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

Ministry of Corporate Affairs

Notification

New Delhi, the March, 2018

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

1. Short title and commencement:-

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

2. Definitions:-

- (1) In these rules, unless the context otherwise requires,
 - a) "Act" means the Companies Act, 2013 (18 of 2013);
 - b) "Appellate Tribunal" means the National Company Law Appellate Tribunal notified by the Government under section 408 of the Act;
 - c) "Chairperson" means the Chairperson of the Appellate Tribunal.
 - d) "Schedules" means the schedules annexed to these rules.
- (2) All the words and expressions used and defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.
- **3. Application.** These rules shall apply to the posts specified in column 1 of **Schedule-I** annexed to these rules.
- 4. Number of posts, classification and pay level/pay band/grade pay/pay scale.- The number of posts of officers and employees, their classification and the pay level/pay band/grade pay/pay scale attached thereto shall be as specified in column2 to 4 of Schedule-I.
- **5. Method of recruitment, age-limit, qualifications, etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in column 5 to 13 of Schedule-I.
- 6. **Absorption of employees on appointment on deputation.- (1)** Notwithstanding anything contained in the provisions of these rules, the persons appointed on deputation basis who fulfill the qualifications and experience laid down in these rules for direct recruits, shall be eligible for absorption, subject to the condition that provision for direct recruitment exists for appointment to the said post after following the procedure laid down for direct recruitment for the post as prescribed in Schedule-I.
- (2) Such absorption shall also be subject to the condition that the deputationists exercise their option for absorption and their parent departments/cadre controlling authorities do not have any objection to their being absorbed in the Appellate Tribunal.
- 7. **Procedure for appointment by direct recruitment.-** Direct recruitment to posts in the Appellate Tribunal shall be made through Staff Selection Commission.
- **8.** Conditions of service.- (1) The conditions of service of the officers and employees of the Appellate Tribunal in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.
- (2) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the officers and employees of the

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

- (3) The Appellate Tribunal shall recover contributions toward such schemes from their salary and remit the amount immediately to the lending Ministry or department or organization and any loss of interest on account of late remittance shall be borne by the Appellate Tribunal.
- (4) The officers and employees of the Tribunal shall have the option to avail medical facilities as per their entitlement in the parent organization or as specified in **Schedule-II** annexed to these rules.
- **9. Accommodation.-** The officers and employees of the Appellate Tribunal shall have the option of claiming House Rent Allowance in accordance with the rate prescribed by the Central Government as applicable to officers and employees of the corresponding scales of pay of the Central Government.

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

- **10. Disciplinary Proceedings.-** The officers and employees of the Appellate Tribunal shall be subject to disciplinary proceedings are per rules and regulations applicable to officers and employees of the corresponding pay level/scales of pay of the Central Government and subject to approval of final result of the disciplinary proceedings by the administrative ministry.
- 11. Disqualification.- No person,-
 - (i) who has entered or contracted a marriage with a person having a spouse living, or
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person, Shall be eligible for appointment to any post in the Appellate Tribunal:

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

- **12. Other conditions of service**.- Other conditions of service of the officers and other employees of the Appellate Tribunal, for which no specific provision or insufficient provision has been provided in these rules, shall be regulated in accordance with such rules and orders, as are, from time to time, applicable to officers and employees of the corresponding pay level/scales of pay of the Central Government stationed at those places.
- **13. Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, in consultation with the Chairperson of the Appellate Tribunal by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
- **14. Saving.-** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the rules and orders issued by the Central Government from time to time in this regard.

Schedule-I [see Rules 3, 5, 6, 7, 8, 9]

(1)

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

Whether age and probation educational qualifications prescribed for direct recruits will apply in the case of promotees.	of Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	Committee exists, what is its composition.	ces in which Union
8 9	10	11	12	13
Not applicable applicable	Ву	Deputation: Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations 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-13A in Pay Matrix of 7th CPC or equivalent with two years regular service in the Grade, or (iii) a post in Level-13 in Pay Matrix of 7th CPC 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 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 January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.	Selection Committee for deputation 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 Central Government (not below the rank of Joint Secretary)- Member	Not applicable

(2)

