[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 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) "Tribunal" means the National Company Law Tribunal notified by the Government under section 408 of the Act;
 - c) "President" means the President of the 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 Tribunal.
- 7. **Procedure for appointment by direct recruitment.-** Direct recruitment to posts in the Tribunal shall be made through Staff Selection Commission.
- **8.** Conditions of service.- (1) The conditions of service of the officers and employees of the 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 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 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 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 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 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 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 President of the 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, exservicemen 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]

Number of post(s)	Classification	Pay Band or Grade Pay or	Whether	Age limi	t Educational
		Pay Scale	selection	for direc	t and other
			post or non-	recruits	qualifications
			selection		required for
			post		direct recruits
2	3	4	5	6	7
*01*Subject to variation dependent on workload.	Not applicable	Level-14 in Pay Matrix of 7 th CPC.	Not applicable	Not applicable	Not applicable
	2 *01*Subject to variation dependent on	2 3 *01*Subject to variation dependent on	Pay Scale 2 3 4 *01*Subject to variation dependent on dependent on dependent on Pay Scale Level-14 in Pay Matrix of 7th CPC.	Pay Scale selection post or non-selection post 2 3 4 5 *01*Subject to variation dependent on CPC. Selection post or non-selection post Level-14 in Pay Matrix of 7th CPC. Applicable	Pay Scale selection post or non-selection post 2 3 4 5 6 *01*Subject to variation dependent on Not applicable applicable of the selection post Level-14 in Pay Matrix of 7th CPC. Applicable applicable applicable applicable

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	in which Union Public
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 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 educational qualification and experience:- Essential: i) Experience in Information Technology and e-Governance, establishment, personnel and administrative matters is a must. Desirable: (i) Degree in Law from a recognised University 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	Not applicable

(2)

Name	of	Number of post(s)	Classification	Pay Band or Grade Pay	Whether	Age limit for	Educational
post				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
Registra	r.	*01*Subject to variation	Not applicable	Level-14 in Pay Matrix of	Not	Not	Not
		dependent on workload.		7 th CPC.	applicable	applicable	applicable.

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.	in which Union Public
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 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	Not applicable

(3)

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	07*	Not applicable	Level-13 in Pay	Selection	Not	Not applicable
Registrar.	*Subject to variation		Matrix of 7th CPC.		applicable	
	dependent on					
	workload					

for direct deputation/ recruits will absorption and apply in the case of promotees. deputation/ absorption and percentage of vacancies to be filled by various methods.		consulted in making recruitment.
Not applicable applica	Committee for promotion and Selection Committee for deputation consisting of: 1. President, National Company Law Tribunal- Chairperson 2. A Member National Company Law Tribunal (to be nominated by the President, NCLT)- Member 3. Nominee of the Secretary, Ministry of Corporate Affairs (not below the rank of Joint Secretary)- Member.	Not applicable

(4)

Name o	f 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	11*	Not applicable.	Level 12 as per Pay Matrix of 7th	Selection	Not	Not
Registrar.	*Subject to variation		CPC.		applicable	applicable.
	dependent on					
	workload.					
L	1	1	I	<u> </u>		

qualifications prescribed for direct recruits will apply in the case of promotees.	direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.	which promotion or deputation or absorption to be made.	exists, what is its composition.	Union Public Service Commission to be consulted in making recruitment.
8 9	10	11	12	13
Not applicable 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) 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 promotion. However, deputationist shall be eligible for absorption, within	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: (1) President of the Tribunal (or a Member of the Tribunal as his nominee)— Chairperson; (2) Nominee of the Central Government not below the rank of Joint Secretary- Member; (3) Secretary of the Tribunal — Member.	Not applicable

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.	

