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

### **Ministry of Corporate Affairs**

#### Notification

New Delhi, the January, 2020

- **G.S.R. (E)**...... 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, 2020.
- (2) They 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) "Appointing Authority" means the Central Government or the Authority to whom the powers are delegated by the Central Government for making appointments of officers and employees in the Appellate Tribunal by a notification;
  - c) "Appellate Tribunal" means the National Company Law Appellate Tribunal constituted under section 410;
  - d) "Chairperson" means the Chairperson of the Appellate Tribunal.
  - e) "Schedule" means the Schedules annexed to these rules.
- (2) All the words and expressions used and not defined in these rules, but defined in the Act shall have the same 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. Initial Constitution.- The incumbent of the post shown in the column 1 of the said Schedule-I, who is holding such post on regular basis by becoming employee/officer of the Appellate Tribunal on and from dissolution of Company Law Board /Competition Appellate Tribunal shall deemed to have been duly appointed under the Provisions of these rules and service rendered by him/her in said post before the said commencement shall be taken into account for the purpose of rights and privileges as to pension, gratuity and other like benefits.
- 5. Number of post, classification and level in pay matrix .- The number of post of officers and employees, their classification and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of Schedule-I.
- **6. Method of recruitment, age-limit, qualifications, etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of Schedule-I.
- 7. **Appointment.-** Appointment of Officers and other employees of Appellate Tribunal shall be made by Appointing Authority, provided that the appointments to the posts in Level 11 or above in Pay Matrix of Seventh Central Pay Commission shall be made with the approval of Central Government.

- 8. Procedure for appointment by direct recruitment.- Appellate Tribunal shall invite applications by advertisement on all India basis, for the posts of officers and employees in the Appellate Tribunal and shall process for making appointments by the Appointing Authority, through a recognized professional agency having adequate experience in making recruitment in Central Government, Public Sector Undertakings, Tribunals and the like as decided by the Appellate Tribunal.
- **9. Procedure for appointment on deputation basis.-** The Appellate Tribunal shall invite applications for the posts through wide advertisement including publishing invariably in Employment News. Selection shall be made on the basis of recommendation of the Selection Committee prescribed in Schedule-I for the respective posts.
- **10. 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 and who are considered suitable by Departmental Promotion Committee, shall be eligible for absorption, in respective grade subject to the condition that such persons exercise their option for the absorption.
- (2) Such absorption shall also be subject to the condition that their parent departments or cadre controlling authorities do not have any objection to their being absorbed in the Appellate Tribunal.
- (3) Seniority of officer or employees mentioned in sub rule (1) shall be determined with reference to the date of their absorption to the post concerned.
- 11. 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 organisation.
- (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 organisation 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 organisation or as specified in Schedule-II annexed to these rules.
- **12. 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 pool residential accommodation and occupies such a Government accommodation allotted to them.

**13. 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 level in pay matrix of the Central Government.

#### **14. Disqualification.-** No person,-

- (i) who has entered into 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.

- **15. 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 level in pay matrix of pay of the Central Government stationed at those places.
- **16. 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.
- 17. 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, the Other Backward Classes, economically weaker section, 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 4, 5, and 6]

(1)

Name of post.	Number of post.	Classification.	Level in Pay Matrix.	Whether selection post or	Age limit for direct	Educational and other
				non-selection post.	recruits.	qualifications required
						for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Registrar.	*01 (2020)	Not applicable.	Level-14 (Rs. 144200 – 218200).	Not applicable.	Not applicable.	Not applicable.
	*Subject to variation dependent on workload.					

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, grade from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	By deputation.	Deputation: Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service:  (a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in level-13A in pay matrix of Seventh Central Pay Commission or equivalent with two years regular service in the grade; or (iii) a post in level-13 in pay matrix of Seventh Central Pay Commission or equivalent with three years regular service in the grade; and (b) possessing the following essential educational qualification and experience: (i) degree in law from a recognised University; and (ii) experience in personnel and administrative matters.  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.  Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty eight years as on the closing date of receipt of applications.  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 Central Pay Commission.	Selection Committee (for considering deputation) consisting of:  1. Chairperson, National Company Law Appellate Tribunal-Chairperson;  2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT)-Member; and  3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Additional Secretary)-Member.	

(2)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Joint Registrar.	01* (2020)	Not applicable.	Level-13 (123100 - 215900).	Selection.	Not applicable.	Not applicable.
	*Subject to variation dependent on					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
(8) Not applicable.	(9) Not applicable.	Promotion on the basis of seniority cum merit failing which by deputation.	Promotion: Deputy Registrar with five years regular service in level-12 in Pay Matrix of Seventh Central Pay Commission.  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.  Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.  Deputation:-  Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service:  (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in level-12 in pay matrix of Seventh Central Pay Commission with five years regular service, or  (iii) a post in level-11 in pay matrix of Seventh Central Pay Commission with ten years regular service.  (b) (i) degree in law from a recognised University; and (ii) experience in personnel and administrative matters.  Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment 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 five years. Note 3: The maximum age limit for appointment by deputation shall not be exceed	Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of: 1. Chairperson, National Company Law Appellate Tribunal- Chairperson 2. A Member National Company Law Appellate Tribunal (to be nominated by the Chairperson, NCLAT)- Member 3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary)-Member.	Not applicable.
			post held immediately preceding this appointment shall ordinarily not exceed five years.		

