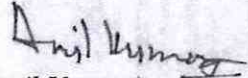


TEMPLATE FOR FORWARDING DOCUMENTS FOR UPLOADING

S. No.		
1.	Subject	Vacancy Circular
2.	Date of issue of documents (DD/MM/YYYY)	05/09/2016
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	Filling up of various posts on deputation in the NCLT Benches
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


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

File No. 10/121/2016-NCLT
कम्पनी विधि अधिकरण/ NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3,
सी. जी. ओ. कम्प्लेक्स, लोधी रोड,
6th Floor, Block-3,
CGO Complex, Lodhi Road,
नई दिल्ली/ New Delhi- 110003
दिनांक/ Dated: 05th September 2016

Office Memorandum

Subject: - Filling up of various posts on deputation in the National Company Law Tribunal (NCLT).

Applications are invited to fill up various posts on deputation basis in the National Company Law Tribunal (NCLT). The details of the post are as under:

SI No	Post	Location of Benches and tentative vacancy position in various Benches.	Total Post	Pay Band & Grade pay (pre revised)
1.	Deputy Registrar	One each at Delhi, Ahmedabad, Allahabad, Bengaluru, Kolkata, Mumbai.	6	PB 3 15,600-39,100+6600
2.	Assistant Registrar	One each at Delhi, Gauhati, Hyderabad.	3	PB 3 15,600-39,100+5400
3.	Court officer	Two at Delhi, One each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Gauhati, Kolkata, Mumbai.	10	PB 2 9,300-34,800+4800
4.	PS	Five each at Delhi & Mumbai, Two each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Hyderabad, Kolkata, one each at Gauhati & Chennai.	25	PB 2 9,300-34,800+4600
5.	Accounts officer	Delhi	1	PB 2 9,300-34,800+4600
6.	Senior Accountant	Two each at Delhi & Mumbai, One each at Ahmedabad, Bengaluru, Chandigarh, Chennai, Gauhati, Hyderabad, Kolkata.	11	PB 2 9,300-34,800+4200
7.	Assistant	Three at Delhi, Two at Mumbai, One each at Ahmedabad, Allahabad, Chandigarh, Kolkata.	09	PB 2 9,300-34,800+4200
8.	Steno Grade I/ PA	Two at Delhi, one each at Mumbai Chennai, Kolkata	5	PB 2 9,300-34,800+4200

9.	ALIO	One at Delhi	1	PB 2 9,300-34,800+4200
10.	Cashier	One at Delhi	1	PB 1 5,200-20,200+2400
11.	Record Assistant	Three at Delhi, Two at Mumbai, one each at Chennai & Kolkata	7	PB 1 5,200-20,200+2400
12.	UDC	One each at Delhi, Mumbai	2	PB 1 5,200-20,200+2400

2. Vacancy position and place of posting as indicated above are tentative. The selected candidates will be required to serve in NCLT Benches established at Delhi, Mumbai, Chennai, Kolkata, Bengaluru, Ahmedabad, Hyderabad, Allahabad, Chandigarh and Gauhati. Candidates applying for more than one post are required to submit separate applications for each post.
3. The details of the posts, along with eligibility criteria, educational qualification/experience etc. required for each category of posts are given in the enclosed Annexure I.
4. The period of appointment on deputation, will be for a period of 3 years with the provision for extension up to 4th & 5th year subject to the approval from the Competent Authority 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. The candidates selected for the deputation will be eligible for H.R.A., but as of now are not eligible for accommodation in General Pool.
6. Maximum age limit for appointment on deputation is 56 years.
7. Application in duplicate in the prescribed proforma (Annexure II) complete in all respect may be sent to Shri Anil Kumar, Under Secretary, National Company Law Tribunal, Room No. 614, Block No. 3, C.G.O. Complex, Lodhi Road, New Delhi - 110 003 through proper channel within 45 days from the date of publishing the advertisement in the Employment News.
8. For Application format, eligibility conditions, requisite qualifications and other details log on to NCLT's website www.nclt.gov.in.

9. This may be given wide publicity.

Enclosed: (09 pages)

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.

ANNEXURE - I

DETAILS OF VARIOUS POSTS TO BE FILLED ON DEPUTATION BASIS IN NCLT

1	Deputy Registrar	6	Pay Band-3 Rs.15600-39100/- (pre revised)	Rs. 6600	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations possessing degree in Law from a recognized university and holding. (i) analogous posts on regular basis or (ii) a post in Pay Band-3, Rs 15600-39100/- plus grade pay of Rs 5400/- with five years regular service in the grade or (iii) a post in Pay Band-2, Rs 9300 - 34800/- plus grade pay of Rs 4800/- with six years regular service in the grade The candidate should have experience in administrative/ establishment/court matters.
2.	Assistant Registrar	3	Pay Band-3 Rs.15600-39100/- (pre revised)	Rs. 5400	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations possessing degree in Law from a recognized university and holding. (i) analogous posts on regular basis or (ii) a post in Pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4800/- with two years regular service in the grade or (iii) a post in Pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4600/- with three years regular service in the grade The candidate should have experience in administrative/ establishment/court matters.