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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.	qualifications
				non-		required for
				selection		direct recruits.
				post.		
1	2	3	4	5	6	7
Assistant	12*	Not	Level 11 in Pay matrix of 7th	Selection	Not	Not
Registrar	*Subject to variation	applicable	CPC		applicable	applicable
	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 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.	making recruitment.
Not applicable	Not applicable	By promotion on the basis of seniority-cum-merit failing which by deputation.	Promotion: Court Officer with six years regular service in the Level-8 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 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 possessing degree in Law from a recognised University and holding:	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: (1) President of the Tribunal (or a Member of the Tribunal as his nominee) Chairperson; (2) Nominee of the Government not below the rank of Joint Secretary Member; (3) Secretary of the Tribunal - Member.	Not applicable

	(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	
	(iii) a post in Level 8 as per Pay Matrix of 7th CPC or equivalent with six years` regular service in the Grade,	
	(iv) a post in Level 7 in Pay Matrix of 7^{th} CPC 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.	

(6)

Name of post	Number of post(s)	Classification	,	selection post or non-	Age limit for direct recruits.	and other qualifications
				selection post.		required for
						direct
						recruits.
1	2	3	4	5	6	7
Court	21*	Not	Level 8 in Pay Matrix of 7th	Not applicable	Not applicable	Not
Officer	* subject to variation	applicable	CPC.			applicable
	dependent on					
	workload					

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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.	Circumstanc es in which Union Public Service Commission to be consulted in making recruitment.
Not applied blo	9	10	11	12	13 No.
Not applicable	Not applicable	75% by promotion failing which by deputation . 25% by deputation .	Promotion: (i) Senior Legal Assistant with two years regular service in Level 7 in Pay Matrix of 7th CPC or (ii) Assistant with Degree in Law and six years regular service in Level 6 in Pay Matrix of 7th CPC. In the ratio of 50:50. The first vacancy shall be filled from the category of Senior Legal Assistant and thereafter by rotation. 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 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. Deputation/Absorption: Officers working under Central/ State Governments/ Union Territories / Courts/ Tribunals/ possessing preferably a degree in Law from a recognised University and holding - (ii) a post in Level 7 in Pay Matrix of 7th CPC or equivalent with two 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 c	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: (1) President of the Tribunal (or a Member of the Tribunal as his nominee) Chairperson ; (2) Nominee of the Central Government not below the rank of Deputy Secretary/Direc tor- Member; (3) Secretary of the Tribunal - Member.	Not applicable

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.	

(7)						
Name of	Number of	Classification	Pay Band or Grade	Whether	Age limit for direct	Educational and
post	post(s)		Pay or Pay Scale	selection	recruits.	other
				post or non-		qualifications
				selection		required for
				post.		direct recruits.
1	2	3	4	5	6	7
Private	27*	Not applicable	Level 8 in Pay Matrix	Not	Not applicable	Not applicable
Secretary	* subject to		of 7th CPC.	applicable		
	variation					
	dependent					
	on workload					

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.	Circumstances in which Unior Public Service Commission to be consulted ir making recruitment.
8	9	10	11	12	13
Not applicable.	Not applicable .	50% by promotion failing which by deputation. 50% by deputation.	Promotion: Stenographer Grade-II/P.A. 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. Deputation/Absorption: Officers working under Central/ State Governments/ Union Territories / Courts/Tribunals possessing skill norms i.e. dictation @ 110WPM (English).	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of: - (1) President of the Tribunal (or a Member of the Tribunal as his nominee)- Chairperson; (2) Nominee of Government not below the rank of Deputy Secretary/Direct or-Member; (3) Secretary of the Tribunal - Member.	Not applicable

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minute and holding - (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	
in the Glade, of	
(iii) a most in I and (in Day Matrix of 7th CDC	
(iii) a post in Level 6 in Pay Matrix of 7th 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.	
constactation 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.	