(3)

(	1)		(2)	(3)	(4)	(5)	(6)	(7)
3	3.	Financial	01* (2020)	Not applicable.	Level-13 (Rs.	Not applicable.	Not applicable.	Not applicable.
1	Adviser.		*subject to		123100 - 215900).			
			variation					
			dependent on					
			workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	Central Staffing Scheme.	Not applicable.	Not applicable.	Not applicable.

(4)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Deputy Registrar.	01* (2020)	Not applicable.	Level 12 (Rs. 78800 - 209200).	Selection.	Not applicable.	Not applicable.
	*Subject to variation dependent					
	on workload.					

(9)	(10)	(11)	(12)	(13)
(9) Not applicable.	By promotion on the basis of seniority-cum-merit failing which by deputation/ absorption.	(11) Promotion: (i) Assistant Registrar with five years regular service in the level-11 in Pay Matrix of Seventh Central Pay Commission. (ii) Principal Private Secretary with five years regular service in the level-11 in Pay Matrix of Seventh Central Pay Commission.  In the ratio of 67:33. The first vacancy shall be filled from the category of Assistant Registrar.  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 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 by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility s	Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of:  (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)— Chairperson;  (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary)—Member;  (3) Registrar of the Appellate Tribunal – Member.	Not applicable.

	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 four years.	
	reconstruction of the approximation of the approxim	
	Note 2. The maximum and limit for appointment by deputation shall not be available.	
	Note 3: The maximum age limit for appointment by deputation shall not be exceeding	
	fifty six years as on the closing date of receipt of applications.	
	Note 4: For purposes of appointment on deputation/absorption basis, the service	
	rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which	
	the revised pay structure based on the Seventh Central Pay Commission	
	recommendations has been extended, shall be deemed to be service rendered in the	
	corresponding level in the Pay Matrix of the Seventh Central Pay Commission.	

(5)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Assistant Registrar	2* (2020)	Not applicable.	Level 11 (Rs. 67700 - 208700).	Selection.	Not applicable.	Not applicable.
	*Subject to variation dependent on workload.					
	· -					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years in case of	By promotion on the	Promotion:	Departmental Promotion	Not applicable
	promotion.	basis of seniority-cum-		Committee (for promotion)	
		merit failing which by	(i) Court Officer with six years regular service in the level-8 in pay matrix of Seventh	and Selection Committee	
		deputation/ absorption.	Central Pay Commission.	(for confirmation and	
			(ii) Administrative Officer with degree in law and six years regular service in level-8	deputation) consisting of:	
			in pay matrix of Seventh Central Pay Commission,		
			In the ratio of 60:40. The first vacancy shall be filled from the category of Court	(1) Chairperson of the	
			Officer.	Appellate Tribunal (or a	L Company
				Member of the Appellate	
			Provided that if therein be no officer available or found fit for promotion out of the	Tribunal as his nominee)-	
			officers falling in consideration zone in any one of the above said categories, the	Chairperson;	
			vacancy may be filled from the other category by rotation as above subject to	(2) Nominee of the Secretary,	
			adjustment at the future selection/selections but without prejudice to the seniority of	Ministry of Corporate Affairs	
			the person(s) already appointed.	(not below the rank of Joint	
				Secretary)- Member; and	
			Note 1: Where juniors who have completed their qualifying or eligibility service are	(2) D : ( (1 A 11 )	
			being considered for promotion, their seniors would also be considered provided they	(3) Registrar of the Appellate	
			are not short of the requisite qualifying or eligibility service by more than half of such	Tribunal - Member.	
			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.		
			Juniors who have already completed such qualifying of engionity 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 1st 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 Seventh Central Pay Commission.		
			corresponding bever in the pay matrix of seventin centual ray commission.		
			Deputation/Absorption:		
			2 of a matery 110 of patents		
			Officers working under Central Government or State Governments or Union		
			Territories or Courts or Tribunals possessing degree in law from a recognised		
			University:		
			(a) (i) holding analogous post on regular basis; or		
			(ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or		
			equivalent with five years' regular service in the Grade, or		

(iii) a post in level-8 as per pay matrix of Seventh Central Pay Commission or equivalent with six years` regular service in the Grade,
(iv) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with seven years` regular service in the Grade,
(b) having experience in administrative or establishment or Court matters.
Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
Note 2: The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment shall ordinarily not exceed four years.
Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.
Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.

