

No. 10/121/2016-NCLT (Pt-II)  
**NATIONAL COMPANY LAW TRIBUNAL**

6<sup>th</sup> Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
Dated, the 16 August, 2018

OFFICE MEMORANDUM

Subject:- Filling up the posts of Joint Registrar, Deputy Registrar, Assistant Registrar, Court Officer, Private Secretary, Assistant Library Information Officer, Senior Legal Assistant, Assistant, Steno Grade-II/PA, Steno Grade-III, Cashier, Record Assistant, UDC and Programmer 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.	No. of Posts	Pay Band & Grade pay
1.	Joint Registrar	Two at Delhi, one each at Allahabad, Chandigarh, Hyderabad, Kolkata and Mumbai	07	PB-4; Rs.37400-67000/- plus grade pay of Rs.8,700, revised to Level 13 in Pay Matrix of 7 <sup>th</sup> CPC.
2.	Deputy Registrar	One each at Ahmedabad, Chandigarh, Guwahati, Mumbai, Jaipur, Cuttack and Kochi.	07	PB 3, Rs.15,600-39,100+ Rs.7600, revised to Level 12 in Pay Matrix of 7 <sup>th</sup> CPC.
3.	Assistant Registrar	One each at Ahmedabad, Allahabad, Bengaluru, Hyderabad, Kolkata, Jaipur, Cuttack and Kochi.	08	PB 3, Rs.15,600-39,100+ Rs.6600, revised to Level 11 in Pay Matrix of 7 <sup>th</sup> CPC.
4.	Court Officer	Four at Delhi, two each at Hyderabad and Mumbai and one each at Bengaluru, Jaipur, Cuttack and Kochi.	12	PB-2, Rs. 9300-34800/- plus grade pay of Rs.4800/-, revised to Level 8 in Pay Matrix of 7 <sup>th</sup> CPC
5.	Private Secretary	Six at Delhi, three at Mumbai, two each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Hyderabad, Kolkata, one each at Chennai, Guwahati, Jaipur, Cuttack and Kochi.	26	PB 2, Rs.9,300-34,800+ Rs.4800, revised to Level 8 in Pay Matrix of 7 <sup>th</sup> CPC.
6.	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 7 <sup>th</sup> CPC.
7.	Senior Legal Assistant	Five at Delhi, four at Mumbai, two each at Bengaluru, Chennai, Hyderabad, Kolkata, one each at Ahmedabad, Allahabad, Chandigarh, Guwahati, Jaipur, Cuttack and Kochi.	24	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.4600/- revised to Level 7 in Pay Matrix of 7 <sup>th</sup> CPC.
8.	Assistant	Nine at Delhi, four at Mumbai, two each at Ahmedabad, Allahabad, Chennai, Hyderabad, Kolkata, one each at Bengaluru, Chandigarh, Guwahati, Cuttack and Kochi.	28	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.4200/- revised to Level 6 in Pay Matrix of 7 <sup>th</sup> CPC
9.	Steno Grade-II/ P.A.	One each at Delhi, Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Mumbai, Jaipur, Cuttack and Kochi.	13	PB-2, Rs. 9,300-34,800/- plus Grade Pay of Rs.4200/- revised to Level 6 in Pay Matrix of 7 <sup>th</sup> CPC.

10.	Steno Grade-III	Three at Delhi, one each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Mumbai, Jaipur, Cuttack and Kochi.	15	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7th CPC
11.	Cashier	One at Delhi	01	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7th CPC.
12.	Record Assistant	Five at Delhi, one each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Mumbai, Jaipur, Cuttack and Kochi.	17	PB-1, Rs.5200-20200/- plus Grade Pay of Rs.2400, revised to Level 4 in Pay Matrix of 7th CPC.
13.	U.D.C.	Three at Delhi, one each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Hyderabad, Kolkata, Mumbai, Jaipur, Cuttack and Kochi.	14	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7th CPC
14.	Programmer	One at Delhi	01	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.5400, Revised to Level 9 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. The candidates selected for the deputation will be eligible for H.R.A., but as of now are **not eligible for government accommodation in General Pool**.

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

7. 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 **25.09.2018**. The applications received after the last date will not be considered.