(8)

Name of post	Number of post(s)	Classification	Pay Band or Grade	Whether	Age limit for	Educational and
			Pay or Pay Scale.	selection post	direct recruits.	other qualifications
				or non-		required for direct
				selection post.		recruits.
1	2	3	4	5	6	7
Senior Legal	24*	Not	Level 7 in Pay	Not	Not applicable	Not applicable
Assistant	*subject to variation	applicable	Matrix of 7th CPC.	applicable		
	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	75% by promotion failing which by deputation. 25% by deputation.	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 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/ 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. Note 3: The maximum age limit for appointment by deputation shall not be exceeding flity-six years as on the closing date of receipt of applications.	Departmental Promotion Committee for promotion and Selection Committee for deputation consisting of:- (1) President of the Tribunal (or a Member of the Tribunal as his nominee)— Chairperson; (2) Nominee of Government not below the rank of Deputy Secretary/Director-Member; (3) Secretary of the Tribunal — Member.	Not applicable

	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	Whether	Age limit for direct recruits.	Educational and
post	post(s)			Band or	selection post		other
				Grade	or non-		qualifications
				Pay or	selection post.		required for
				Pay	1		direct recruits.
				Scale			
1	2		3	4	5	6	7
Junior	29*		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	11	Matrix	1.1	instructions or orders issued by the	recognized
	variation			of 7 th		Central Government)	University and
	dependent	on		CPC.		certain de verranera)	having
	workload.	01.		Cr C.		Note: The crucial date for determining the	knowledge of
	workidau.					8	U
						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)	

Period of	Method of	In case of recruitment by	If a Departmental Promotion	Circumstances in
probation,	recruitment	promotion or by	Committee exists, what is its	which Union
if any.	whether by direct	deputation or absorption,	composition.	Public Service
	recruitment or by	the Grade Pay from		Commission to be
	promotion or by	which promotion or		consulted in
	deputation/	*		making
	absorption and	to be made.		recruitment
	percentage of			
	vacancies to be			
	filled by various			
	methods.			
9	10	11	12	13
Two	100% by direct	Not applicable.	Committee (for confirmation)	Not applicable
years	recruitment.		consisting of:	
			1. A Member of the Tribunal (to be	
			nominated by the President) -	
			Chairperson;	
			2. Nominee of Government not	
			below the rank of Deputy	
			Secretary/Under Secretary-	
			Member;	
			3. Secretary of the Tribunal -	
			Member.	
	probation, if any. 9 Two	probation, if any. Whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. P 10 Two 100% by direct	probation, if any. Probation Probatio	probation, if any. Promotion Promotio

(10)

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	32* * subject to variation dependent upon workload.	Not applicable	Level 6 in Pay Matrix of 7 th CPC	Not applicable	Government servants in accordance with the instructions/ orders issued by the Central Government). Note: The crucial date for determining the 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	Degree in any discipline preferably in Law from a recognized university and having knowledge of computer operation.
					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 recruitmen t whether by direct recruitmen t 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.	composition.	in which Union Public Service Commission to be consulted in making recruitment.
Not applicable	Two years for direct recruits.		Promotion: Record Assistant/Upper Division Clerk with ten years' regular service in Level 4 in Pay Matrix of 7th CPC in the ratio of 50:50. The first vacancy shall be filled from the category of Upper Division Clerk and thereafter by rotation— 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 promotion and Selection Committee for deputation/for confirmation consisting of: (1) A Member of the Tribunal (to be nominated by the President) - Chairperson; (2) Nomine e of Government not below the rank of Deputy Secretary/Direct or-Member; (3) Secretary of the Tribunal - Member.	Not applicable

rendered in the corresponding Level in the pay matrix of 7th CPC. Deputation/Absorption: Officials working under Central/ 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 Grade; or (iii) a post in Level 4 in Pay Matrix of 7th CPC or equivalent with ten years' regular service in the Grade. (b) having knowledge of computer operation. 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.

