F.No.02/02/2017-NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

3rd Floor, B-3 Wing, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110003. Phone: 24306837, 24306869. Fax: 24306838

Dated: 16th November, 2017

VACANCY CIRCULAR

Subject: Filling up the posts in the National Company Law Appellate Tribunal on deputation or contract basis.

The National Company Law Appellate Tribunal invites applications for filling up of the following posts on deputation or contract basis:

Sl. No.	Name of the Post	No. of Posts	Pay Band and Grade Pay (pre-revised)	Revised Scales as per 7 th CPC
1. Fino	Joint Registrar	1 a (a) aoq b no qr	PB-4 (37400-67000) + G.P. ₹ 8700/-	Level 13 (₹1,23,100- 2,15,900)
2.	Assistant Registrar	2	PB-3 (15600-39100) + G.P. ₹ 6600/-	Level 11 (₹ 67,700- 2,08,700)
3.	Principal Private Secretary	A 1 133 (ni.:	PB-3 (15600-39100) + G.P. ₹ 6600/-	Level 11 (₹ 67,700- 2,08,700)
4. ₁	Administrative Officer	2	PB-2 (9300-34800) + G.P. ₹ 4800/-	Level 8 (₹ 47,600- 1,51,100)
5.	Court Officer	2	PB-2 (9300-34800) + G.P. ₹ 4800/-	Level 8 (₹ 47,600- 1,51,100)
6.	Private Secretary	2	PB-2 (9300-34800) + G.P. ₹ 4800/-	Level 8 (₹ 47,600- 1,51,100)
7.	Assistant	onad s	PB-2 (9300-34800) + G.P. ₹ 4200/-	Level 6 (₹ 35,400- 1,12,400)

8.	Library and Information Assistant	ув Пави 9837, 24	PB-2 (9300-34800) + G.P. ₹ 4200/-	Level 6 (₹ 35,400- 1,12,400)
9.	Cashier	1 (7381)	PB-1 (5200-20200) + G.P. ₹ 2400/-	Level 4 (₹ 25,500- 81,100)
10.	Record Assistant	2	PB-1 (5200-20200) + G.P. ₹ 2400/-	Level 4 (₹ 25,500- 81,100)
11. ol ao	Stenographer Grade III	6	PB-1 (5200-20200) + G.P. ₹ 2400/-	Level 4 (₹ 25,500- 81,100)
12.	Library Attendant	1 Pay Ba	PB-1 (5200-20200) + G.P. ₹ 1800/-	Level 1 (₹ 18,000- 56,900)

- 2. The first preference to fill up the post(s) shall be by way of deputation. In case any of the post(s) is not filled up on deputation, applications will be considered from eligible persons for engagement on contract basis.
- **Qualifications and eligibility criteria**: As per Annexure-I (also available on the Tribunal's website www.nclat.nic.in).
- **4. Period of appointment**: Initial period of appointment, both for deputation and contract basis, shall be one year which can be extended further subject to satisfactory performance.

5. Age limit:

- (a) Deputation: The maximum age of the applicant as on 1st January, 2018 shall not be more than 56 years.
- (b) Contractual appointment: The maximum age of the applicant as on 1st January, 2018 shall not be more than 63 years.

6. Pay and allowances:

- (a) Appointment on Deputation: The pay, allowances and other terms and conditions of deputation shall be governed by the provisions as is applicable to officers/employees holding equivalent post/scale of pay.
- (b) Contractual appointment: The consolidated monthly remuneration shall be fixed as under: -
- (i) In the case of retired persons: Last Pay drawn minus Pension plus D.A. applicable at the time of engagement on contract basis.
- (ii) In other cases: Entry pay prescribed for the respective post plus D.A. applicable at the time of engagement on contract basis.

No other allowance like House Rent Allowance, Transport Allowance, etc. shall be given apart from the consolidated fixed monthly remuneration.

7. Documents required:

(a) Deputation:

- (i) Application as per Annexure-II.
- (ii) Certificate by the Employer at the end of Annexure-II.
- (iii) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last five years and Records of suspension etc. during the last five years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).
- (iv) Attested photocopies of the APARs/ACRs for the last five years.

(b) Contract basis:

- (i) Application as per Annexure-II.
- (ii) Self-attested photocopy of the PPO or Retirement Order (in case there is no pension sanctioned after retirement).

