

TEMPLATE FOR FORWARDING DOCUMENTS FOR UPLOADING

S. No.		
1.	Subject	Vacancy Circular
2.	Date of issue of documents (DD/MM/YYYY)	15/09/2016
3.	Section/Division	NCLT, New Delhi
4.	Name/Designation of Approver	President, NCLT
5.	Name/Designation of Contributor	Secretary, NCLT
6.	Title of link for documents to be uploaded	Engagement of Law Clerk-cum-Research Assistants in National Company Law Tribunal purely on contractual assignment
7.	Date of uploading documents (DD/MM/YYYY)	On or before 24.09.2016
8.	Section(s) of website under which document is to be uploaded	Vacancy/Appointments
9.	Date of expiry/ Archival (if applicable)	10/11/2016

Anil Kumar
Submitted by: (Anil Kumar)
Under Secretary
N.C.L.T.
Submitted Date: 20.09.2016

File No. 10/140/2016- NCLT
राष्ट्रीय कम्पनी विधि अधिकरण/ NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3,
सी. जी. ओ. कम्प्लैक्स, लोधी रोड़,
6th Floor, Block-3,
CGO Complex, Lodhi Road,
नई दिल्ली/New Delhi- 110003
दिनांक / Dated: 15th September 2016

OFFICE MEMORANDUM

Subject: Engagement of Law Clerk-Cum-Research Assistants in National Company Law Tribunal Purely On Contractual Assignment.

Applications are invited from Indian nationals to work as Law Clerk cum Research Assistant in NCLT on purely contract basis on an honorarium of Rs. 30,000 per month possessing the following essential qualifications:

- I. Law Graduates (fresh or experienced) who have passed final year L.L.B examination with a minimum aggregate 50% marks from a recognized university.
- II. The candidate should be enrolled with any Bar council.
- III. The age of the candidate shall not be above 30 years as on 1st March 2016.
- IV. The candidate must have knowledge of computer including retrieval of desired information from various search engines/ processors such as Manupatra, SCC online etc

2. **Location and Tentative No. of Law Clerk cum Research Assistants required in NCLT Benches:** 3 Law Clerks at Mumbai, 2 each at Chennai, Bangalore, Kolkata, One each at Ahmedabad and Allahabad.

3. **Duties and functions:** Law clerks shall function as Research Assistant attached to Hon'ble President/Members of NCLT for the purpose of identification, selection, collection and combination of case laws, citation and judicial pronouncements relevant to specific proceedings, sitting during hearing of matters by the Tribunal and noting down the arguments, preparing synopsis of the matters listed before the Tribunal, assisting in preparation of draft judgment if asked for. They shall also be responsible for development, storage and speedy retrieval of such material as per requirement and bunching of similar matters.

4. **Character:** The candidate must have absolute integrity, honesty and good moral character for which he/she will submit certificate of two responsible persons at the time of interview. He/she should not be involved in criminal case whether convicted or against whom criminal trials is pending.

5. **Conduct during and after the terms of assignment:**

I. He/ She shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other or in any manner. He/ She will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of terms of assignment unless such disclosure is legally required in discharge of lawful duties.

II. The Law clerk will not accept any other assignment during term of assignment as Laws clerk. He/ She shall not practice as an Advocate in any court of Law during the course of assignment as Law Clerk

III. He/ She will not leave headquarter without seeking permission from the Hon'ble judge concerned.

IV. He/she shall maintain punctuality in attending to his/her duties.

6. **Period of contract:** The period of contract initially will be for six months, extendable up to one year depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal, without assigning any reason whatsoever at any time. The short term contractual assignment shall not confer any right or claim to any regularization or continuance of service.

7. **Leave:** They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.

8. They will have the option to give up their assignment by giving one month advance written notice.

9. **Last date for submission of application:** The interested candidates who are willing to serve in the NCLT may submit their applications as per the enclosed format along with a brief resume indicating the educational qualifications and experience, if any, within 45 days from the date of publishing the advertisement in the Employment News to the undersigned (Shri Anil Kumar, Under Secretary, National Company Law Tribunal, Block No. 3, 6th Floor, C.G.O. Complex, Lodhi Road, New Delhi), Applications received after due date will not be considered.

10. This may be given wide publicity.

Anil Kumar

(Anil Kumar)

Under secretary to the Govt. of India

Tele No. 24363667

To

1. Secretary General 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. Shri Navneet Chouhan, Director, Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
7. All RDs, ROC-cum-OLs/ROCs/OLs, Ministry of Corporate Affairs.
8. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
9. Secretary, Competition Commission of India, MCA, New Delhi.
10. Registrar, Competition Appellate Tribunal, 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. NCLT, web site
13. Guard File.

**FORMAT OF APPLICATION FOR ENGAGEMENT AS LAW CLERK-CUM-
RESERCH ASSISTANT IN NATIONAL COMPANY LAW TRIBUNAL ON
CONTRACT BASIS**

		Attested copy of passport size photograph to be pasted
1.	Name in Full (IN BLOCK LETTERS)	
2.	Place for which application has been made	
3.	Date of Birth (valid documentary proof to be enclosed)	
4.	Father's Name	
5.	Correspondence Address (Including Telephone Number/ Fax Number/ Email id) (Email id is mandatory)	
6.	Permanent Address (Including Telephone/Fax Number)	

7.	Present occupation, if any					
8.	Educational Qualifications in the reverse chronological order (Attested copies of Degree/Diploma to be attached)					
	Name of University/ Equivalent Institution	Degree	Year of passing	Percentage of Marks obtained	Academic Distinction	Subject/specialization
9.	Details of previous engagements					
	Name and address of employer		Period of service		Nature of duty/experience	
			From	To		
10	Time required for joining the post					

It is certified that the information furnished above is correct and true to the best of my knowledge

Place:

Date:

(Signature)
Name -----