(11)

Name of post	Number of	Classificatio	Pay Band	Whether	Age limit for direct recruits.	Educational and
	post(s)	n	or Grade	selection post		other qualifications
			Pay or	or non-		required for direct
			Pay Scale.	selection		recruits.
				post.		
1	2	3	4	5	6	7
Stenographer	14*	Not	Level 6 in	Not	27 years of age (relaxable for	(i) 12th class pass or
Grade-II/P.A.		applicable	Pay	applicable	Government servants in accordance	equivalent from
	*subject to		Matrix of		with the instructions/ orders issued by	recognised
	variation		7th CPC.		the Central Government).	board/university.
	dependent					
	on				Note: The crucial date for determining	(ii)Skill Test Norms:
	workload.				the age limit shall be closing date for	Dictation: 10 minutes
					receipt of applications from candidates	@ 100 w.p.m.
					in India (and not the closing date	(English).
					prescribed for those in Assam,	Transcription: 50
					Meghalaya, Arunachal Pradesh,	w.p.m. on 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)	

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	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.	If a Departmental Promotion Committee exists, what is its composition.	Circumstanc es in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years	(1) 50% by direct recruitment. (2) 50% by promotion failing which by deputation.	Promotion: Stenographer Grade-III with ten years' regular service in Level 4 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 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 grigibility 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 anofficer 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 as Stenographers/Personal Assistants under Central/ State Governments/ Union Territories / Courts/ Tribunals possessing skill norms i.e. dictation @100WPM (English). Transcription 50 WPM on computer and holding: (i) analogous post on regular basis; or (ii) a post in Level 5 in Pay Matrix of 7th CPC or equivalent with six years' regular service in the Grade 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 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 prio	Departmental Promotion Committee for promotion and Selection Committee for deputation/ Confirmation consisting of: (1) A Member of the Tribunal (to be nominated by the President) - Chairperson; (2) Nominee of Government not below the rank of Deputy Secretary/Un der Secretary- Member; (3) Secretary of the Tribunal -	Not applicable

1-	12)	
ŀ	LZJ	

Name of post

Assistant

Information

Library

Officer

Number

of post(s)

10*

to

*subject

variation

dep nt	ation ende on kloa	instructions or orders issued by the Central Government). Note: The crucial date for determining the 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)	recognised U Institute / Bac in any discip recognised ur Diploma in Lib ii) Two years experience in a	chelor Degree pline from a niversity with prary Science; professional
Whether age Period and probati 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.	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 years.	By Direct Recruitment failing which by deputation / absorption.	Officials working under Central/ State Governments/ Union Territories / 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 6 in Pay Matrix of 7th CPC or equivalent with five years' regular service in that Grade; or 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.	1. A Member of the Tribunal (to be nominated by the President) - Chairperson; 2. Nominee of Government not below the rank of Deputy Secretary-Member;	Not applicable

Pay Band

or Grade

Pay Scale

Level 7 in

Matrix of

7th CPC.

or

Pay

4

Pay

Whether

selection

post

nonselection post. 5

Not

applicable

Age limit for direct recruits.

30 years of age (relaxable

for Government servants

in accordance with the

instructions or orders

Educational

recruits.

(i)