Name	of	Number of post(s)	Classification	Pay Band or Grade	Whether	Age limit for	Educational and
post				Pay or Pay Scale	selection post	direct	other
					or non-	recruits.	qualifications
					selection post.		required for
					_		direct recruits.
1		2	3	4	5	6	7
Joint		01*	Not applicable.	Level-13 in Pay	Selection	Not	Not applicable
Registrar.		*Subject to		Matrix of 7th CPC.		applicable	
		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.	recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	in which Union Public
		by various methods.			
8	9		11	12	13
Not applicable	Not applicable	Promotion on the basis of seniority cum merit failing which by deputation.	Promotion: Deputy Registrar with 5 years regular service in Level-12 in Pay Matrix of 7th CPC. 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 7th CPC. Deputation:- Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations 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 7th CPC with five years regular service, or (iii) a post in Level-11 in Pay Matrix of 7th CPC with ten years regular service, or (iii) a post in Level-11 in Pay Matrix of 7th CPC with ten years regular service, or (iii) a post in Level-11 in Pay Matrix of 7th CPC with ten years regular service, or (iii) payed in Level-11 in Pay Matrix of 7th CPC with ten years regular service. 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. However, deputation ist shall be eligible for absorption, within Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ord	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
			Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission		

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

(3)

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

	workload.	l l	I		
Whether age and educational qualification s prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	Committee exists, what is its composition.	in which Union Public Service Commission to be consulted in making recruitment.
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation	Promotion: Assistant Registrar with five years regular service in the Level-11 in Pay Matrix of 7th CPC. 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 7th CPC. Deputation/Absorption: Officers working under Central Government/ State Governments / Union Territories / Courts/ Tribunals/ statutory organisations a degree in Law from a recognised University and holding: (a) (i) analogous post on regular basis; or (ii) a post in Level 11 as per Pay Matrix of 7th CPC or equivalent with five years' regular service in the Grade, (b) having experience in administrative/ establishment/ 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	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 Central Government not below the rank of Joint Secretary- Member; (3) Registrar of the Appellate Tribunal - Member.	

promotion. However, deputationist shall be eligible for absorption, within	
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.	
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 CPC.	

(4)

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Name of	Number of post(s)	Classification	Pay Band or Grade Pay or	Whether	Age limit for	Educational
post			Pay Scale	selection	direct	and other
				post or	recruits.	qualifications
				non-		required for
				selection		direct recruits.
				post.		
1	2	3	4	5	6	7
Assistant	2*	Not applicable.	Level 11 in Pay matrix of	Selection	Not	Not
Registrar	*Subject to variation		7 th CPC.		applicable	applicable
	I 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, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation.	(i) Court Officer with six years regular service in the Level-8 in Pay Matrix of 7th CPC. (ii) Administrative Officer with six years regular service in Level 8 in Pay Matrix of 7th CPC, In the ratio of 60:40. The first vacancy shall be filled from the category of Court Officer. Provided that if therein be no officer available or found fit for promotion out of the officers falling in consideration zone in any one of the above said categories, the vacancy may be filled from the other category by rotation as above subject to adjustment at the future selection/selections but without prejudice to the seniority of the person(s) already appointed. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.	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 Government not below the rank of Joint Secretary- Member; (3) Registrar of the Appellate Tribunal - Appellate Tribunal - Member.	Not applicable

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 7th CPC. Deputation/Absorption: Officers working under Central Government/ State Governments/Union Territories/ Courts/ Tribunals possessing degree in Law from a recognised University and holding: (a) (i) analogous post on regular basis; or (ii) a post in Level 9 & 10 as per Pay Matrix of 7th CPC or equivalent with five years' regular service in the Grade, or (iii) a post in Level 8 as per Pay Matrix of 7^{th} CPC or equivalent with six years' regular service in the Grade, (iv) a post in Level 7 in Pay Matrix of 7th CPC or equivalent with seven years' regular service in the Grade. (b) having experience in administrative/ establishment/ 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 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 CPC.