- (iii) Self-attested photocopies of the PAN Card, Aadhaar Card and proof of residential address (in case the local residential address given in the application is different from the address shown in the Aadhaar Card).
- (iv) Police Verification Certificate (required to be submitted within one month from the date of joining in the NCLAT).
- 8. The National Company Law Appellate Tribunal reserves the right not to fill up any or all the above posts.
- 9. The application in the prescribed proforma (Annexure-II), complete in all respects may be sent to the undersigned at the aforesaid address through proper channel (in case of serving employees) along with all the necessary documents on or before 31st January, 2018. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.
- 10. The candidates engaged on contract basis shall have no right whatsoever to claim regular employment in the NCLAT against the post to which they have been selected. The appointment on contractual basis will be on full time basis and they shall not be permitted to take up any other assignment during the period of engagement with the NCLAT.
- 11. The Vacancy Circular along with Annexures I and II can be downloaded from the website of the National Company Law Appellate Tribunal http://www.nclat.nic.in.

Registrar

) Contract basis:

Distribution (It is requested that the vacancy may please be circulated amongst the officers/officials working in your Ministry/Department/Office):-

- 1. All Ministries/Departments of the Government of India (as per list).
- 2. Shri Riazul Haque, Under Secretary, Ministry of Corporate Affairs, 5th Floor, 'A' Wing, ShastriBhavan, New Delhi.
- 3. Registrar, Supreme Court of India, New Delhi.
- 4. Registrar, All the High Courts in India (as per list).
- 5. Chief Secretary, State Government (as per list).

Copy to:

- 1. Computer Cell, NCLAT for uploading on the website of the NCLAT.
- 2. NIC, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi for uploading on the website of the Ministry of Corporate Affairs.
- 3. Notice Board.

ELIGIBILITY CRITERIA FOR THE POSTS PROPOSED TO BE FILLED ON DEPUTATION OR CONTRACT BASIS IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL.

Sl.	Name of the Post	No. of posts	Eligibility Criteria
K and	4800F) WITH I	2 30	00847-0010-7
1.	Joint Registrar	1 50 6	Serving/Retired Officers of the State Judicial Service
ay Ba	in Level-7 (old F	seoq a bi	or Supreme Court or High Court or Tribunal:
y svi	1 rbivz (-\0084-1	F GD +	(a) (i) Holding/held analogous post in the Higher
	de/level; and	in the gra	Judicial Service; or
farey	redognized Un	moil i	(ii) Holding/held analogous posts on regular basis in
	lbert lbert	nations and	the High Court or Tribunal; or
			(iii) Holding/held post in Level-12 (old Pay Band-3
ni su	ninistrative matt	nce of ad	₹ 15600-39100 + GP ₹ 7600/-) with five years'
		, lb	regular service in the grade/level; or
Cot	of the Suprem	Officer	(iv) Holding/held post in Level-11 (old Pay Band-3
	manhib am ra i	Henudia	₹ 15600-39100 + GP ₹ 6600/-) with ten years'
í reluc	gotta posts on reg		regular service in the grade/level; and
			(b) Degree in Law from a recognized University or
blo)	0.014aval ni	teog ble	equivalent.
	944 Band-2 4930	logrer-c	Desirable:
	venus' regular ser		Having experience of administrative matters in High
	ar anngar caar		Court or Tribunal.
2.	Assistant	2 9 1 1	Serving/Retired Officers of the Higher Judicial
(mc	Registrar	# GP #	Service or Supreme Court or High Court or Tribunal:

regular service in the grade/level.

TANG	ANNEXU PROPOSEDTO BE FT	 (a) (i) Holding/held analogous posts on regular basis; or (ii) Holding/held post in Level-10/9 (old Pay Band-3 ₹ 15600-39100/Pay Band-2 ₹ 9300-34800 + GP ₹ 5400/-) with three years' regular service in the
		grade/level; or (iii) Holding/held a post in Level-8 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4800/-) with four years'
ial Ser	Officers of the State Audio	regular service in the grade/level.
:Inc	t or High Court or Tribu	(iv) Holding/held a post in Level-7 (old Pay Band-2
H ed	ni 1800 amgolina bla	₹ 9300-34800 + GP ₹ 4600/-) with five years'
	10	regular service in the grade/level; and
lar bas	analogous posts on regu	Degree in Law from a recognized University or
	r Tribunal; er	equivalent will be preferred.
ay Ba	I post in Lovel-12 (old I	Desirable:
ive y	the gradeflevel; or	Having experience of administrative matters in High Court or Tribunal.
3.	Principal 1	Serving/Retired Officers of the Supreme Court or
101). 34	Private	High Court or Tribunal:
lenavli	Secretary	(a) (i) Holding/held analogous posts on regular basis; or
		(ii) Holding/held post in Level-10/9 (old Pay Band-3 ₹ 15600-39100/Pay Band-2 ₹9300-34800 +
l of and	os of administrative matt L	GP ₹ 5400/-) with three years' regular service in the grade/level; or
bat w	Officers of the High	(iii) Holding/held a post in Level-8 (old Pay Band-2
	commons or the rings ne Court or High Court o	₹ 9300-34800 + GP ₹ 4800/-) with four years'
		regular service in the grade/level.