(6)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Principal Private	01*	Not applicable.	Level-11 (Rs. 67700 – 208700).	Selection.	Not applicable.	Not applicable.
Secretary.	* subject to variation					
	dependent on workload					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years in case of	By promotion failing	Promotion:	Departmental Promotion	Not applicable.
	promotion.	which by deputation.	Private Secretary in level-8 in pay matrix of Seventh Central Pay Commission with six	Committee (for promotion)	
			years regular service in the grade.	and Selection Committee (for	
				deputation and confirmation)	
			Note 1: Where juniors who have completed their qualifying or eligibility service are being	consisting of:	
			considered for promotion, their seniors would also be considered provided they are not	(1) Chairperson of the	
			short of the requisite qualifying or eligibility service by more than half of such qualifying	Appellate Tribunal (or a	
			or eligibility service or two years, whichever is less, and have successfully completed their	Member of the Appellate	
			probation period for promotion to the next higher grade along with their juniors who have	Tribunal as his nominee)-	
			already completed such qualifying or eligibility service.	Chairperson;	
			Note 2. For the annual of constitution of information and if it is a series for a second in the	(2) Nominee of the Secretary,	
			Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from	Ministry of Corporate Affairs (not below the rank of Deputy	
			which the revised pay structure based on the Seventh Central Pay Commission	Secretary / Director)- Member;	
			recommendations has been extended, shall be deemed to be service rendered in the	Secretary / Director)- Weiliber,	
			corresponding Level in the pay matrix of Seventh Central Pay Commission.	(3) Registrar of the Appellate	
			corresponding Lever in the pay matrix of Seventin Central Fay Commission.	Tribunal – Member.	
			Deputation:	Tilbulai Welliber.	
			Officers working under Central Government or State Governments or Union Territories		
			or Courts or Tribunals possessing preferably a degree in law from a recognised university:		
			· · · · · · · · · · · · · · · · · · ·		
			(a) (i) holding analogous post on regular basis; or		
			(ii) a post in level-9 and 10 as per pay matrix of Seventh Central Pay Commission or		
			equivalent with five years' regular service in the grade; or		
			(iii) a post in level-8 in pay matrix of Seventh Central Pay Commission with six years'		
			service in that grade; or		
			(iv) a post in level-7 in pay matrix of Seventh Central Pay Commission with seven years`		
			regular service in the grade,		
			(iv) a post in level-6 in pay matrix of Seventh Central Pay Commission with ten years		
			regular service in the grade		
			(b) Having experience in administrative or establishment or court matters.		
			Note 1. The departmental officers in the feeder and devide are in directly and the second		
			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.		
			deputationists shall not be engible for consideration for appointment by promotion.		
			<u>l</u>		

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.	
Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission	
recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

(7)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7. Programmer	01* (2020)	Not applicable.	Level-9 (Rs. 53100 - 167800).	Non-Selection.	Not Applicable.	Not Applicable.
	*Subject to variation					
	dependent on workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	By promotion on the	Promotion:	Departmental Promotion	Not applicable.
		basis of seniority-cum-		Committee (for promotion)	
		merit failing which by	Assistant Programmer with three years' regular service in the grade.	and Selection Committee (for	
		deputation.		deputation) consisting of:	
			Note 1: Where juniors who have completed their qualifying or eligibility		
			service are being considered for promotion, their seniors would also be	(1) Chairperson of the	
			considered provided they are not short of the requisite qualifying or eligibility	Appellate Tribunal (or a	
			service by more than half of such qualifying or eligibility service or two years,	Member of the	
			whichever is less, and have successfully completed probation period for	Appellate Tribunal as his	
			promotion to the next higher grade along with their juniors who have already	nominee) - Chairperson;	
			completed such qualifying or eligibility service.		
				(2) Nominee of the Secretary,	
			Note 2: For the purpose of computing minimum qualifying service for	Ministry of Corporate	
			promotion, the service rendered on a regular basis by an officer prior to 1st	Affairs (not below the rank	
			January, 2016 or the date from which the revised pay structure based on the	of Director/Deputy	
			Seventh Central Pay Commission recommendations has been extended, shall	Secretary) - Member; and	
			be deemed to be service rendered in the corresponding grade pay or pay scale		
			extended based on the recommendations of the Commission.	(3) Registrar of the Appellate	
				Tribunal – Member.	
			Deputation/Absorption:		
			Officers working under Central Government or State Governments or Union		
			Territories or Courts or Tribunals or statutory organisations possessing degree		
			in Bachelor of Engineering or Bachelor of technology in Computer Science or		
			Information Technology or Master of Computer Applications or equivalent		
			degree from a recognised institute:		
			(i) holding analogous post on regular basis; or		
			(ii) a post in level-8 in the pay matrix of Seventh Central Pay Commission or		
			equivalent with two years' regular service in the grade.		
			(iii) a post in level-7 in the pay matrix of Seventh Central Pay Commission 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/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.