(5)

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

Whether age	Period of	Method of	In case of recruitment by promotion or by	If a	Circumstance
and	probation,	recruitment	deputation or absorption, the Grade Pay from	Departmental	s in which
educational	if any.	whether by	which promotion or deputation or absorption to	Promotion	Union Public
		direct	be made.	Committee	Service

qualification		recruitment		exists, what is	Commission
s prescribed for		or by promotion		its composition.	to be consulted in
direct recruits		or by			making
will apply in		deputation/			recruitment.
the case of		absorption			
promotees		and			
		percentage of vacancies			
		to be filled			
		by various			
		methods.			
8	9	10	11	12	13
Not applicable	Not applicable	By promotion	Promotion: Private Secretary in Level 8 in Pay Matrix of 7 th	Departmental Promotion	Not applicable
аррисавіс	аррисавіс	failing	CPC with six years regular service in the grade.	Committee for	аррисаыс
		which by	a a a a a a a a a a a a a a a a a a a	promotion and	
		deputation	Note 1: Where juniors who have completed their	Selection	
		•	qualifying or eligibility service are being	Committee for	
			considered for promotion, their seniors would	deputation	
			also be considered provided they are not short of the requisite qualifying or eligibility service by	consisting of: (1) Chairperson	
			more than half of such qualifying or eligibility	of the	
			service or two years, whichever is less, and have	Appellate	
			successfully completed their probation period for	Tribunal (or a	
			promotion to the next higher grade along with	Member of the	
			their juniors who have already completed such qualifying or eligibility service.	Appellate Tribunal as his	
			quanty of engionity service.	nominee)-	
			Note 2: For the purpose of computing minimum	Chairperson;	
			qualifying service for promotion, the service	(2) Nominee of	
			rendered on a regular basis by an officer prior to	the Central	
			1st January, 2016 or the date from which the revised pay structure based on the Seventh	Government not below the rank of	
			Central Pay Commission recommendations has	Deputy Secretary	
			been extended, shall be deemed to be service	/Director-	
			rendered in the corresponding Level in the pay	Member;	
			matrix of 7 th CPC.	(3) Registrar of	
			Deputation:	the Appellate	
			Officers working under Central Government/	Tribunal –	
			State Governments / Union Territories / Courts/	Member.	
			Tribunals possessing preferably a degree in Law from a recognised University and holding –		
			(a) (i) analogous post on regular basis; or		
			(ii) a post in Level 9 & 10 as per Pay Matrix of 7 th		
			CPC or equivalent with five years' regular service in the Grade, or		
			in the Glude, of		
			(iii) a post in Level 8 in Pay Matrix of 7^{th} CPC with six years' service in that grade, or		
			(iv) a post in Level 7 in Pay Matrix of 7th CPC with seven years` regular service in the Grade,		
			(iv) a post in Loyal 6 in Pay Matrix of 7th CDC with		
			(iv) a post in Level 6 in Pay Matrix of 7th CPC with ten years regular service in the Grade		
			(b) Having experience in administrative/		
			establishment/ 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.		
			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		
		<u> </u>	rendered on a regular basis by an officer prior to		

(6)				revised Centra been e rendere	nuary, 2016 or the date for the pay structure based on all Pay Commission recommended, shall be deemed and in the corresponding less of the Seventh CPC.	n the Seventh nendations has to be service			
Name of post	Number of pos	st(s)	Classif	ication	Pay Band or Grade Pay Pay Scale.	or Whether selection post or non selection post.	st rec	ge limit for directruits.	t Educational and oth qualification required f direct recruits.
1 Court Officer	2 03* * subject to va dependent workload]	3 Not applica	ıble.	4 Level 8 in Pay Matrix of CPC	5 7 th Not applicable	6 No	ot applicable	7 Not applicable
Whether a and educational qualification prescribed direct recrivill apply the case promotees	probation, l if any. ns for uits in of	method	ment by ment by tion by ation/ tion tage ancies filled arious	or abs	se of recruitment by promoi sorption, the Grade Pay fron tation or absorption to be m	n which promotion		If a Departmental Promotion Committee exists, what is its composition.	Circumsta nces in which Union Public Service Commissio n to be consulted in making recruitmen t.
Not application	able Not applicable	prome failing which deput 33.33	g n by	Senior in Leven Note qualify promy provide or el qualify is less perior with qualify on a root the on record to be a pay in Deput Office Court Law from the conference of the	1: Where juniors who he fying or eligibility service are notion, their seniors would ided they are not short of the ligibility service by more fying or eligibility service or so, and have successfully come defor promotion to the next their juniors who have alrefying or eligibility service. 2: For the purpose of configuration of the purpose of eligibility service. 2: For the purpose of configuration of the next their juniors who have alrefying service for promotion, regular basis by an officer proper date from which the revises the Seventh Central numendations has been extensistent of 7th CPC. Intation/Absorption: The departmental of in Pay Metalent with six years' regular thaving experience in direct line of promotic consideration for appointer the consideration for appointer the consideration for appointer the control of the	ave completed to be being considered also be considered also be considered to the requisite qualify than half of some their probate their prob	heir for ered ving uch wer tion ong uch um rred 2016 ased sion med at the transfer or ade, and a corrade, we/	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 Central Government not below the rank of Deputy Secretary/Director- Member; (3) Registrar of the Appellate Tribunal - Member.	