st in Level-7 (old I sy-B ad-	(iv) Holding/held a post in Level-7 (old Pay Band-2
1 4600A) with two years	₹ 9300-34800 + GP ₹ 4600/-) with five years'
gride/fevel; or	regular service in the grade/level; and
sst in Level-6 (old Pay Bund-	(b) Bachelor's Degree from a recognized University
4 42004) with four years	or equivalent.
grade/level; and	Desirable:
int a recognized University of	Having experience of administrative matters in Chief
fee (a)	Justice Secretariat of the High Court or with the
sets of the Supreme Court of	Chairperson or President of a Tribunal.
4. Administrative 2	Serving/Retired Officers of the Supreme Court or
Officer	High Court or Central/State Government:
eques posts on regular basis; o	(a) (i) Holding/held analogous posts on regular basis;
en in I evel-7 (old Pay Brad-	
	(ii) Holding/held a post in Level-7 (old Pay Band-2
article devel; or	
ed in Level-6 (old l'ay Bind-	
	(iii) Holding/held a post in Level-6 (old Pay Band-2
bas develobate	
tion a recognized Universit	regular service in the grade/level; and
	(b) Bachelor's Degree from a recognized University
i salmim top storow 001 to 89	or equivalent.
	Desirable:
2 2 2 2 2 2	A degree in Law from a recognised University
5 Count Officer 2	Samina/Datinal Officers of the Samuer Court on
5. Court Officer 2	Serving/Retired Officers of the Supreme Court or
	High Court or Tribunal
al beons posts on regular hasu	(a) (i) Holding/held analogous posts on regular basis;
	or

B ys'	in Level-7 (old)	ld a post	(ii) Holding/held a post in Level-7 (old Pay Band-2
gvi	thiw (-\0004 1	+ GP +	₹ 9300-34800 + GP ₹ 4600/-) with two years'
	de/level; and	in the gra	regular service in the grade/level; or
/inU	om a recognized	Degree fi	(iii) Holding/held a post in Level-6 (old Pay Band-2
			₹ 9300-34800 + GP ₹ 4200/-) with four years'
			regular service in the grade/level; and
ni en	ninistrative matu	nce of ad	(b) Degree in Law from a recognized University or
iw y	se High Court o	tr ho tan	equivalent will be preferred.
6.	Private	2	Serving/Retired Officers of the Supreme Court or
5O 5	Secretary	tsoillO	High Court or Tribunal or Central/State Government
	asa Covernment	Station).	and holding/held the posts in the stenographic cadre:
islos	eu no sisod snoëd	lett snak	(i) Holding/held analogous posts on regular basis; or
			(ii) Holding/held a post in Level-7 (old Pay Band-2
luy E	in Level-7 (old)	120q n [li	₹ 9300-34800 + GP ₹ 4600/-) with two years'
OW	dim (40004)	40 +	regular service in the grade/level; or
	de/level; or	rry odt ni	(iii) Holding/held a post in Level-6 (old Pay Band-2
l yst	in Level-6 (old l	ild a post	₹ 9300-34800 + GP ₹ 4200/-) with four years'
าเหต	4200/-) with 1	1 9D +	regular service in the grade/level; and
		ing sidt of	(b) Bachelor's Degree from a recognized University
inU		Degree fi	or equivalent; and
			(c) Possessing the speed of 100 words per minute in
			English Shorthand.
7.	Assistant	4	Serving/Retired Officers of the Supreme Court or
e Co		l Officer	High Court or Tribunal or Central/State
		lanudir'i	Government:
enlug		held anal	(a) (i) Holding/held analogous posts on regular basis;
			or

