

No.A-45011/14/2016-Ad.IV  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
New Delhi-110001  
Dated: 9<sup>th</sup> March, 2016.

**Office Memorandum**

**Subject:** Engagement of retired officers and employees purely on contractual assignment for the post of Private Secretary and Steno.

Applications are invited from retired officers, who have worked in various capacities like PPS, Private Secretary, Personal Assistant and Steno in Central/State Government, PSU, any court or Tribunal on contract basis in National Company Law Tribunal as under:

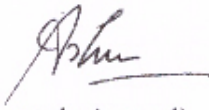
| Sl.No. | Name of the Post  | Location & Tentative No. of posts  |
|--------|-------------------|--|
| 1.     | Private Secretary | 5 posts each for NCLT and NCLAT at Delhi, 4 posts at Mumbai, 3 posts each at Chennai, Bengaluru, Kolkata, Hyderabad, 2 posts each at Ahmedabad, Allahabad & Chandigarh and one post at Guwahati. |
| 2.     | Steno             | 5 posts each for NCLT and NCLAT at Delhi, 4 posts at Mumbai, 2 posts each at Chennai, Bengaluru, Kolkata, Hyderabad, Ahmedabad, Allahabad & Chandigarh and 1 post at Guwahati.                   |

The terms and conditions of the contract shall be as under:-

- 1. Period of contract:** The period of contract initially will be for six months extendable upto one year depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. The short term contractual assignment shall not confer any right or claim to any regularization or continuance of service.
- 2. Remuneration:** The Private Secretary and Steno will be paid a consolidated remuneration of Rs. 42000 and 40000 respectively. The retired officers and employees engaged on contractual assignment shall not be entitled for HRA, DA and residential accommodation.
- 3. Age limit:** The maximum age limit for the applicants is 62 years as on 1<sup>st</sup> March, 2016.

4. **Leave:** They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.
5. Their working days and working hours shall be same as are applicable in case of other serving officer and employees of the Tribunal and Appellate Tribunal.
6. They will have the option to give up their assignment by giving one month's advance written notice.
7. **Last date for submission of application:** The interested retired officers and employees belonging to above categories and who are willing to serve in the NCLT shall submit their applications by **11<sup>th</sup> April, 2016** to the undersigned (Shri Ashutosh Anand, Under Secretary, Ministry of Corporate Affairs, Room No. 529, A Wing, Shastri Bhawan, New Delhi). Applications received after due date will not be considered.

This may be given wide publicity.

  
(Ashutosh Anand)  
Under Secretary to the Govt. of India  
Tele No. 23389782

To

1. Registrar of Supreme Court of India, New Delhi.
2. Registrars/Registrar Generals of all High Courts.
3. Secretaries to Government of India, All Ministries/Departments of the Government of India.
4. All Chief Secretaries to the State Governments/Union Territories.
5. Director General of Corporate Affairs, New Delhi.
6. All RDs, RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
7. Secretary, Company Law Board, Paryavaran Bhawan, New Delhi with the request to upload the vacancy circular on CLB's website.
8. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
9. Secretary, Competition Commission of India, MCA, New Delhi.
10. Registrar, Competition Appellate Tribunal, New Delhi.
11. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
12. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
13. Technical director, NIC, DoPT, Room No. 11/A, North Block, New Delhi for posting on the DoP&T's website {reference DoP&T's OM No. 28/1/2007-EO(SM.II) dated 23.02.2010}.
14. Guard File.



**FORMAT OF APPLICATION FOR THE POST OF PRIVATE SECRETARY/STENO  
IN NATIONAL COMPANY LAW TRIBUNAL ON CONTRACT BASIS**

|    |   |  |  |
|----|---|--|--|
| 1. | Name in Full (IN BLOCK LETTERS)   |  | Attested copy of passport size photograph to be pasted |
| 2. | Post applied for and place of the post applied for (separate application is to be sent for different post):           |  |  |
| 3. | Date of Birth (valid documentary proof to be enclosed)  |  |  |
| 4. | Father's Name   |  |  |
| 5. | Correspondence Address (Including Telephone Number/ Fax Number/ Email Id.) (Email Id. is mandatory)                   |  |  |
| 6. | Permanent Address (Including Telephone/Fax Number)  |  |  |
| 7. | Present occupation, if any  |  |  |
| 8. | Educational Qualifications in the reverse chronological order:<br>(Attested copies of Degree/ Diploma to be attached) |  |  |
|    | Name of University/ Equivalent Institution  | Degree   | Year of Passing  |
|    |   |  | Percentage of Marks Obtained                           |
|    |   |  | Academic Distinction                                   |
|    |   |  | Subject/ Specialisation                                |
|    |   |  |  |
|    |   |  |  |
| 9. | Details of employment during last 10 years before retirement:   |  |  |
|    | Name and address of employer  | Designation, scale of pay including present pay. | Whether regular/ deputation/ adhoc                     |
|    |   |  | Period of service                                      |
|    |   |  | Nature of duty/ experience                             |
|    |   |  | From   |
|    |   |  | To   |
|    |   |  |  |

|     |                                    |  |
|-----|------------------------------------|--|
| 10. | Time required for joining the post |  |
|-----|------------------------------------|--|

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place:-

Date:-

Name: \_\_\_\_\_ (Signature)