(8)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
8. Accounts	01* (2020)	Not applicable.	Level-10 (Rs. 56100	Not applicable.	Not applicable.	Not applicable.
Officer.	*subject to		<i>-</i> 177500).			
	variation					
	dependent on					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	From Civil Accounts Service.	Not applicable.	Not applicable.	Not applicable.

(9)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
<ol><li>Court Officer.</li></ol>	03* (2020)	Not applicable.	Level-8 (Rs. 47600 - 151100).	Not applicable.	Not applicable.	Not applicable.
	* subject to variation dependent on					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	66.66% by promotion	Promotion:	Departmental Promotion	Not applicable.
		failing which by	Senior Legal Assistant with two years regular service in level-7 in pay matrix of Seventh Central	Committee (for promotion)	
		deputation.	Pay Commission.	and Selection Committee	
		33.33% by		(for deputation) consisting	
		deputation.	Note 1: Where juniors who have completed their qualifying or eligibility service are being	of:	
			considered for promotion, their seniors would also be considered provided they are not short of	(1) Chairperson of the	
			the requisite qualifying or eligibility service by more than half of such qualifying or eligibility	Appellate Tribunal (or a	
			service or two years, whichever is less, and have successfully completed their probation period	Member of the Appellate	
			for promotion to the next higher grade along with their juniors who have already completed such	Tribunal as his nominee)-	
			qualifying or eligibility service.	Chairperson;	
				(2) Nominee of the Secretary	
			Note 2: For the purpose of computing minimum qualifying service for promotion, the service	Ministry of Corporate	
			rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been	Affairs (not below the rank	
			extended, shall be deemed to be service rendered in the corresponding Level in the pay matrix	of Deputy Secretary/Director)-	
			of Seventh Central Pay Commission.	Member;	
			of Seventin Central Lay Commission.	Wentber,	
			Deputation/Absorption:	(3) Registrar of the	
			2 of amilotif Thousand	Appellate Tribunal -	
			Officers working under Central or State Governments or Courts or Tribunals possessing	Member.	
			preferably a degree in law from a recognised university:		
			(a)(i) holding analogous post on regular basis; or		
			(ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two		
			years' regular service in the grade, or		
			(iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six		
			years` regular service in the grade,		
			(b) having experience in administrative or establishment or court matters.		
			Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall		
			not be eligible for consideration for appointment on deputation. Similarly, deputationists shall		
			not be eligible for consideration for appointment by promotion.		
			Note 2: The period of deputation including the period of deputation in another ex-cadre post		
			held immediately preceding this appointment shall ordinarily not exceed five years.		
			Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six		
			years as on the closing date of receipt of applications.		
			Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay		
			a regular basis by an officer prior to 01% January, 2016 or the date from which the revised pay		1

structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh		
Central Pay Commission.	!	

(10)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10. Administrative Officer.	02* (2020)	Not applicable.	Level-8 (Rs. 47600 -	Non Selection.	Not Applicable.	Not Applicable.
	* subject to		151100).			
	variation					
	dependent or					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
(8) Not applicable.	(9) Not applicable.	(10)  By promotion failing which by deputation/ absorption.	Promotion: Assistant with six years regular service in level-6 in pay matrix of Seventh Central Pay Commission.  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.  Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.  Deputation/Absorption:  Officers working under Central Government or State Governments or Courts or Tribunals possessing preferably a degree in Law from a recognised University:  (a) (i) holding analogous post on regular basis; or	Departmental Promotion Committee (for promotion) and Selection Committee (for deputation) consisting of: (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee) - Chairperson;  (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director) - Member; and  (3) Registrar of the Appellate Tribunal - Member.	(13) Not applicable.
			Tribunals possessing preferably a degree in Law from a recognised University:		

	Note 2: The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment shall ordinarily not exceed five years.	
	Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
	Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.	

(11)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11. Private Secretary.	02* (2020)	Not applicable.	Level-8 (Rs. 47600 -	Non Selection.	Not applicable.	Not applicable.
	* subject to variation		151100).			
	dependent on workload.					
	-					

(8) (9)		(10)	(11)	(12)	(13)
	ot applicable.	\	(11) Promotion:  Stenographer Grade-III with ten years' regular service in level-4 in pay matrix of Seventh Central Pay Commission.  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.  Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.  Deputation/Absorption:  Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English). Transcription on computers fifty five word per minute:  (i) holding analogous post on regular basis; or  (ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade, or  (iii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade 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	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee) - Chairperson;  (2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director) - Member; and  (3) Registrar of the Appellate Tribunal - Member.	Not applicable.