3.	Court Officer.	10	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs. 4800/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding (i) analogous posts on regular basis or (ii) a post in pay band-2, Rs 9300-34800/- plus grade pay of Rs 4600/- with two years regular service in the grade or (iii) a post in pay band-2, Rs 9300-34800/- plus grade pay of Rs 4200/- with six years regular service in the grade The candidate should have a Degree from a recognized University and experience in administrative/establishment/court matters.
4.	Private Secretary	25	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs. 4600/-	Officers working under Central Government/State Government or Court of Tribunal or statutory organization holding (i) analogous posts on regular basis or (ii) a post in pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4200/- with five years regular service in the grade, or
5.	Account officer	01	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4600/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding (i) analogous posts on regular basis or (ii) holding a post in pay band-2, Rs 9300-34800/- plus grade pay of Rs 4200/- with five years regular service in the grade and having experience of Government accounts, cash and Budget matters Desirable Passed in subordinate Accounts

					services or equivalent examination of any organized accounts department or Should have successfully completed cash and accounts training.
6.	Senior Accountant	11	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4200/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding (A) (i) analogous posts on regular basis or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years service in the grade or (iii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years service in the grade and (B) Having experience of accounts, cash and budget matters.
7.	Assistant	09	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4200/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding (i) analogous posts on regular basis or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years service in the grade or (iii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years service in the grade
8.	Stenographer Grade-I/ Personal Assistant	05	Pay Band-2 Rs.9300-34800/- (pre revised)	4200/-	Officers working as Stenographers under Central Government/State Government or Court or Tribunal or statutory organization holding (i) analogous posts on regular basis or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years regular service in the

					grade or (iii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years regular service in the grade
9.	Assistant Library information officer.	01	Pay Band-2 9300-34800/- (pre revised)	4200/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organization having a Bachelor's Degree in Library Science and Holding: (i) analogous posts on regular basis or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years regular service in the grade or (iii) a post in Pay band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years regular service in the grade
10.	Cashier	01	Pay Band-1 Rs.5200-20200/- (pre revised)	Rs.2400/-	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations and Holding: (i) analogous posts on regular basis or (ii) holding a post in pay band-1, Rs 5200-20200/- plus grade pay of Rs 1900/- with eight years regular service in the grade and having successfully completed cash and accounts training.
11.	Record Assistant	07	Pay band-1 Rs.5200-20200/- (pre revised)	Rs.2400/-	Officers working under central Government/State Government or Court of Tribunal or statutory organizations and Holding: (i) analogous posts on regular basis or (ii) holding a post in pay band-1, Rs 5200-20200/- plus grade pay of Rs 1900/- with eight years regular service in the grade

12	Upper Division Clerk	02	Pay band-1 Rs.5200-20200/- (pre revised)	Rs.2400/-	Officers working under central Government/State Government or Court of Tribunal or statutory organizations and Holding: (i) analogous posts on regular basis or (ii) holding post in pay band-1, Rs 5200-20200/- plus grade pay of Rs 1900/- with eight years regular service in the grade
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Note 1: The departmental officers (wherever applicable) 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 1st January, 2006 or the date from which the revised pay structure based on the sixth central pay commission recommendations 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 commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay scale and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any up gradation.

APPLICATION FOR THE POST OF
DEPUTATION BASIS.

ANNEXURE - II
IN NCLT ON

Attested
Passport size
coloured
photograph
to be pasted

1.	Name (IN BLOCK LETTERS)	:	
2.	Post Applied For	:	
	Preference for 3 locations in order of priority	:	
3.	Date of Birth	:	
4.	Date of retirement under Central Government Rules	:	
5.	Service to which you belong and present post held	:	
6.	Whether SC/ST	:	
7.	Office Address	:	
	i) Telephone No.	:	
	ii) Fax No.	:	
8.	Correspondence Address	:	
	i) Telephone No.	:	
	ii) Mobile No.	:	
	iii) Email id	:	
9.	Permanent Address	:	

10.	Present Pay with Pay Band and Grade Pay alongwith date of present posting		:				
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).						
	S. No	Name of the office	Post held	Period From To	Pay scale	Nature of appointment	Nature of duties
13.	Nature of present employment i.e. Permanent/ Ad-hoc/ Temporary)			:			
14.	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 / organization			:			
15.	Details of training undergone			:			
16.	Details of proficiency in computer			:			
17.	Any other information, applicant wants to furnish			:			
18.	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.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also 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 of the Candidate _____

Address:

Certificate to be filled by the employer/Head of Office/ Forwarding Authority.

1. Certified that the above particulars furnished by Shri/Smt. _____ 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 Shri/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 Government of India or above, are enclosed.
 - (iv) That no major/minor penalty has been imposed on him/her during the last ten years.
 - (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in his/her application.

Place: New Delhi

Date: -

.....
Signature :
Name :
Designation :
Tel. No.
(Office Seal)

List of enclosures:

1. Copy of CR/APAR.
- 2.
- 3.
- 4.