and

qualifications required for direct

Bachelor Degree in Library

Science or Library and

Information Science from a

recognised University or

other

Classification

Not

applicable

Name of post	Number of post(s)	Classification	Pay Band or Grade Pay or Pay Scale.	y selection post	Age limit for direct recru	its.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6		7
Stenogra pher Grade-III	15* *subject to variation dependent on workload.	Not applicable	Level 4 in Pay Matrix of 7th CPC.	applicable	27 years of age (re Government servants in with the instructions/ or by the Central Government of the Central Government o	accordance rders issued int). date for nit shall be receipt of adidates in losing date in Assam, Pradesh, Nagaland, division of J district and f Chamba Pradesh,	(i) 12 th Class Pass or equivalent from a recognised Board or University; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 minutes on computer.
and educational qualification prescribed f direct recrui will apply the case	probation if any.	by direct record by promote by departments absorption percentage vacancies to	whether of cruitment of notion or putation/ and of o be filled	deputation or ab	nent by promotion or by sorption, the Grade Pay notion or deputation or nade.	If Department Promotion Committee exists, wha its composit	Public Servic Commission t t is be consulted i
promotees.	9	by various 1		11		12	13
Not applicable	Two years	written exa and skill English/Hir Shorthand prescribed	basis of commination test in the speed (hich by	Governments/ Courts/ Tribunals test as per column (i) analogous post (ii) a post in Leve CPC or equivalent service in that Gra (iii) a post in Leve CPC or equival regular service in Note 1: The including the p	el 2 in Pay Matrix of 7th lent with eight years' that Grade period of deputation eriod of deputation in post held immediately	Committee confirmation and Select Committee deputation consisting of (1) Secretary the Tribu Chairper (2) Nominee Government t not be the rank Under Secretary Member; (3) Deputy Registran the Tribu (as	applicable tion for f: y of unal - reson; e of nen ellow k of

Note 2: The maximum age limit for appointment by deputation shall not be

exceeding fifty six years as on the closing

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 Pay

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

Commission

date of receipt of applications.

Central

President)-

Member.

(14) Name

post

Number

post(s)

of

Classification

			Pay Scale.	or non- selection post.			required for direct recruits.
Cashier	2 01* * Subject to variation dependent on workload.	11	Level 4 in Pay Matrix of 7 th CPC.	5 Not applicable	6 Not applicable		7 Not applicable
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	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 recrudeputation or all which promotion be made.	bsorption, the (Grade Pay from	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8 Not applicable	9 Not applicable	By Deputation.	Governments/ Tribunals and ho (i) analogous position (ii) a post in Level equivalent with that Grade and cash and account (iii) a post in Level or equivalent with that Grade completed cash with the Grade completed cash and account that Grade completed cash with the period of deputhed immediated shall ordinarily to the proposition of the proposition o	sing under Union Territor olding: sts on regular belt 3 in Pay Matrifive years' rephaving success tts training. vel 2 in Pay Matrifive years' rephaving success tts training. vel 2 in Pay Matrifive and having and accounts training and accounts training accounts training accounts training accounts training the preceding t	asis; or ix of 7th CPC or gular service in fully completed atrix of 7th CPC regular service g successfully aining. on including the er ex-cadre post his appointment e years. age limit for shall not be the closing date appointment on s, the service an officer prior e from which the on the Seventh mendations has ed to be service	Registrar of	13 Not applicable

Pay Band or Grade Pay or Pay Scale.

Whether

or

selection post

non-

Age limit for direct recruits.

Educational

qualifications

other

and

(15)

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
Record	17*	Not	Level 4 in	Not	Not applicable	Not applicable
Assistant		applicable	Pay Matrix	applicable		
	*Subject to		of 7th CPC.	11		
	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, the Grade Pay from which promotion or deputation or absorption to be made.	Departmental Promotion Committee exists, what is its composition.	making recruitment
Not applicable	-	(i) 50% by limited Department al Examinatio n. (ii)50% by promotion failing which by deputation.	Limited Departmental Examination. LDC or equivalent holding a post with at least 5 years regular service in Level 2 in Pay Matrix of 7th CPC. Promotion: Lower Division Clerk with eight years' regular service in Level 2 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 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/ Union Territories / Courts/ Tribunals/statutory organisations and holding: (i) analogous posts on regular basis; or (ii) holding a post in Level 2 in Pay Matrix of 7th CPC 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. Note2: 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. Secretary of the Tribunal Chairperson; 2. Nominee of Government not below the rank of Under Secretary Member; 3. Deputy Registrar of the Tribunal (to be nominated by the President) - Member.	Not applicable

deputa	The maximum age limit for appointment by tion shall not be exceeding fifty six years as on sing date of receipt of applications.	
basis, t officer which t Central extende	For purposes of appointment on deputation he service rendered on a regular basis by an prior to 01st January, 2016 or the date from the revised pay structure based on the Seventh Pay Commission recommendations has been ed, shall be deemed to be service rendered in responding level in the Pay Matrix of the CPC.	