	Note 2: The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment shall ordinarily not exceed three years.	
	Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
	Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

## (12)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
12. Senior Legal	2* (2020)	Not applicable.	Level-7 (Rs. 44900 - 142400).	Non Selection.	Not applicable.	Not applicable.
Assistant	*subject to variation					
	dependent on workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	By promotion	Promotion:	Departmental Promotion	Not applicable
		failing which by	Junior Legal Assistant in level-6 in pay matrix of Seventh Central Pay Commission	Committee for promotion and	
		deputation/	with five years' regular service in the grade.	Selection Committee for deputation	
		absorption.		consisting of:	
			Note 1: Where juniors who have completed their qualifying or eligibility service are	(1) Chairperson of the Appellate	
			being considered for promotion, their seniors would also be considered provided	Tribunal (or a Member of the	
			they are not short of the requisite qualifying or eligibility service by more than half	Appellate Tribunal as his	
			of such qualifying or eligibility service or two years, whichever is less, and have	nominee) - Chairperson;	
			successfully completed probation period for promotion to the next higher grade		
			along with their juniors who have already completed such qualifying or eligibility	(2) Nominee of the Secretary,	
			service.	Ministry of Corporate Affairs (not	
			Note 2: For the purpose of computing minimum qualifying service for promotion,	below the rank of Deputy	
			the service rendered on a regular basis by an officer prior to 1st January, 2016 or the	Secretary/Director)- Member;	
			date from which the revised pay structure based on the Seventh Central Pay		
			Commission recommendations has been extended, shall be deemed to be service	(3) Registrar of the Appellate	
			rendered in the corresponding Level in the pay matrix of Seventh Central Pay	Tribunal – Member.	
			Commission.		
			Deputation/Absorption:		
			Officers working in Central Government or State Governments or Union Territories		
			or Courts or Tribunals possessing degree in law from a recognised university:		
			(i) holding analogous post on regular basis; or		
			(ii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent		
			with five years' regular service in the grade; or		
			(iii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent		
			with eight years' regular service in the grade;		
			Note 1: The departmental officers in the feeder grade who are in direct line of		
			promotion shall not be eligible for consideration for appointment on deputation.		
			Similarly, deputationists shall not be eligible for consideration for appointment by		
			promotion.		
			Note 2: The period of deputation including the period of deputation in another ex-		
			cadre post held immediately preceding this appointment shall ordinarily not exceed		
			three years.		
			Note 3: The maximum age limit for appointment by deputation shall not be		
			exceeding fifty-six years as on the closing date of receipt of applications.		
			Note 4: For purposes of appointment on deputation/ absorption basis, the service		
			rendered on a regular basis by an officer prior to 01st January, 2016 or the date from		

which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the	
corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

(13)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
18. Assista	nt 03* (2020)	Not applicable.	Level-7 (Rs. 44900 -	Not applicable.	Between 18 and 30 years of age.	Bachelor of Engineering or Bachelor of
Programmer.			142400).		Note: Relaxable for Government	technology in Computer Science or
	*Subject to variation				servant upto five years in accordance	Information Technology or Master of
	dependent on workload.				with the instructions or orders issued	Computer Applications or equivalent degree
					by the Central Government.	from a recognised institute.
						-

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	By direct recruitment.	Not applicable.	Departmental Committee (for considering confirmation) consisting of:	Not applicable.
				(1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)–Chairperson;	
				(2) Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Deputy Secretary/Director)Member; and	
				(3) Registrar of the Appellate Tribunal - Member.	

# (14)

(1)		(2)	(3)	(4)		(5)	(6)	(7)
10. Junior	Legal	3* (2020)	Not applicable.	Level-6	(Rs.	Not applicable.	Between 18 and 30 years of age.	Graduate in law from a
Assistant.	-			35400 - 112	400).			recognised university and
		*Subject to variation					Note 1: Relaxable for Government Servant upto five years in accordance	having knowledge of
		dependent on workload.					with the instructions or orders issued by the Central Government.	computer operation.
							Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	100% by direct recruitment.	Not applicable.	Confirmation Committee (for considering confirmation)	Not applicable.
				consisting of:	
				1. A Member of the Appellate Tribunal (to be nominated by the	
				Chairperson) -Chairperson;	
				2. Nominee of the Secretary, Ministry of Corporate Affairs (not	
				below the rank of Deputy Secretary/Under Secretary)-	
				Member; and	
				3. Registrar of the Appellate Tribunal - Member.	