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 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.	

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

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance s in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable.	Not applicable	By promotion failing which by deputation.	Promotion: Assistant with six years regular service in Level 6 in Pay Matrix of 7th CPC. 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 7th CPC.	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 Government not below the rank of Deputy Secretary/Directo r- Member; (3) Registrar of the Appellate Tribunal - Member.	Not applicable

	Officers working under Central Government/ State Governments/ Courts/ Tribunals possessing preferably a degree in Law from a recognised University and holding - (a) (i) analogous post on regular basis; or (ii) a post in Level 7 in Pay Matrix of 7th CPC or equivalent with two years' regular service in the Grade, or (iii) a post in Level 6 in Pay Matrix of 7th CPC or equivalent with six years` regular service in the Grade, (b) Having experience in administrative/ establishment/ 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 structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.	

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

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

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 7th CPC.

Deputation/Absorption:

Officers working under Central/ State Governments/ Union Territories / Courts/Tribunals possessing skill norms i.e. dictation @ 110WPM (English).

Transcription on computers 55 word per minute and holding –

- (i) analogous post on regular basis; or
- (ii) a post in Level 7 in Pay Matrix of 7^{th} CPC or equivalent with two years' regular service in the Grade, or
- (iii) a post in Level 6 in Pay Matrix of 7^{th} CPC or equivalent with six 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 CPC.

deputation consisting of:

- (1) Chairperson of the Appellate Tribunal (or a Member of the Appellate Tribunal as his nominee)— Chairperson;
- (2) Nominee of Government not below the rank of Deputy Secretary/Directo r- Member:
- (3) Registrar of the Appellate Tribunal Member.

(9)

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	Whether selection post or non-	0	Educational and other qualifications required for direct
				selection post.		recruits.
1	2	3	4	5	6	7
Senior Legal Assistant	2* *subject to variation dependent or workload.		Level 7 in Pay Matrix of 7 th CPC.	Selection	Not applicable	Not applicable

12

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of recruitm ent whether by direct recruitm ent or by promoti on or by deputati on/ absorpti on and percenta ge of vacancie s to be filled by various methods .	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Not applicable	By promoti on failing which by deputati on.	Promotion: Junior Legal Assistant in Level 6 in Pay Matrix of 7th CPC with five years' regular service in the grade. 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 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 7th CPC. Deputation/Absorption: Officers working in Central Government/ State Governments/ Union Territories / Courts/ Tribunals possessing degree in law from a recognised University and: (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; 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.	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 Government not below the rank of Deputy Secretary/Directo r- Member; (3) Registrar of the Appellate Tribunal — Member.	Not applicable

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 CPC.	

