Vacancy

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 7th CPC
1.	Joint Registrar	1	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	1	PB-3 (15600-39100) + G.P. ₹ 6600/-	Level 11 (₹ 67,700-2,08,700)
4.	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	4	PB-2 (9300-34800) + G.P. ₹ 4200/-	Level 6 (₹ 35,400-1,12,400)

Ld. OIC, Admn. for Circulation

District & Sessions Judge (N/W)
Rohini Courts, Delhi
24.11.17

8.	Library and Information Assistant	1	PB-2 (9300-34800) + G.P. ₹ 4200/-	Level 6 (₹ 35,400-1,12,400)
9.	Cashier	1	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.	Stenographer Grade III	6	PB-1 (5200-20200) + G.P. ₹ 2400/-	Level 4 (₹ 25,500-81,100)
12.	Library Attendant	1	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.

3. **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.**

(C.S. Sudha)
Registrar

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.

ANNEXURE—I

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

Sl. No.	Name of the Post	No. of posts	Eligibility Criteria
1.	Joint Registrar	1	Serving/Retired Officers of the State Judicial Service or Supreme Court or High Court or Tribunal: (a) (i) Holding/held analogous post in the Higher Judicial Service; or (ii) Holding/held analogous posts on regular basis in the High Court or Tribunal; or (iii) Holding/held post in Level-12 (old Pay Band-3 ₹ 15600-39100 + GP ₹ 7600/-) with five years' regular service in the grade/level; or (iv) Holding/held post in Level-11 (old Pay Band-3 ₹ 15600-39100 + GP ₹ 6600/-) with ten years' regular service in the grade/level; and (b) Degree in Law from a recognized University or equivalent. **Desirable:** Having experience of administrative matters in High Court or Tribunal.
2.	Assistant Registrar	2	Serving/Retired Officers of the Higher Judicial Service or Supreme Court or High Court or Tribunal:

			(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' regular service in the grade/level. (iv) Holding/held a post in Level-7 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4600/-) with five years' regular service in the grade/level; and Degree in Law from a recognized University or equivalent will be preferred. **Desirable:** Having experience of administrative matters in High Court or Tribunal.
3.	Principal Private Secretary	1	Serving/Retired Officers of the Supreme Court or High Court or Tribunal: (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' regular service in the grade/level.

			(iv) Holding/held a post in Level-7 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4600/-) with five years' regular service in the grade/level; and (b) Bachelor's Degree from a recognized University or equivalent. **Desirable:** Having experience of administrative matters in Chief Justice Secretariat of the High Court or with the Chairperson or President of a Tribunal.
4.	Administrative Officer	2	Serving/Retired Officers of the Supreme Court or High Court or Central/State Government: (a) (i) Holding/held analogous posts on regular basis; or (ii) Holding/held a post in Level-7 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4600/-) with two years' regular service in the grade/level; or (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 (b) Bachelor's Degree from a recognized University or equivalent. **Desirable:** A degree in Law from a recognised University
5.	Court Officer	2	Serving/Retired Officers of the Supreme Court or High Court or Tribunal (a) (i) Holding/held analogous posts on regular basis; or

			(ii) Holding/held a post in Level-7 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4600/-) with two years' regular service in the grade/level; or (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 (b) Degree in Law from a recognized University or equivalent will be preferred.
6.	Private Secretary	2	Serving/Retired Officers of the Supreme Court or High Court or Tribunal or Central/State Government and holding/held the posts in the stenographic cadre: (i) Holding/held analogous posts on regular basis; or (ii) Holding/held a post in Level-7 (old Pay Band-2 ₹ 9300-34800 + GP ₹ 4600/-) with two years' regular service in the grade/level; or (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 (b) Bachelor's Degree from a recognized University 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 High Court or Tribunal or Central/State Government: (a) (i) Holding/held analogous posts on regular basis; or

			(ii) Holding/held a post in Level-5 (old Pay Band-1 ₹ 5200-20200 + GP ₹ 2800/-) with six years' regular service) in the grade/level; or (iii) Holding/held a post in Level-4 (old Pay Band-1 ₹ 5200-20200 + GP ₹ 2400/-) with ten years' regular service in the grade/level; and (b) Bachelor's Degree from a recognized University or equivalent. (c) Knowledge of Word, Excel, E-mail and Internet.
8.	Library and Information Assistant	1	Officers working/worked under Supreme Court or High Court or Tribunal or Central/State Government or statutory organisations: (a) (i) Holding/held analogous posts on regular basis; or (ii) Holding/held a post in Level-5 (old Pay Band-1 ₹ 5200-20200 + GP ₹ 2800/-) with six years' regular service) in the grade/level; or (iii) Holding/held a post in Level-4 (old Pay Band-1 ₹ 5200-20200 + GP ₹ 2400/-) with ten years' regular service in the grade/level; and (b) Possessing Bachelor's Degree in Library Science from a recognized University or equivalent; and (c) Minimum three years' experience of working in a Library.
9.	Cashier	1	Officers working/worked under Supreme Court or High Court or Court or Tribunal or Central

			Government or State Government or Government Organization or statutory organisations: (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) Bachelor's Degree from a recognized University or equivalent; and (c) Experience in accounts, cash and budget matters.
10.	Record Assistant	2	Serving/Retired Officers of the Supreme Court or High Court or Tribunal or Central/State Government: (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) Knowledge of Word, Excel, E-mail and Internet; and (c) Bachelor's Degree from a recognized University or equivalent.

11.	Stenographer Grade III	6	Officers working/worked under the Supreme Court 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 Attendant	1	Officials working/worked in Courts or Tribunal or 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.

Annexure-II

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

Affix your recent passport size photograph here

Post applied for _____

_____

1. Name _____

2. Local residential address with mobile number _____

_____

3. Permanent address _____

_____

4. Date of Birth _____

5. Age as on 1st January, 2018

Years	Months	Days

6. Date of joining Government service _____

7. Educational Qualifications _____

_____

8. Office Details:

(a) Name of the Office with complete postal address _____

(b) Whether Central Government or State Government or Tribunal or Statutory or Autonomous or PSU or PSE or Any Other (specify)

_____

(c) Name and Designation of the Appointing/Controlling Authority

_____

(d) Nature of present employment, i.e. Permanent or Quasi-Permanent or Deputation or Ad hoc or Temporary or Contractual _____

9. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay along with Basic Pay and Grade Pay	Nature of duties

10. Please state clearly whether in the light of entries made by you above, you meet the requirement for the post. _____

11. In case the present employment is held on deputation/contract basis, please state: -

(a) The date of initial appointment _____

(b) Period of appointment on deputation/contract_____

(c) Name of the parent office/organization to which you belong_____

_____

12. Addjtional information, if any, which you would like to mention in support of your suitability for the post applied
_____

13. Whether belongs to SC/ST/OBC _____
(If yes, attach documentary proof)

14. Are you physically handicapped _____
(If yes, attach documentary proof)

15. 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