, applicant wants to furnish			:				
18.	Please state briefly how you find yourself best suitable for the post applied for:							

# Applicants not holding the post in the 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:

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Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.