

No.A-12023/02/2014-Ad.IV  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
New Delhi-110001

Dated the 26<sup>th</sup> October, 2015

Office Memorandum

**Sub: Filling up of 1(one) post of Secretary in the National Company Law Tribunal (NCLT).**

Applications are invited to fill up, on deputation basis, the following post in the National Company Law Tribunal (NCLT) to be constituted under Section 408 of the Companies Act, 2013:

S.No.	Name of post	No. of posts	Pay Band & Grade Pay
1	Secretary, National Company Law Tribunal (NCLT)	1	Rs.37400-67000, GP Rs.10000/-

2. The selected candidate will be required to serve in the NCLT, Principal Bench to be established at Delhi.
3. The details of the post, along with eligibility criteria, educational qualification/experience etc. required for the post is given in the enclosed **Annexure I**.
4. The period of appointment, on deputation, will be for a period of 1 year and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.
5. Maximum age limit for appointment on deputation is 56 years.
6. Application in duplicate, in the prescribed proforma (Annexure II) complete in all respect may be sent to Shri Navneet Chouhan, Director, Ministry of Corporate Affairs, Room No. 530, 5<sup>th</sup> Floor, "A' Wing, Shastri Bhawan, New Delhi *through proper channel* by 10.12.2015.

7. The prescribed proforma for the application may also be downloaded from the Ministry's website at [www.mca.gov.in](http://www.mca.gov.in), [www.clb.nic.in](http://www.clb.nic.in) and [www.persmin.nic.in](http://www.persmin.nic.in)

8. This may be given wide publicity.

Enclosed: as above



(Ashutosh Anand)

Under Secretary to the Govt. of India  
Tele. No. 23389782

To

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

## ANNEXURE - I

## DETAILS OF POSTS OF SECRETARY IN NCLT TO BE FILLED ON DEPUTATION BASIS

S.No.	Name of Posts	No. of Posts	Pay Band	Grade Pay	Eligibility
1.	Secretary, NCLT	1	Rs.37400-67000	Rs.10000	Officers of the Central Government or State Government or Union Territory or Statutory Organisations:  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with two years' regular service in the grade rendered after appointment thereto on regular basis in the pay band - 4, Rs 37400-67000 with grade pay of Rs 8900; or  (iii) with three years' regular service in the grade rendered after appointment thereto on regular basis in the pay band - 4, Rs 37400-67000 with grade pay of Rs 8700; and

					<p>(b) Possessing the following educational qualification and experience:</p> <p><b>Essential:</b></p> <p>Experience in establishment, personnel and administrative matters and having adequate knowledge and experience of working in Information Technology and e-Governance.</p> <p><b>Desirable:</b></p> <p>Degree in Law from a recognised University.</p> <p><b>Note 1:</b> The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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					<p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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FORMAT OF APPLICATION

Attested copy of passport size photograph to be pasted
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1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For (strike off the option not applicable)	Secretary, NCLT
3.	Date of Birth	
4.	Date of superannuation	
5.	Service to which you belong	
6.	Whether SC/ST/OBC (Attested copy of the relevant certificate to be attached)	
7.	Office Address  i) Telephone No. ii) Fax No.	
8.	Correspondence Address  i) Telephone No. - (Res, Mobile) ii) Fax No. iii) Email Id ( <b>Mandatory</b> )	
9.	Permanent Address	

10.	Present Pay with Pay Band and Grade Pay					
11.	Educational Qualifications (Matric onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks  (Mention Distinction, if any)

12. Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):

Name of Office/Instt./ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Reg./ Ad-hoc/ Deputation)	Scale of Pay/ Pay Band and Grade Pay#	Nature of Duties
		From	To			

13. Details of experience in chronological order, if any, of handling judicial work, including under the Companies Act, 1956 (Specify number of years of such experience).

14. Nature of present employment i.e. Permanent / Ad-hoc/Temporary)

15. In case the present employment is held on deputation, please state:  
 a) The date of initial appointment.  
 b) Period of appointment with address



	c) Name of the parent office/organisation.	
16.	Details of training undergone:	
17.	Details of proficiency in computer:	
18	Any other information, applicant wants to furnish:	
19.	Please state briefly how you find yourself best suitable for the post applied for:	

# Applicants not holding the post in the Pay Band/Grade Pay pertaining to Central Government should indicate the equivalence of the pay scale viz-a-viz the Central Government's pay scales (with proof).

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Date:-

(Signature)

Name: \_\_\_\_\_

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the particulars furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Sh. /Smt. -----.
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years." -or -- list of major/minor penalties imposed on him/her last ten years is enclosed.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement

Signature-----

Name and Designation-----

Tel. No.-----

Office Seal

Place :

Date:

List of enclosures:

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