9.	Cashier	1 0 songeO	Officers working/worked under Supreme Court or High Court or Court or Tribunal or Central
ani b	ide/fevel; and Excel, E-mail m		(c) Minimum three years' experience of working in a Library.
//te	s difw (-1000)	F 90 +	and
16 Y8	in Level-2 (old I		Science from a recognized University or equivalent;
	ade/level; or		(b) Possessing Bachelor's Degree in Library
ive y	dflw (-1000£ f	HD N	service in the grade/level; and
ay Bu	l blo) E-lsvs.l ni		₹ 5200-20200 + GP ₹ 2400/-) with ten years' regular
			(iii) Holding/held a post in Level-4 (old Pay Band-1
i usto;	egous posts on re	lens blen	service) in the grade/level; or
			₹ 5200-20200 + GP ₹ 2800/-) with six years' regular
deun	ibunal or Ci	T 10	(ii) Holding/held a post in Level-5 (old Pay Band-1
Con	s of the Suprem	reolifio i	basis; or
et ma	its, cash end budg	in accour	(a) (i) Holding/held analogous posts on regular
	Assistant	ba	Government or statutory organisations:
Unive	Information	ft serge()	High Court or Tribunal or Central/State
8.	Library and	Total at	Officers working/worked under Supreme Court or
ght y	1900/-) with e	F (1) +	(c) Knowledge of Word, Excel, E-mail and Internet.
ау Ва	in Level-2 (old f	zoq s bl	or equivalent.
	nde/level; or	in the gr	(b) Bachelor's Degree from a recognized University
(ovi	2000/-) with 1	+ (3p =	service in the grade/level; and
ay Ba	in Level-3 (old)	d a post	₹ 5200-20200 + GP ₹ 2400/-) with ten years' regular
			(iii) Holding/held a post in Level-4 (old Pay Band-1
telug	ogous posis on n	held anal	service) in the grade/level; or
	organisations:	riotutats.	₹ 5200-20200 + GP ₹ 2800/-) with six years' regular

	El ys		d a post	Government or State Government or Government
Color	ni 'ani	00/-) with six ye	- GP ₹ 28	Organization or statutory organisations:
			vel\obsi	(a) (i) Holding/held analogous posts on regular
1	ay Bl		id a post	basis; or
act	1 816		OP (24	(ii) Holding/held a post in Level-3 (old Pay Band-1
			ival(e)levi	₹ 5200-20200 + GP ₹ 2000/-) with five years'
15	viaU		a sergeQ	regular service) in the grade/level; or
				(iii) Holding/held a post in Level-2 (old Pay Band-1
T	ool br		of Word	₹ 5200-20200 + GP ₹ 1900/-) with eight years'
	YESO)		echiou/\n/	regular service in the grade/level; and
				(b) Bachelor's Degree from a recognized University
			ractutate	or equivalent; and
	refugi		lens blad	(c) Experience in accounts, cash and budget matters.
	10.	Record	2	Serving/Retired Officers of the Supreme Court or
	El tol	Assistant	teog a bl	High Court or Tribunal or Central/State
	1 '835		GP ₹28	Government:
			yal\ebay	(a) (i) Holding/held analogous posts on regular basis;
14	E vs4		ld a post	or model (III)
1000	m"em		15 F 90	(ii) Holding/held a post in Level-3 (old Pay Band-1
			yal aban	₹ 5200-20200 + GP ₹ 2000/-) with five years'
	YIS		Bachelor	regular service) in the grade/level; or
la	viups		singosan	(iii) Holding/held a post in Level-2 (old Pay Band-1
				₹ 5200-20200 + GP ₹ 1900/-) with eight years'
	áro w		oree year	regular service in the grade/level; and
				(b) Knowledge of Word, Excel, E-mail and Internet;
	111073	d under Supreme	sylagura v	and
			Jourt of	(c) Bachelor's Degree from a recognized University
	IES		R) 71003	or equivalent.
			13565	

11.	Stenographer	6	Officers working/worked under the Supreme Court
	Grade III		or High Court or Tribunal:
			(a) (i) Holding/held analogous posts on regular
			basis; or
			(ii) Holding/held a post in Level-3 (old Pay Band-1
			₹ 5200-20200 + GP ₹ 2000/-) with five years'
			regular service in the grade/level; or
			(iii) Holding/held a post in Level-2 (old Pay Band-1
			₹ 5200-20200 + GP ₹ 1900/-) with eight years'
			regular service in the grade/level; and
			(b) Possessing the following educational and other
			qualifications:
			(i) Graduate from a recognised University.
			(ii) Speed of 100 words per minute in English
			shorthand
			or Speed of 100 words per minutes in English
			typewriting in case of direct dictation in
			Computer/Laptop;
			(iii) Knowledge of computer operation.
12.	Library	1	Officials working/worked in Courts or Tribunal or
	Attendant		Central/State Government or statutory
			organizations:
			(a) Matriculation or equivalent from a recognized
			Board; and
			(b) Diploma / Certificate in Library Science from a
			recognized Board or University; and
			(c) At least one year's experience of working in a
			Library.