(15)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11. Assistant.	04* (2020)	Not applicable.	Level-6 (Rs. 35400 -	Not applicable.	Between 18 and 30 years of age.	Degree in any discipline
	* subject to variation		112400).			preferably in law from a
	dependent upon				Note 1: Relaxable for Government Servant upto five years in	recognised university and
	workload.				accordance with the instructions or orders issued by the Central	having knowledge of
					Government.	computer operation.
					Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years for direct	(i) 50% Promotion	Promotion:	Departmental promotion	Not applicable.
	recruitment.	failing which by	Upper Division Clerk or Record Assistant with ten years' regular service in level-4	Committee (for considering	
		deputation.	in pay matrix of Seventh Central Pay Commission in the ratio of 33:67. The first	promotion and the Selection	
			vacancy shall be filled from the category of Upper Division Clerk thereafter by	Committee for confirmation)	
		recruitment/absorption.	Record Assistant:	consisting of:	
				(1) A Member of the	
			Provided that if therein be no officer available or found fit for promotion out of the	Appellate Tribunal (to be	
			officers falling in consideration zone in any one of the above said categories, the	nominated by the Chairperson)	
			vacancy may be filled from the other category by rotation as above subject to	- Chairperson;	
			adjustment at the future selection/selections but without prejudice to the seniority	, ,	
			of the person(s) already appointed.	Secretary, Ministry of	
				Corporate Affairs (not below	
			NI (4 TATE ) I I I I I I I I I I I I I I I I I I	the rank of Deputy	
			Note 1: Where juniors who have completed their qualifying or eligibility service are	Secretary/Director)- Member;	
			being considered for promotion, their seniors would also be considered provided	and	
			they are not short of the requisite qualifying or eligibility service by more than half	(2) Pariston of the Associtate	
				(3) Registrar of the Appellate Tribunal –Member.	
			successfully completed probation period for promotion to the next higher grade	Tribunai – Weinber.	
			along with their juniors who have already completed such qualifying or eligibility service.		
			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 1st 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 Seventh Central Pay		
			Commission.		
			Deputation/Absorption:		
			Officials working under Central Government or State Governments or Union		
			Territories or Courts or Tribunals:		
			(a) (i) holding analogous post on regular basis; or		
			(ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent		
			with six years' regular service in the grade; or		
			(iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent		
			with ten years' regular service in the grade.		
			(b) having knowledge of computer operation.		

Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.	
Note 2: The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment shall ordinarily not exceed three years.	
Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

(16)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	
19. Library and	01* (2020)	Not applicable.	Level-6 (Rs. 35400 -	Not applicable.	Between 18 and 30 years of age.	(i) Bachelo	r degree in Library Science or Library
Information Assistant.	*subject to		112400).			and Int	formation Science from a recognised
	variation				Note 1: Relaxable for Government Servant upto five years	univers	ity or institute / bachelor degree in any
	dependent on				in accordance with the instructions or orders issued by the	disciplii	ne from a recognised university with
	workload.				Central Government.	diploma	a in Library Science;
						(ii) Two yea	ars professional experience in a library.
					Note 2: The crucial date for determining the age limit shall		
					be closing date for receipt of applications except for those		
					in Assam, Meghalaya, Arunachal Pradesh, Mizoram,		
					Manipur, Nagaland, Sikkim, Union Territory of Ladakh,		
					Lahual & Spiti Division and Pangi Sub-Division of		
					Chamba District of Himachal Pradesh, Andaman &		
					Nicobar Island and Lakshadweep.		

(8)	(9)	(10)	(11)	(12) (13)
Not applicable.	Two years for	By Direct Recruitment	Deputation/Absorption:	Departmental Selection Not applicable.
	direct recruitment.	failing which by		Committee (for deputation)
		deputation.	Officials working under Central or State Governments or Courts or Tribunals possessing the	and Committee (for
			educational qualifications and experience prescribed for direct recruits under column (7):	confirmation) consisting of:
			(i) holding analogous posts on regular basis; or	1. A Member of the Appellate Tribunal (to be
			(ii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in that grade; or	nominated by the Chairperson –
			(iii) a post in level-4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in that grade;	Chairperson;  2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank
			Note 1: The period of deputation including the period of deputation in another ex-cadre post	of Deputy Secretary)-
			held immediately preceding this appointment shall ordinarily not exceed three years.	Member;
				3. Registrar of the Appellate
			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.	Tribunal – Member.
			Note 3: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

(17)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
17. Senior	02*	Not applicable.	Level-6 (Rs. 35400 -	Not applicable.	Not applicable.	Not applicable.
Accountant.	*subject to		112400) or Level 5			
	variation		(Rs. 29200 - 92300).			
	dependent on					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	From Civil Accounts	Not applicable.	Not applicable.	Not applicable.
		Service.			

## (18)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
18. Stenographer	06* (2020)	Not applicable.	Level-4 (Rs. 25500 -	Not applicable.	Between 18 and 25 years of age.	(i) 12th Class pass or equivalent
Grade-III.			81100).		, ,	from a recognised Board or
	*subject to variation				Note 1: Relaxable for Government Servant upto five years in	university; and
	dependent on				accordance with the instructions or orders issued by the Central	(ii) Skill Test Norms:
	workload.				Government.	Dictation: 10 minutes @ 80 w.p.m.
						(English).
					Note 2: The crucial date for determining the age limit shall be	Transcription: 40 minutes on
					closing date for receipt of applications except for those in Assam,	computer.
					Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland,	
					Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and	
					Pangi Sub-Division of Chamba District of Himachal Pradesh,	
					Andaman & Nicobar Island and Lakshadweep.	

