

No.A-12023/03/2018-Ad.IV-MCA
Government of India
Ministry of Corporate Affairs

'A' Wing, 5th floor, Shastri Bhawan,
New Delhi-110001

Dated the 10th May, 2018

Office Memorandum

Sub: Filling up of 1(one) post of Secretary, National Company Law Tribunal (NCLT)

Applications are invited to fill up, on deputation basis, the following post in the National Company Law Tribunal (NCLT) constituted on 01.06.2016 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	Level-14 in Pay Matrix of 7 th CPC

2. The selected candidate will be required to serve in the NCLT, Principal Bench, 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 initially 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 58 years.
6. Application in the prescribed proforma (Annexure II) complete in all respect may be sent to Shri. Amar Singh Meena, Director, Ministry of Corporate Affairs, Room No. 530, 5th Floor, "A' Wing, Shastri Bhawan, New Delhi *through proper channel* by 31.05.2018.
7. The prescribed proforma for the application may also be downloaded from the Ministry's website at www.mca.gov.in, NCLT's website www.nclt.gov.in and DoPT's website www.persmin.nic.in
8. This may be given wide publicity.

Enclosed: As above



(Riazul Haque)

Under Secretary to the Govt. of India

Tel No: 23381349

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, NCLT, CGO Complex, New Delhi- with the request to upload the vacancy circular on the NCLT's website.
8. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
9. Secretary, Competition Commission of India, MCA, New Delhi.
10. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
11. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
12. Technical Director, NIC, DoPT with the request to upload the vacancy circular on DoPT's website

ANNEXURE - I

DETAILS OF POST OF SECRETARY NCLT TO BE FILLED ON DEPUTATION BASIS

1.	Name of Post	Secretary, NCLT
2.	No. of Posts	1
3.	Level	Level-14 in the Pay Matrix of 7th CPC
4.	Eligibility	<p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organizations holding:-</p> <p>(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 recognized University</p> <p>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 organization or department of the Central Government shall ordinarily not to exceed five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty eight years as on the closing date of receipt of applications.</p> <p>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</p>

ANNEXURE-II

FORMAT OF APPLICATION

Attested copy
of passport
size
photograph to
be pasted

1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	Secretary , NCLT
3.	Date of Birth	
4.	Present Employer (mention the name of Central Government or State Government or Union Territories or Courts or Tribunals or Statutory Organization)	
5.	Present Office with Address	
6.	Present Post held	
7.	Present Pay (Level as per 7 th CPC, Pay Band and Grade Pay as per 6 th CPC) If the pay is not as per structure of 6 th of 7 th CPC please also indicate the actual pay and its equivalent pay in 6 th or 7 th CPC pay structure.	
8.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)	
9.	In case the present employment is held on deputation, please state: a) The date of appointment. b) Name of the parent office/organization.	

10.	Date of superannuation					
11.	Service to which you belong					
12.	Office Address i) Telephone No. ii) Fax No.					
13.	Correspondence Address i) Telephone No. - (Res, Mobile) ii) Fax No. iii) Email Id (Mandatory)					
14.	Permanent Address					
15.	Educational Qualifications (Matric onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Grade/Percentage of Marks (Mention Distinction, if any)

16.	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			
17.	Details of experience in chronological order, if any, of information technology, e-governance, establishment, personnel and administration					
18.	Details of training undergone:					

19.	Details of proficiency in computer:	
20	Any other information, applicant wants to furnish:	
21.	Please state briefly how you find yourself best suitable for the post applied for:	

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.