(16)

Name	Number	of	Classification	Pay Band	1 o	Whether	Age limit for direct recruits.	Educational and
of post	post(s)			Grade Pay	or Pay	selection pos	ıt 💮	other
				Scale.		or non	-	qualifications
						selection		required for
						post.		direct recruits.
1	2		3	4		5	6	7
U.D.C.	14*		Not	Level 4 in	Pay	Not	Not applicable	Not applicable
	*subject	to	applicable	Matrix of	7^{th}	applicable		
	variation			CPC.				
	dependent	on						
	workload.							

and p	orobation, f 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.	in which Union Public
8 9		10	11	12	13
Not applicable T	Two years	(i) 50% by Promotion failing which by deputation . (ii)50% by limited departmen tal Examinatio n.	Limited Department Examination. LDC or equivalent holding a post with at least 5 years regular service in Level 2 in Pay Matrix of 7th CPC. Promotion: Lower Division Clerk with Eight 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 Level in the pay matrix of 7th CPC. Deputation: Officials working under Central/ State Government s/ Union Territories / Courts/ Tribunals/ statutory organisations and holding: (i) analogous posts on regular basis; or	Departmental Promotion Committee for promotion and selection committee for deputation consisting of: 1. Secretary of the Tribunal - Chairperson; 2. Nominee of Government not below the rank of Deputy Secretary/Under Secretary- Member; 3. Deputy Registrar of the Tribunal (to be nominated by the President) - Member.	

	(ii) holding a post in Level 2 in Pay Matrix of 7th CPC	
	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.	
	Note2: 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.	
	Note3: The maximum age limit for appointment by	
	deputation shall not be exceeding fifty six years as on	
	the closing date of receipt of applications.	
	Note4: 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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(17)						
Name of	Number of	Classification	Pay Band	Whether	Age limit for direct recruits.	Educational and
post	post(s)		or Grade	selection post		other qualifications
			Pay or	or non-		required for direct
			Pay Scale.	selection post.		recruits.
1	2	3	4	5	6	7
Lower	19*	Not	Level 2 in	Not applicable	27 years of age (relaxable for	(i) 12th Class or
Division		applicable	Pay		Government servants in accordance	equivalent
Clerk	* subject to		Matrix of		with the instructions or orders issued	qualification from
	variation		7 th CPC.		by the Central Government)	a recognized
	dependent					Board or
	on workload.				Note: The crucial date for determining	University;
					the age limit shall be closing date for	
					receipt of applications from candidates	(ii) Typing speed
					in India (and not the closing date	of 35 w.p.m. in
					prescribed for those in Assam,	English on
					Meghalaya, Arunachal Pradesh,	computer.
					Mizoram, Manipur, Nagaland,	
					Tripura, Sikkim, Ladakh division of J	[35 w.p.m.
					& K State, Lahual & Spiti district and	corresponds to
					Pangi sub-division of Chamba district	10500 KDPH on
					of Himachal Pradesh, Andaman &	an average of 5
					Nicobar Island or Lakshadweep)	key depressions
						for each word]