(10)

Name of	Number	of	Classification	Pay	Whether	Age limit for direct recruits.	Educational and
post	post(s)			Band or	selection post	8	other
1	1(-)			Grade	or non-		qualifications
				Pay or	selection post.		required for
				Pay	1		direct recruits.
				Scale			
1	2		3	4	5	6	7
Junior	3*		Not	Level 6	Not	27 years (relaxable for Government	Graduate in
Legal			applicable.	in Pay	applicable	Servants in accordance with the	Law from a
Assistant	*Subject	to		Matrix		instructions or orders issued by the	recognized
	variation			of 7 th		Central Government)	University and
	dependent	on		CPC.			having
	workload.					Note: The crucial date for determining the	knowledge of
						age limit shall be closing date for receipt	computer
						of applications from candidates in India	operation.
						(and not the closing date prescribed for	
						those in Assam, Meghalaya, Arunachal	
						Pradesh, Mizoram, Manipur, Nagaland,	
						Tripura, Sikkim, Ladakh division of J & K	
						State, Lahual & Spiti district and Pangi	
						sub-division of Chamba district of	
						Himachal Pradesh, Andaman & Nicobar	
						Island or Lakshadweep)	

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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.	promotion or by	If a Departmental Promotion Committee exists, what is its composition.	
8	9	10	11	12	13
Not applicable	Two years	100% by direct recruitment.	Not applicable.	Committee (for confirmation) consisting of: 1. A Member of the Appellate Tribunal (to be nominated by the Chairperson) -Chairperson; 2. Nominee of Government not below the rank of Deputy Secretary/Under Secretary-Member; 3. Registrar of the Appellate Tribunal - Member.	Not applicable

(11)

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

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

rendered in the corresponding Level in the pay matrix of 7th CPC. Deputation/Absorption: Officials working under Central Government / State Governments/ Union Territories / 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 (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. 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 CPC.

(12)

Name of	Number of	Classification	,	Whether	Age limit for direct recruits.	Educational and
post	post(s)		Grade Pay	selection post		other qualifications
			or Pay	or non-		required for direct
			Scale.	selection		recruits.
				post.		_
1	2	3	4	5	6	7
Stenogra	06*	Not	Level 4 in	Not	27 years of age (relaxable for	(i) 12 th Class Pass
pher		applicable.	Pay Matrix	applicable	Government servants in accordance	or equivalent from
Grade-III	*subject to		of 7th CPC.		with the instructions/ orders issued	a recognised Board
	variation				by the Central Government).	or University; and
	dependent					(ii) Skill Test
	on				Note: The crucial date for	Norms:
	workload.				determining the age limit shall be	Dictation: 10
					closing date for receipt of	minutes @ 80
					applications from candidates in	w.p.m. (English).
					India (and not the closing date	Transcription: 40
					prescribed for those in Assam,	minutes on
					Meghalaya, Arunachal Pradesh,	computer.
					Mizoram, Manipur, Nagaland,	
					Tripura, Sikkim, Ladakh division of J	
					& K State, Lahual & Spiti district and	
					Pangi sub-division of Chamba	
					district of Himachal Pradesh,	
					Andaman & Nicobar Island or	
					Lakshadweep)	

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

(13)

(10)						
Name of	Number of	Classification	Pay Band or	Whether	Age limit for direct recruits.	Educational
post	post(s)		Grade Pay or	selection post		and other
			Pay Scale.	or non-		qualifications
				selection		required for
				post.		direct recruits.
1	2	3	4	5	6	7
Cashier	01*	Not applicable.	Level 4 in Pay	Not	Not applicable.	Not
	* Subject to		Matrix of 7th	applicable		applicable
	variation		CPC.			
	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, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not	Not	By	Deputation: Officials working under Central Covernment /	Departmental Promotion	Not applicable
applicable	applicable	deputation.	Officials working under Central Government/ State Governments/ Courts/ Tribunals/	Promotion Committee for	
			statutory organisations and holding:	promotion and	
			(i) analogous posts on regular basis; or	Selection	
			(1)	Committee for	
			(ii) a post in Level 3 in Pay Matrix of 7th CPC or	deputation	
			equivalent with five years' regular service in that Grade and having successfully completed	consisting of: 1. Registrar of the	
			cash and accounts training.	Appellate	
			G	Tribunal -	
			(iii) a post in Level 2 in Pay Matrix of 7th CPC	Chairperson;	
			or equivalent with eight years' regular service	2. Nominee of Government	
			in that Grade and having successfully completed cash and accounts training.	not below the	
				rank of Under	
			Note 1: The departmental officers in the feeder	Secretary-	
			grade who are in direct line of promotion shall	Member;	
			not be eligible for consideration for appointment on deputation. Similarly,	3. Deputy Registrar of	
			deputationists shall not be eligible for	the Appellate	
			consideration for appointment by promotion.	Tribunal (to be	
			Nice O The second of the secon	nominated by	
			Note 2: The period of deputation including the period of deputation in another ex-cadre post	the Chairperson) -	
			held immediately preceding this appointment	Member.	
			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 CPC.		

