F.No.02/03/2017-NCLAT

NATIONAL COMPANY LAW APPELLATE TRIBUNAL

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Dated: 8th November, 2017

CIRCULAR

Subject: Engagement of officers for performing Protocol and Liaison duties in the National Company Law Appellate Tribunal.

Applications are invited from retired officers and employees of the Supreme Court of India or High Courts or District Courts for performing Protocol and Liaison duties in the National Company Law Appellate Tribunal (NCLAT) on contract basis.

Protocol Officer – 1 (one)

Eligibility:

(1) Must have retired as Assistant Registrar or equivalent post from the Hon'ble Supreme Court of India or any High Courts or Tribunal or Retired Section Officer having minimum 3 years' experience in the Registry of Hon'ble Supreme Court or Hon'ble High Court or Tribunal.

(2) Must be well acquainted with functioning of Courts and Tribunals.

Note: - Experience in the Protocol Section or as Liaison Officer would be preferred.

Brief description of duties:

(1) To arrange diplomatic/official passports in respect of the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers in the NCLAT.

(2) To arrange booking of international ticketing, arrange visas from various Embassies/High Commissions.

(3) To arrange servicing in the Passports.

(4) To organize reception on Arrival/Departure at the Airports/Railway Stations or any other place in respect of the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT.

(5) Booking of ceremonial lounge/VIP lounge at the airports.

(6) To organize clearance in respect of Customs/immigration and luggage; hotel accommodation; transport and security.

(7) To make arrangement of Airport Entry passes and Car Parking Passes.

(8) Assisting in arranging Foreign Exchange.

(9) Escort the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT and also escorting the VIPs/Distinguished dignitaries calling on the Hon'ble Chairperson, the Hon'ble Members or any other Senior Officer of the NCLAT.

(10) Liaison and discussion with various Government agencies/Passport office/Ministry of External Affairs/Foreign Missions/Airlines/Hostels/UN Agencies etc.

(11) Assisting in pre-departure and pre-arrival formalities in respect of the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT.

(12) Assist in procurement of gifts for presentation to the Foreign Dignitaries.

(13) To perform any other job assigned from time to time.

Remuneration

The consolidated monthly remuneration will be ₹ 45,000/- (Rupees Forty Five Thousand only) which will be fixed during the period of contract. No other allowance like DA, HRA, TA etc. or benefit like Govt. accommodation, CGHS etc. would be given.

Protocol Assistant – 1 (one)

Eligibility:

(1) Must have retired as UDC or Assistant or equivalent post from the Hon'ble Supreme Court of India or Hon'ble High Court or District Courts or Central/State Government.

(2) Must be well acquainted with functioning of Courts, Tribunals and Government Ministries.

Note:- Experience in Protocol office or Liaison Officer may be preferred.

Brief description of duties:

(1) To assist the Protocol Officer or any other Officer of the NCLAT assigned the duties of a Protocol Officer.

(2) To accomplish all the duties related to Protocol in respect of the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT.

(3) To carry and ensure safe transport of the luggage etc. of the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT at the time of departure/arrival and also performing similar duties while escorting the VIPs/Distinguished dignitaries calling on the Hon'ble Chairperson, the Hon'ble Members or any other Senior Officer of the NCLAT.

(4) To personally pick up and drop the Hon'ble Chairperson, the Hon'ble Members and other Senior Officers of the NCLAT at the airports/railway stations etc.

(5) To perform any other job assigned from time to time.

Remuneration

The consolidated monthly remuneration will be ₹ 25,000/- (Rupees Twenty Five Thousand only) which will be fixed during the period of contract. No other allowance like DA, HRA, TA etc. or benefit like Govt. accommodation, CGHS etc. would be given.

General terms and conditions of appointment, applicable to both Protocol Officer and Protocol Assistant.

(1) The contract will be initially for a period of one year, subject to satisfaetory performance.

(2) The personnel will not be entitled to any regular leave except Casual Leave on pro rata basis.

(3) The personnel shall not undertake any other assignment during the period of contract.

(4) The personnel shall submit Police Clearance/Verification Certificate within one month from the date of appointment on contract basis in the NCLAT.

(5) If the services are not found satisfactory at any point of time, the Competent Authority shall be at liberty to terminate the contract with immediate effect without assigning any reason.

(6) The personnel may be called on Saturdays, Sundays, and any other holidays, if required. They shall not be entitled to any compensatory leave in lieu thereof.

(7) During the period of assignment with the National Company Law Appellate Tribunal, it is likely that the personnel may come across certain information of importance or of confidential nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of their assignment, but also thereafter. More importantly, they will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorised by the competent authority to do so.

(8) Interested candidates should submit their application as attached in Annexure-II within one month from the date of publication of this Circular along with copy of the Pension Payment Order or any other pension document or proof of retirement from service issued by the last employer. On selection they will be required to submit an "Agreement of contract for engagement as consultant" as prescribed in Annexure -III.

(C.S. Sudha)
Registrar

Annexure –II

Format of Application for engagement as Protocol Officer/Protocol Assistant in National Company Law Appellate Tribunal on contract basis.

Application for _____

Affix recent passport size photograph

1. Name
2. Father's Name
3. Date of Birth & Nationality
4. Date of entry into service
5. Date of retirement
6. Name of office from where he has retired.
7. Mailing Address
8. Permanent Address
9. E-mail ID
10. Position held in last ten years

Sl. No.	Designation, name of office served and Place of posting	Scale of pay and Grade Pay held	From	To	Brief nature of work performed

11. Present employment and Details, if any.
12. Please provide (in not more than 150 words) details on suitability of your candidature for the position on the basis of your previous experience.

13. Number and date of the Pension Payment Order, or any other pension document or proof of retirement issued by the last employer. (Please attach a copy of the document showing pension drawn by the applicant).

Place:

Date:

Signature

(Name of candidate)

Contact No:

Annexure-III

AGREEMENT OF CONTRACT FOR ENGAGEMENT AS CONSULTANT

I ..... (name of person in Capital letters) .....
Son/daughter/wife of ..... Resident of ..... do hereby agree and affirm as follow: -

1. That I have applied for the position of . . . . .. .and in consideration of the application I have been offered to be engaged as consultant ..... in the National Company Law Appellate Tribunal (NCLAT), vide their offer letter number .... dated (herein after called "offer letter"), for the period of one year.
2. That I have been conveyed the Terms and Conditions of engagement as Consultant in the offer letter and I have agreed to the same.
3. I also agree that my engagement with the NCLAT is for a limited period, as indicated in the offer letter and I shall not have any claim to any existing or future regular post in the NCLAT.
4. I also agree that the NCLAT has full right to terminate my contract of engagement as Consultant if my services are not found satisfactory by the Competent Authority at any point of time.

Place:
Date:

(Signature)
Name of the Person