II-suxannAer Central Government or State Government or Tribunal or

PROFORMA FOR APPLICATION FOR THE POSTS IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL ON DEPUTATION OR CONTRACT BASIS

Post	applied for	O to Moneura Teatraction	i.e. Pe my or t	playment. o r Tampa		Affix your rec passport size photograph he	(b)
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to 1.		Scale of p		mor4 -h	Post hěl	ce/Institution	ňΟ
2.	Local reside	ntial address w	ith mob	oile numbe	r		
3.	Permanent a	ddress					-
4.	Date of Birtl	h					
5.	Age as on 1s	st January, 2018	3				10.
	Years	Months	Day	/S	Momentu	meet the roo	
	ontract basis, p	n deparation co	o blad a	il kipri (oli	me inoesi		11
6.	Date of join	ing Governmer	nt servic	ee <u>maaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa</u>	ogge laitini	The date of	(a)
7.	Educational	Qualifications	noo\resid	elimbb no	portitutent	Period of ap	(d)
	anok	ed trav daidw o	d noites	inegrakasi	perent off	Name of the	(6)
8.	Office Detai	ils:					
(a)	Name of the	Office with co	omplete	postal add	lress		

Whether Central Government or State Government or Tribunal or Statutory or Autonomous or PSU or PSE or Any Other (specify)									
Name and Designation of the Appointing/Controlling Authority									
					i-Permanent or				
Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.									
ce/Institution	Post held	From	То	Scale of pay along with Basic Pay and Grade Pay	Nature of duties				
				nt address	3. Persanu				
				dnis	4, Date of				
				entries made by	you above, you —				
In case the pr state: -	esent emplo	yment is	held on	deputation/contra	act basis, please				
The date of in	nitial appoin	tment	viss in	ololog Governme	6. Date of				
Period of app	ointment on	deputati	on/cont	ract	7. Educatio				
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	Name and Denomination of Deputation of Details of enduly authentifice/Institution Please state of meet the requirement of the requirement of the properties of the properties of the properties of the date of in the date of the period of approximately app	Name and Designation of Nature of present employment, duly authenticated by your ice/Institution Post held Please state clearly whether meet the requirement for In case the present employment; and the requirement of the state: The date of initial appointment or the state of the present employment or the state of t	Name and Designation of the App Nature of present employment, Deputation or Ad hoc or Tempora Details of employment, in chronoduly authenticated by your signate ice/Institution Post held From Please state clearly whether in the meet the requirement for the post. In case the present employment is state: - The date of initial appointment Period of appointment on deputation.	Name and Designation of the Appointing/ Nature of present employment, i.e. Per Deputation or Ad hoc or Temporary or Conductor Details of employment, in chronological duly authenticated by your signature, if the Ice/Institution Post held From To Please state clearly whether in the light of meet the requirement for the post. In case the present employment is held on state: - The date of initial appointment Period of appointment on deputation/cont	Name and Designation of the Appointing/Controlling Authorized Present employment, i.e. Permanent or Quas Deputation or Ad hoc or Temporary or Contractual Details of employment, in chronological order. Enclose a duly authenticated by your signature, if the space below is ice/Institution Post held From To Scale of pay along with Basic Pay and Grade Pay Please state clearly whether in the light of entries made by meet the requirement for the post. In case the present employment is held on deputation/contrastate: - The date of initial appointment				

of your sui	tability for	the	post	applied
Whether belongs to SC	C/ST/OBC			
(If yes, attach document	ntary proof)			
Are you physically har				
(If yes, attach document	ntary proof)			
Remarks				

Signature of the applicant

CERTIFICATE

(To be filled in by the Authority forwarding the application)

- 1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- 2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
- 3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last five years and Records of Suspension during the last five years is enclosed.
- 4. Photocopies of up-to-date APAR/ACR of the officer for the last five years duly attested is enclosed.

Signature Name & Designation of the forwarding officer with seal