(14)

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

age and e	Period of probatio n, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	Departmental Promotion Committee	Circumstances in which Union Public Service Commission to be consulted in making recruitment
	9	10	11	12	13
applicable	Not applica ble	By promotion failing which by deputation.	Promotion: MTS with ten years' regular service in the Grade alongwith typing speed of 35 w.p.m. in English on computer. 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 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. 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 7th CPC. Deputation/Absorption: Officials working under Central Government / State Governments/ Courts/ Tribunals/ statutory organisations 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. (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. 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 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 reccipt of applications. Note 4: For purposes of appointment on de	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: 1.Registrar of the Appellate Tribunal - Chairperson; 2.Nominee of Government not below the rank of Under Secretary- Member; 3.Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	

(15)

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

Whether age and educational qualification s prescribed for direct recruits will apply in the case of promotees.		recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	es in which Union Public
		methods.			10
Not applicable	Not applicable	By promotion failing which by deputation .	Promotion: Lower Division Clerk with Eight years' regular service in the Grade [for regular Lower Division Clerks transferred from erstwhile Company Law Board] Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 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 7th CPC. Deputation: Officials working under Central/ State Governments/Courts/ Tribunals/ statutory organisations 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. (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. 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 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 applic	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: 1. Registrar of the Appellate Tribunal – Chairperson; 2. Nominee of Government not below the rank of Deputy Secretary/Under Secretary- Member; 3. Deputy Registrar of the Appellate Tribunal (to be nominated by the Chairperson) - Member.	
			Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.		

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

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

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(17)						
Name of post	Number of	Classification	Pay Band or	Whether	Age limit for direct	Educational and
	post(s)		Grade Pay or	selection post	recruits.	other qualifications
			Pay Scale	or non-		required for direct
				selection post.		recruits.
1	2	3	4	5	6	7
Programmer	01*	Not	Level L9 in pay	Selection	Not Applicable	Not Applicable
		applicable.	matrix of 7th			
	*Subject to		CPC			
	variation					
	dependent on					
	workload.					

and edu qua pre dire wil the	nether age d ucational alifications escribed for ect recruits Il apply in e case of omotees.		of Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	in which Union Public Service
8 No app	ot plicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by Deputation/a bsorption.	Promotion: Assistant Programmer with three years' regular service in the Grade. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 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 grade pay or pay scale extended based on the recommendations of the Commission. Deputation/Absorption: Officers working under Central Government / State Governments / Union Territories / Courts/ Tribunals/ statutory organisations possessing degree in BE/B.Tech in Computer Science or Information Technology/MCA or equivalent degree from a recognised institute: (i) a post in Level 8 in the pay matrix of 7th CPC or equivalent with two 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.	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 Government not below the rank of Director/Deputy Secretary - Member; (3) Registrar of the Appellate Tribunal – Member.	Not applicable
				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 CPC.	

(18)

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

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

(19)

(19)								
Name of pos		Classification	J	Whether	Age limit for direct recruits.	Educational	and	other
	of post(s)		or Grade	selection		qualifications	required	for
			Pay or	post or		direct recruits.		
			Pay Scale	non-				
			-	selection				
				post.				
1	2	3	4	5	6	7		
Library and	01*	Not	Level 6 in	Not	30 years of age (relaxable for	(i) Bachelor	Degree	in
Information	*subject	applicable.	Pay	applicable	Government servants in	Library	Science	or
Assistant	to		Matrix of		accordance with the instructions	Library an	d Informa	tion
	variation		7th CPC.		or orders issued by the Central	Science	from	a
	depende				Government).	recognised	Universit	y or
	nt on					Institute	/ Bacl	nelor
	workloa				Note: The crucial date for	Degree in	any discip	oline
	d				determining the age limit shall	from a	recogn	ised
					be closing date for receipt of	university	with Dipl	oma
					applications from candidates in	in Library	Science;	
					India (and not the closing date	(ii) Two years	s professi	ona l
					prescribed for those in Assam,	experience	in a librar	y.

