

No. 10/14/2020-NCLT  
**NATIONAL COMPANY LAW TRIBUNAL**

6<sup>th</sup> Floor, Block-3, CGO Complex,  
Lodhi Road, New Delhi- 110003  
Dated, the 28<sup>th</sup> February, 2020

**OFFICE MEMORANDUM**

Subject: Filling up one (01) post of Secretary and one (01) post of Registrar, National Company Law Tribunal (NCLT) on **deputation basis**.

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Applications are invited for filling up the following posts on deputation basis in the National Company Law Tribunal (NCLT). The details of the posts are as under:

Sl. No	Name of the Post	No. of Posts	Level in the Pay Matrix
1.	Secretary, National Company Law Tribunal (NCLT)	01	Level-14 (Rs.144200-218200)
2.	Registrar, National Company Law Tribunal (NCLT)	01	Level-14 (Rs.144200-218200)

2. The selected candidate will be required to serve in the NCLT, Principal Bench, New Delhi.

3. The details of the posts, along with eligibility criteria, educational qualification/experience etc. required for the posts are given in the enclosed **Annexure-I**. The Secretary, NCLT and the Registrar, NCLT are required to discharge duties and functions as per NCLT Rules, 2016.

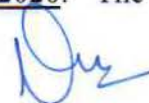
4. The period of appointment on deputation will be initially for a period of one year and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India in this regard as amended from time to time.

6. Maximum age limit for appointment on deputation is 58 years.

7. Application in the prescribed proforma (**Annexure-II**) complete in all respect along with certificates of educational qualifications (self-attested copies), certificate attached to the application from the employer/head of office/forwarding authority, vigilance clearance and certified copies of ACRs/APARs for the last five years may be sent to the following address:-

The Assistant Registrar,  
National Company Law Tribunal,  
6<sup>th</sup> Floor, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.

8. Last date for receipt of applications **through proper channel** is **30.04.2020**. The applications received after the last date will not be considered.



( Nasreen B. Siddiqui)

Assistant Registrar, NCLT, New Delhi  
Email: [admn@nclt.gov.in](mailto:admn@nclt.gov.in); Tel: 011-24363677

## ANNEXURE – I

**DETAILS OF POSTS ALONG WITH ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATION/ EXPERIENCE ETC. REQUIRED AS PER RECRUITMENT RULES FOR THE POSTS:**

Sl. No	Name of Post	No. of posts	Level in the Pay Matrix	Method of Recruitment	Eligibility criteria, educational qualification/ experience etc. required as per Recruitment Rules for the posts.
1.	Secretary	01	Level-14 (Rs.144200-218200)	By Deputation	<p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organizations,-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) a post in Level-13A in Pay Matrix of the Seventh Central Pay Commission or equivalent with two years' regular service in the Grade; or (iii) a post in Level-13 in Pay Matrix of Seventh Central Pay Commission or equivalent with three years' regular service in the Grade, <b>and</b></p> <p>(b) Possessing the following educational qualification and experience:-</p> <p><b>Essential:</b></p> <p>(i) Experience in Information Technology and e-Governance, establishment, personnel and administrative matters is compulsory.</p> <p><b>Desirable:</b></p> <p>(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 01<sup>st</sup> 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 Central Pay Commission.</p>
2.	Registrar	01	Level-14 (Rs.144200-218200)	By Deputation	<p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organizations or State/ Higher Judicial Service;</p>

				<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) a post in Level-13A in Pay Matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the Grade; or  (iii) a post in Level-13 in Pay Matrix of Seventh Central Pay Commission or equivalent with three years' regular service in the Grade, <b>and</b></p> <p>(b) Possessing the following essential educational qualification and experience:-  (i) Degree in Law from a recognized University; and  (ii) Experience in personnel and administrative matters.</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 01<sup>st</sup> 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 Central Pay Commission.</p>
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**ANNEXURE – II**

**APPLICATION FOR THE POST OF SECRETARY/REGISTRAR, NATIONAL COMPANY  
LAW TRIBUNAL ON DEPUTATION BASIS**

Paste here self-  
attested passport  
size coloured  
photograph

1	Post applied for:	:	
2	Name (IN BLOCK LETTERS)	:	
3	Date of Birth	:	
4	Date of superannuation	:	
5	Category (SC/ST/OBC etc)	:	
6	Present Post held	:	
7	Present Employer [mention the name of Central Government or State Government or Union Territory or Court or Tribunal or Statutory Organization]	:	
8	Present Pay (Level as per 7 <sup>th</sup> CPC. If the pay is not as per pay structure of 7 <sup>th</sup> CPC, indicate the actual pay and its equivalent pay in 7 <sup>th</sup> CPC pay structure]	:	
9	Nature of present employment [i.e., Permanent/ Ad-hoc/ Temporary/ Deputation]	:	
10	Present Office with Address	:	
11	In case the present employment is held on deputation, please state:- (a) Date of appointment on deputation.	:	

	(b) Name of the parent office / organization and its address.							
12	Service to which you belong		:					
13	Office Address		:					
	Telephone No.		:					
	Fax No.		:					
14	Correspondence Address		:					
	Telephone No.		:					
	Mobile No. (mandatory)		:					
	Email id (mandatory)		:					
15	Permanent Address		:					
16	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)		
17	Details of employment in chronological order. If needed, attach a separate sheet duly authenticated by your signature as per the format given below.							
	Sl. No	Name of the Office /Instt./ Organization	Post held (Designation)	Period From      To		Nature of appointment (Regular/ Ad-noc/ Deputation)	Level in Pay Matrix/ Pay Scale/ Pay Band and Grade Pay.	Nature of duties


18	Details of experience in Information Technology, e-governance, establishment, personnel and administrative matter (in chronological order)	:	
19	Details of proficiency in computer operation	:	
20	Details of training undergone	:	
21	Any other information the applicant wants to furnish	:	
22	Please state briefly how you find yourself best suitable for the post applied for:		

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 service attached to the post.

Place:  
Date:

Signature of the Candidate \_\_\_\_\_  
Name of the Candidate \_\_\_\_\_

**Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:**

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: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. \_\_\_\_\_.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs 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.
4. That no major/minor penalty has been imposed on him/her during the last ten years OR a list of major/minor penalties imposed on him/her during the last ten years is enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

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Signature :

Name :

Designation :

Tel. No.

Email:

(Office Seal)

List of enclosures:

- 1.
- 2.
- 3.
- 4.