Whether age	Period of	Method of recruitment whether by	In case of	If a Departmental	Circumstances
and	probation,	direct recruitment or by promotion or	recruitment by	Promotion Committee	in which
educational	if any.	by deputation/ absorption and	promotion or by	exists, what is its	Union Public
qualifications		percentage of vacancies to be filled by	deputation or	composition.	Service
prescribed for		various methods.	absorption, the		Commission to
direct recruits			Grade Pay from		be consulted in
will apply in			which promotion		making
the case of			or deputation or		recruitment
promotees.			absorption to be		
			made.		
8	9	10	11	12	13
Not applicable	Two years	(i) 50% by direct recruitment on the	As stated in	Composition of	Not
		basis of written examination and	Column 10.	Departmental	applicable
		skill test in English Typing on		Promotion Committee	
		computer at the prescribed speed;		(for promotion) and	
		(ii) 25% by seniority cum fitness from		Committee (for	
		amongst the Group C staff in the		considering	
		Tribunal who have 3 years regular		confirmation)	
		service Level 1 in Pay Matrix of 7th		consisting of:	
		CPC and possess 12th Class Pass or		(1) Secretary of the	
		equivalent qualification alongwith		Tribunal –	
		typing speed of 35 w.p.m. in English		Chairperson;	
		on computer on the basis of limited		(2) Nominee of	f .
		departmental examination. The		Government not	
		maximum age for eligibility for		below the rank of	Į.
		examination is 45 years (50 years of		Under Secretary-	
		age for the SC/ST);		Member;	
		Note: If more or such employees		(3) Deputy Registrar	
		than the number of vacancies		of the Tribunal - (to	
		available under clause (ii) qualified		be nominated by	
		at the examination, such excess			

number o	of employees shall be	the President)	-
considered	for filling the vacancies	Member.	
arising in	the subsequent years so		
that the en	nployees qualifying at an		
earlier exa	amination or considered		
before the	se who qualify at a later		
examination	on.		
(iii) 25% by	promotion on seniority-		
cum-fitnes	ss basis from Group C		
employees	who have 3 years regular		
service in I	Level 1 in Pay Matrix of 7 th		
CPC along	gwith typing speed of 35		
	English on computer.		

(18)

(10)			_			
Name of		Classification	Pay	Whether	Age limit for direct recruits.	Educational and other qualifications
post	of post(s)		Band or	selection		required for direct recruits.
			Grade	post or		
			Pay or	non-		
			Pay	selection		
			Scale.	post.		
1	2	3	4	5	6	7
Staff Car	5*	Not applicable	Level 2	Not	Between 18 and 27 years.	Essential:
Driver			in Pay	applicable	(relaxable for Government	1. A pass in the 10 th standard.
	* subject		Matrix		Servants in accordance with	2. Possessing a valid driving licence
	to		of 7th		the instructions or orders	for motor cars.
	variation		CPC.		issued by the Central	3. Knowledge of motor mechanism
	dependan				Government)	and be capable of removing minor
	t upon				,	defects in motor vehicle.
	workload.				Note: The crucial date for	4. Experience of driving of a motor
					determining the age limit shall	car for at least three years.
					be closing date for receipt of	•
					applications from candidates	Desirable:
					in India (and not the closing	
					date prescribed for those in	3 years' service as Home Guard/Civil
					Assam, Meghalaya, Arunachal	Volunteer.
					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)	
					• • • • • • • • • • • • • • • • • • • •	

M/bathan can	Dowind of	Method of	In case of magnitument len	If a Danautmontal Ducasation	Circumotor
Whether age			In case of recruitment by	If a Departmental Promotion	Circumstances
and	1 ,	recruitment	promotion or by deputation or	Committee exists, what is its	in which
educational	if any.	whether by	absorption, the Grade Pay from	composition.	Union Public
qualifications		direct	which promotion or		Service
prescribed		recruitment or	deputation or absorption to be		Commission
for direct		by promotion or	made.		to be consulted
recruits will		by deputation/			in making
apply in the		absorption and			recruitment.
case of		percentage of			
promotees.		vacancies to be			
1		filled by various			
		methods.			
8	9	10	11	12	13
Not	Two years	Deputation/	Deputation/Absorption:	Committee (for considering	Not
applicable		absorption	From amongst the regular	confirmation) and Selection	applicable
		failing which	Despatch Rider/ Multi-	Committee for deputation	
		by Direct	Tasking Staff in Level 1 in Pay	consisting of:	
		Recruitment on	Matrix of 7th CPC employees of	1. Secretary of the Tribunal -	
		the basis of	the Central/ State	Chairperson;	
		objective type	Governments / Union	2. Nominee of Government not	
		test and skill	Territories / Courts/ Tribunals	below the rank of Under	
		test in driving	who fulfil the qualification and	Secretary- Member;	
		motor car.	experience mentioned in	3. Deputy Registrar of the	
		motor car.	column no. 7.	Tribunal (to be nominated by	
1					
			Column no. 7.	the President) - Member.	