		Meghalaya, Arunachal Prade Mizoram, Manipur, Nagala Tripura, Sikkim, Lad division of J & K State, Lahua Spiti district and Pangi s division of Chamba district Himachal Pradesh, Andama Nicobar Island or Lakshadwe	and, akh al & aub- t of n &	
and probation, educational if any. qualifications prescribed for direct recruits will apply in the case of promotees.	whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation or absorption, the Grade Pay from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
Not applicable Two years.	By Direct Recruitment failing which by deputation / absorption.	Deputation/Absorption: Officials working under Central/ State Governments/ Courts/ Tribunals possessing the educational qualifications and experience prescribed for direct recruits under column (7) and holding: (i) analogous posts on regular basis; or (ii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with six years' regular service in that Grade. (iii) a post in Level 4 in Pay Matrix of 7th CPC or equivalent with ten 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 shall not be exceeding fifty six years as on the closing date of receipt of applications. Note 3: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh CPC.	Government not below the rank of Deputy Secretary- Member;	

Name o	Number	Classificatio	Pay Band	Whether	Age limit for direct recruits.	Education	al and othe
post	of	n	or Grade	selection	O	qualificati	ons required fo
	post(s)		Pay or	post or		direct recr	uits.
			Pay Scale	non-			
				selection			
				post.			
1	2	3	4	5	6	7	
Library	01*	Not	Level 1 in	Not	Between 18 and 27 years- (relation		
Attendant	*subject to	applicable.	Pay Matrix of	applicable	for Government Servants accordance with the instruction	in equivalent ns or recognized	
	variation		7th CPC.		orders issued by the Ce		in any type of
	depende		7th Cr C.		Government)		r a minimum of
	nt on				Government		during the last
	workloa				Note: The crucial date	for five years.	
	d				determining the age limit sha	,	
					closing date for receipt	of	
					applications from candidates		
					India (and not the closing		
					prescribed for those in As	·	
					Meghalaya, Arunachal Prac	•	
					Mizoram, Manipur, Naga Tripura, Sikkim, Ladakh division		
					& K State, Lahual & Spiti district		
					Pangi sub-division of Cha		
						desh,	
					Andaman & Nicobar Island	l or	
					Lakshadweep)		
TA71 (1	D · 1	() () ()	(7			10	G: t
Whether and	age Period probatio	of Method n, recruitmen			itment by promotion or by sorption, the Grade Pay from	If a Departmental	Circumstances in which Union
educationa	1	whether			or deputation or absorption to be	Promotion	Public Service
qualification	,	direct	made.	promotion	deputation of absorption to be	Committee	Commission to
prescribed		recruitme				exists, what is	be consulted in
direct recru		or	by			its	making
will apply	7 in	promotion	n			composition.	recruitment.
the case	of	or	by				
promotees		deputatio	-				
		absorption	n				
		and	_				
		percentage of vacano					
		to be fill					
		by vario					
		methods.					
8	9	10	11			12	13
Not	Not	By Dir		ation/Absor		Selection	Not
applicable	applica				under Central Government/	Committee for	applicable
		failing			/ Courts/ Tribunals/ statutory	deputation	
		which			ng a minimum of matriculation	and Committee for	
		deputatio	11 uegree	or its equiva	alent and holding:		
		absorption	n Analog	mus noete	on regular basis and worked in	confirmation consisting of:	
		absorption			y for a minimum of one year	1. Registrar of	
				the last five		the Appellate	
					<i>y y</i> -	Tribunal -	
			1 37 . 4	Tel .	1 (1) (1) (1		1
			Note 1	: The pend	od of deputation including the	Chairperson;	
					on in another ex-cadre post held	2. Nominee of	

immediately preceding this appointment shall

Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six years

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

as on the closing date of receipt of applications.

ordinarily not exceed five years.

Seventh CPC.

Government not

below the rank

Registrar of the

of Secretary-

3.

the

Member;

Appellate Tribunal (to be nominated by

Chairperson)

Member.

Under

Deputy