( Akhilesh Kumar Singh)  
Under Secretary, NCLT

Email: [admn@nclt.gov.in](mailto:admn@nclt.gov.in); Tel: 011-24363843



**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.	Joint Registrar	07	PB-4; Rs.37400-67000/- plus grade pay of Rs.8,700, revised to Level 13 in Pay Matrix of 7 <sup>th</sup> CPC.	Officers of the Central Government or State Governments or Union Territories or High Courts/Supreme Court/Courts or Tribunals or statutory organizations or State / Higher Judicial Service holding:- (a) (i) analogous post on regular basis in the parent cadre or department; or (ii) a post in Level-12 in Pay Matrix of 7 <sup>th</sup> CPC with five years regular service, or (iii) a post in Level-11 in Pay Matrix of 7 <sup>th</sup> CPC with ten years regular service. (b) (i) Degree in Law from a recognized University, and (ii) Experience in personnel and administrative matters.
2	Deputy Registrar	07	PB 3, Rs.15,600-39,100+ Rs.7600, revised to Level 12 in Pay Matrix of 7 <sup>th</sup> CPC.	Officers working under Central Government/ State Governments / Union Territories / High Courts/Supreme Court/Courts / Tribunals/ statutory organizations possessing a degree in Law from a recognized University and holding: (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.
3	Assistant Registrar	08	PB 3, Rs.15,600-39,100+ Rs.6600, revised to Level 11 in Pay Matrix of 7 <sup>th</sup> CPC.	Officers working under Central Government/ State Governments/ Union Territories/ High Courts/Supreme Court/Courts / Tribunals possessing degree in Law from a recognized University and holding: (a) (i) analogous post on regular basis; or (ii) a post in Level 9 & 10 as per Pay Matrix of 7 <sup>th</sup> CPC or equivalent with five years' regular service in the Grade, or (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, or (iv) a post in Level 7 in Pay Matrix of 7 <sup>th</sup> CPC with seven years' regular service in the Grade, (b) Having experience in administrative/ establishment/ Court matters.
4	Court Officer	12	PB-2, Rs. 9300-34800/- plus grade pay of Rs.4800/-, revised to Level 8 in Pay Matrix of 7 <sup>th</sup> CPC	Officers working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals/ possessing preferably a degree in Law from a recognized University and holding – (a) (i) analogous post on regular basis; or (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 (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, (b) Having experience in administrative/ establishment/ court matters.
5	Private Secretary	26	PB 2, Rs.9,300-34,800+ Rs.4800, revised to Level 8 in Pay Matrix of 7 <sup>th</sup> CPC.	Officers working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals possessing skill test norms of dictation for 10 minutes @ 110 WPM (English) & Transcription on computer in 55 minutes, and holding – (i) analogous post on regular basis; or (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 (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.



6	Assistant Library Information Officer.	10	PB-2, Rs.9300-34800+ Rs.4600, revised to Level 7 in Pay Matrix of 7th CPC.	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals possessing 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 two years professional experience in a library, and holding:- (i) analogous posts on regular basis; or (ii) a post in Level 6 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade.
7	Senior Legal Assistant	24	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.4600/- revised to Level 7 in Pay Matrix of 7th CPC.	Officers working in Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals possessing degree in law from a recognized University and holding: (i) analogous post on regular basis; or (ii) a post in Level 6 in Pay Matrix of 7th CPC or equivalent with five years' regular service in the Grade; or (iii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with eight years' regular service in the Grade.
8	Assistant	28	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.4200/- revised to Level 6 in Pay Matrix of 7th CPC	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals and holding: (a) (i) analogous post on regular basis; or (ii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the Grade; or (iii) a post in Level 4 in Pay Matrix of 7th CPC or equivalent with ten years' regular service in the Grade. (b) having knowledge of computer operation.
9	Steno Grade-II/ P.A.	13	PB-2, Rs. 9,300-34,800/- plus Grade Pay of Rs.4200/- revised to Level 6 in Pay Matrix of 7th CPC.	Officers working as Stenographers/ Personal Assistants under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals possessing skill test norms of dictation of 10 minutes @100 WPM (English) and Transcription in 50 minutes on computer, and holding: (i) analogous post on regular basis; or (ii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the Grade (iii) a post in Level 4 in Pay Matrix of 7th CPC or equivalent with ten years' regular service in the Grade.
10	Steno Grade-III	15	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7th CPC	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals, possessing skill test norms of Dictation for 10 minutes @ 80 w.p.m. (English), and Transcription in 40 minutes on computer, and holding: (i) analogous posts on regular basis; or (ii) a post in Level 3 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade (iii) a post in Level 2 in Pay Matrix of 7th CPC or equivalent with eight years' regular service in that Grade.
11	Cashier	01	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7th CPC.	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals and holding: (i) analogous posts on regular basis; or (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, or (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.

12	Record Assistant	17	PB-1, Rs.5200-20200/- plus Grade Pay of Rs.2400, revised to Level 4 in Pay Matrix of 7 <sup>th</sup> CPC.	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals/ statutory organizations and holding: (i) analogous posts on regular basis; or (ii) holding a post in Level 2 in Pay Matrix of 7 <sup>th</sup> CPC with eight years regular service in the grade.
13	U.D.C.	14	PB-1, Rs.5200-20200/- plus grade pay of Rs.2400 revised to Level 4 in Pay Matrix of 7 <sup>th</sup> CPC	Officials working under Central/ State Governments/ Union Territories / High Courts/Supreme Court/Courts/ Tribunals/ statutory organizations and holding: (i) analogous posts on regular basis; or (ii) holding a post in Level 2 in Pay Matrix of 7 <sup>th</sup> CPC with eight years regular service in the grade.
14	Programmer	01	PB-2, Rs.9300-34800/- plus Grade Pay of Rs.5400, Revised to Level 9 in pay matrix of 7 <sup>th</sup> CPC	Officers working under Central/ State Governments / Union Territories / High Courts/Supreme Court/Courts/ Tribunals/ statutory organizations possessing degree in BE / B.Tech in Computer Science or Information Technology/ MCA or equivalent degree from a recognized institute and holding: (i) analogous post on regular basis; or (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. (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.

Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 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.

---



**ANNEXURE – II****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)

13	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			
14.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary			:				
15.	In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization :			:				
16.	Details of training undergone			:				
17.	Details of proficiency in computer			:				
18.	Any other information, applicant wants to furnish			:				
19.	Please state briefly how you find yourself best suitable for the post applied for:							

# 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:

.....  
Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

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