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years for	By direct recruitment on the basis of	Deputation:	Departmental Committee (for	Not applicable.
	direct recruitment.	written examination and skill test in	Officials working under Central or State Governments or Union	confirmation) and Selection	
		english/hindi shorthand at the	Territories or Courts or Tribunals, possessing skill norms test as	Committee (for deputation) consisting	
I		prescribed speed failing which by	per column (7):	of:	
		deputation.		(1) Registrar of the Appellate Tribunal	
			(i) holding analogous posts on regular basis; or	-Chairperson;	
				(2) Nominee of the Secretary, Ministry	
			(ii) a post in level-3 in pay matrix of Seventh Central Pay	of Corporate Affairs (not below the	
			Commission or equivalent with five years' regular service in that	rank of Under Secretary)- Member;	
1			grade;	(3) Deputy Registrar of the Appellate	
l				Tribunal (as nominated by the	
			(iii) a post in level-2 in pay matrix of Seventh Central Pay	Chairperson)- Member.	
			Commission or equivalent with eight years' regular service in that grade;		
			Note 1: The period of deputation including the period of		
			deputation in another ex-cadre post held immediately preceding		
			this appointment shall ordinarily not exceed three years.		
			Note 2: The maximum age limit for appointment by deputation		
l			shall not be exceeding fifty six years as on the closing date of receipt		
			of applications.		
			Note 3: For purposes of appointment on deputation basis, the		
			service rendered on a regular basis by an officer prior to 01st		
l			January, 2016 or the date from which the revised pay structure		
1			based on the Seventh Central Pay Commission recommendations		
			has been extended, shall be deemed to be service rendered in the		
			corresponding level in the Pay matrix of the Seventh Central Pay		
1			Commission.		

(19)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
19. Cashier.	01* (2020)	Not applicable.	Level-4 (Rs. 25500 - 81100).	Not applicable.	Not applicable.	Not applicable.
	* Subject to variation	1				
	dependent on workload.					

(8)	(9)	(10)	(11)	(12)	(13)
(8) Not applicable.	(9) Not applicable.	(10) By deputation.	Deputation: Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations and holding: (i) analogous posts on regular basis; or  (ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; and  (iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade and having successfully completed cash and accounts training.  Note 1: The 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 excadre post held immediately preceding this appointment shall ordinarily not exceed three years.  Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.  Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the	Selection Committee (for deputation) consisting of:  1. Registrar of the Appellate Tribunal -Chairperson;  2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member; and  3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	Not applicable.

(20)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
20. Record Assistant	02* (2020)	Not applicable.	Level-4 (Rs. 25500 -	Non-selection.	Not applicable.	Not applicable.
			81100).			
	*Subject to variation dependent or					
	workload.					

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	By promotion failing which by	Promotion:	Departmental Promotion Committee (for	Not applicable.
		deputation/ absorption.	Multi-Tasking Staff with eleven years' regular service in the grade alongwith typing speed of thirty five w.p.m. in English on computer.	promotion) and Selection Committee (for	
			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	deputation) consisting of: 1.Registrar of the Appellate Tribunal -Chairperson; 2. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Under Secretary)- Member; and	
			rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.	3.Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	
			Deputation/Absorption:		
			Officials working under Central Government or State Governments or Courts or Tribunals or statutory organisations: (i) holding analogous posts on regular basis; or ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade.		
			(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade.		
			Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.  Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.  Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.  Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a		
			regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed		

	to be service rendered in the corresponding level in the Pay matrix of the Seventh Central Pay	
	Commission.	l

(21)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.1	01* (2020) *subject to variation dependent on workload.	Not applicable.	Level-4 (Rs. 25500 – 81100).	Non-selection.	Not applicable.	Not applicable.

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Not applicable.	By promotion failing	Promotion:	Departmental Promotion	Not applicable.
		which by deputation.		Committee (for promotion)	
			Multi-Tasking Staff with eleven years' regular service in the grade alongwith typing speed of thirty	and Selection Committee (for	
			five w.p.m. in English on computer.	deputation) consisting of:	
			Note 1: Where juniors who have completed their qualifying or eligibility service are being considered	1. Registrar of the Appellate	
			for promotion, their seniors would also be considered provided they are not short of the requisite	Tribunal -Chairperson;	
			qualifying or eligibility service by more than half of such qualifying or eligibility service or two years,	2. Nominee of the Secretary,	
			whichever is less, and have successfully completed probation period for promotion to the next higher	Ministry of Corporate Affairs	
			grade along with their juniors who have already completed such qualifying or eligibility service.	(not below the rank of Deputy	
				Secretary/Under Secretary)-	-
			Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered	Member; and	
			on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay	3. Deputy Registrar of the	
			structure based on the Seventh Central Pay Commission recommendations has been extended, shall be	Appellate Tribunal (to be nominated by the	
			deemed to be service rendered in the corresponding Level in the pay matrix of Seventh Central Pay Commission.	nominated by the Chairperson) – Member.	
			Commussion.	Champerson) - Member.	
			Deputation:		
			Officials working under Central or State Governments or Courts or Tribunals or statutory		
			organisations:		
			(i) holding analogous posts on regular basis; or		
			(ii) a post in level-3 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade.		
			(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that grade.		
			Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be		
			eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.		
			Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.		
			Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.		
			Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by		
			an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the		

Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service	
rendered in the corresponding level in the Pay matrix of the Seventh Central Pay Commission.	