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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-		

				selection		required	for
				post.		direct recrui	ts.
1	2	3	4	5	6	7	
Multi-	42*	Not	Level 1 in	Not	Between 18 and 27 years- (relaxable for	Matriculatio	n
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 f	from
	variation				Central Government)	a recogn	ized
	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	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
		methods.	maue.		
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment.	Not applicable	Committee for considering case of confirmation: - 1. Secretary of the Tribunal -Chairperson; 2. Nominee of Government not below the rank of Under Secretary-Member; 3. Deputy Registrar of the Tribunal (to be nominated by the President) - Member.	

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(20)						
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 L-9 in	Selection	Not Applicable	Not Applicable
		applicable	pay matrix of			
	*Subject to		7 th CPC			
	variation					
	dependent on					
	workload.					

Whether age	Period	of	Method	of	In case of recruitment by promotion or by	If a Departmental	Circumstances
and	probation,	if	recruitme	-	deputation or absorption, the Grade Pay from	Promotion	in which Union
				1 1			
educational	any.			by	which promotion or deputation or absorption	Committee exists,	
qualifications			direct		to be made.	what is its	
prescribed for			recruitment			composition.	be consulted in
direct recruits			or	by			making
will apply in			promotion	n or			recruitment.
the case of			by				
promotees.			deputatio	n/			
1			absorption				
			and				
			percentage	e of			
			vacancies				
			be filled				
			various	Dy			
0			methods.		44	4.0	40
8	9		10		11	12	13
Not	Not		By promo	tion	Promotion:	Departmental	Not
applicable	applicable		on the b	asis	Assistant Programmer with three years'	Promotion	applicable
			of senior	ity-	regular service in the Grade.	Committee for	
			cum-meri	t		promotion and	
			failing w	hic h		Selection	

Note 1: Where juniors who have completed Committee Deputation/a their qualifying or eligibility service are being deputation considered for promotion, their seniors bsorption. consisting of: would also be considered provided they are not short of the requisite qualifying or (1) President of the Tribunal eligibility service by more than half of such qualifying or eligibility service or two years, (or a Member whichever is less, and have successfully of the Tribunal completed probation period for promotion to as his the next higher grade along with their juniors nominee)who have already completed such qualifying Chairperson; or eligibility service. (2) Nominee of Note 2: For the purpose of computing the minimum qualifying service for promotion, the service rendered on a regular basis by an Government not below the officer prior to 1^{st} January, 2016 or the date rank of from which the revised pay structure based Director/Dep on the Seventh Central Pay Commission uty Secretary recommendations has been extended, shall Member; be deemed to be service rendered in the corresponding Level in the pay matrix of 7th (3) Secretary of the Tribunal -Member. Deputation/Absorption: Officers working under Central/ 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) analogous post on regular basis; or (ii) a post in Level 8 in the pay matrix of 7th CPC or equivalent with two years' regular service in the Grade. (iii) a post in Level 7 in the pay matrix of 7th CPC or equivalent with three years' regular service in the Grade. Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment 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 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 selection	Age limit for direct	Educational and othe
post	post post(s)		Grade Pay or	post or non-	recruits.	qualifications required fo		
					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 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	If a Departmental Promotion Committee exists, what is its composition.	
promotecs.			made.		
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment on the basis of written examination and interview.	Not applicable	Committee (for considering confirmation) consisting of: (1) President of the Tribunal (or a Member of the Tribunal as his nominee) - Chairperson; (2) Central Government Nominee not below the rank of Deputy Secretary/Director Member; (3) Secretary of the Tribunal	Not applicable