# (22)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	
22. Multi-Tasking	12* (2020)	Not applicable.	Level-1 (Rs. 18000 -	Not applicable.	Between 18 and 25 years of age.	Matriculation	pass or
Staff.			56900).			equivalent from a	recognised
	* subject to variation				Note 1: Relaxable for Government Servant upto five years in accordance	board.	
	dependent on				with the instructions or orders issued by the Central Government.		
	workload.						
					Note 2: The crucial date for determining the age limit shall be closing date		
					for receipt of applications except for those in Assam, Meghalaya,		
					Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union		
					Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of		
					Chamba District of Himachal Pradesh, Andaman & Nicobar Island and		
					Lakshadweep.		

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	By direct recruitment.	Not applicable.	Departmental Committee (for considering confirmation):-	Not applicable.
		-		1. Registrar of the Appellate Tribunal -Chairperson;	
				2. Nominee of the Secretary, Ministry of Corporate	
				Affairs (not below the rank of Under Secretary)-	
				Member; and	
				3. Deputy Registrar of the Appellate Tribunal (to be	
				nominated by the Chairperson) - Member.	

(23)

(1)		(2)		(3)	(4)	(5)	(6)	(7)
23.	Librar	01* (2020)		Not applicable.	Level-1 (Rs. 18000 -	Not applicable.	Between 18 and 25 years of age.	Matriculation pass or equivalent from a
Attendant		*subject	to		56900).			recognised board and experience in any type of
		variation					Note 1: Relaxable for Government Servant upto five years in	library for a minimum of one year during the last
		dependent	on				accordance with the instructions or orders issued by the Central	five years.
		workload.					Government.	
							Note 2: The crucial date for determining the age limit shall be closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep.	

(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years for	By direct recruitment	Deputation/Absorption:	Departmental Selection	Not applicable.
	direct recruitment.	failing which by	Officials working under Central Government/ State Governments/ Courts/ Tribunals/	Committee (for deputation)	
		deputation.	statutory organisations having a minimum of matriculation degree or its equivalent:	and Committee (for	
				confirmation) consisting of:	
			holding analogous posts on regular basis and worked in any type of library for a minimum	1. Registrar of the Appellate	
			of one year during the last five years.	Tribunal -Chairperson;	
				2. Nominee of the Secretary,	,
			Note 1: The period of deputation including the period of deputation in another ex-cadre	Ministry of Corporate Affairs	;
			post held immediately preceding this appointment shall ordinarily not exceed five years.	(not below the rank of Under	•
				Secretary)- Member; and	
			Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty	3. Deputy Registrar of the	
			six years as on the closing date of receipt of applications.	Appellate Tribunal (to be	
				nominated by the	
			Note 3: For purposes of appointment on deputation/ absorption basis, the service rendered	Chairperson) - Member.	
			on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised		
			pay structure based on the Seventh Central Pay Commission recommendations has been		
			extended, shall be deemed to be service rendered in the corresponding level in the Pay		
			matrix of the Seventh Central Pay Commission.		

#### Schedule-II

### [See rule 11 (4)]

#### **MEDICAL FACILITIES**

1. Outdoor Medical expenses- (1) Officers and employees shall be eligible to get medical reimbursement for self and declared members of family.

Explanation. – For the purpose of this clause, the expression "family" has the same meaning as assigned to it in the Central Services (Medical Attendance) Rules, 1944.

- (2) The reimbursement of outdoor medical expenses during the year shall be limited to the actual expenses or one month's pay on the 1<sup>st</sup> January of the year (Basic pay + Dearness Allowance) whichever is less.
- (3) The claim should be supported by doctor's prescription and the original cash memos or bills for treatment by the doctor and purchase of medicines and the release of increment or promotion during the year shall not affect the reimbursement limit as on the 1st January.
- (4) For the officers and employees joining during the year, the annual entitlement shall be restricted on pro-rata basis.
- (5) The outdoor treatment shall be taken from the authorised medical attendants from the panel to be maintained by the Appellate Tribunal.
- 2. Indoor treatment.-
  - (1) For the purpose of indoor treatment, the officers and employees of the Appellate Tribunal shall be entitled for medical treatment at hospitals authorised by the Appellate Appellate Tribunal in this behalf, and for this purpose, the cost of treatment including hospital accommodation, nursing home facility shall be as per the provisions of the Central Services (Medical Attendance) Rules, 1944 as applicable to the Central Government employees drawing equivalent pay.
  - (2) The authorised hospitals for the purpose of clause (1) above shall be the same as are available to the Central Government employees regulated by Central Services (Medical Attendance) Rules, 1944.
  - (3) Treatment at authorised hospitals may be taken on the advice of the authorised medical attendants only in emergency.