

File No. 10/73/2016-NCLT
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 13th February, 2017.

OFFICE MEMORANDUM

Subject: Engagement of officers/officials retired from government bodies as Private Secretary purely on contractual assignment in the National Company Law Tribunal.

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Applications are invited from officers/officials retired from government bodies for engagement as Private Secretary in National Company Law Tribunal (NCLT) purely on contractual assignment for a period up to 31st May 2017, extendable for another term of six months depending upon the requirement. The candidate should have speed of 100 w.p.m. in English Shorthand. The maximum age limit for the applicants is 62 years as on 1st February, 2017.

2. The tentative vacancy(ies) and their location(s) are as under:

S. No.	Location	No of vacancy(ies)
1	NCLT, New Delhi Bench	02
2	NCLT, Allahabad Bench	02
3	NCLT, Chennai Bench	01
4	NCLT, Hyderabad Bench	02
5	NCLT, Mumbai Bench	04
	Total:	11

[Note: separate application be submitted for each location]

3. The terms and conditions of the contractual assignment shall be as under:-

- (i) The period of contract initially will be up to 31st May 2017, extendable for another term of six months 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. However, the candidates engaged on contractual assignment will have the option to give up their assignment by giving one month's advance written notice.
- (ii) The contractual assignment shall not confer any right or claim to any regularization or continuance in service.
- (iii) The remuneration for the Private Secretary will be Rs.42,000/- per month.
- (iv) The candidates engaged on contractual assignment shall not be entitled for HRA, DA, residential accommodation or any other allowance.
- (v) The candidates engaged on contractual assignment will not be entitled to any kind of regular leave except casual leave on pro-rata basis.
- (vi) Their working days and working hours shall be same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement of the Member to whom they are attached, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.

4. The interested eligible candidates who are willing to serve in the NCLT may submit their applications on the attached prescribed format to the following address:-

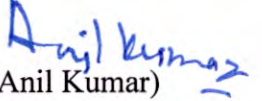
Shri Anil Kumar,
Under Secretary to the Govt. of India,
National Company Law Tribunal,
Room No. 614, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

5. There is no last date for receipt of applications. Hence, the applicants whose applications will be received first will be considered first.

6. No TA/DA will be admissible for appearing in the skill test and/or interview.

7. No supporting documents need be attached with the application at this stage. However, the candidature will be liable to be rejected at any stage if the information furnished in the application form is found incorrect on subsequent verification, and if appointed, services will be liable to be terminated forthwith.

8. The candidates who are called for interview will be required to submit self-attested copies of certificates and testimonials in support of date of birth, educational qualifications, experience, retirement, etc., and show the originals thereof for verification.


(Anil Kumar)

Under Secretary to the Govt. of India
Tele No. 011-24363667

**FORMAT OF APPLICATION FOR ENGAGEMENT OF OFFICERS/OFFICIALS RETIRED FROM
GOVERNMENT BODIES AS PRIVATE SECRETARY PURELY ON CONTRACT BASIS IN
THE NATIONAL COMPANY LAW TRIBUNAL**

						Paste here self-attested recent coloured passport size photograph.
1.	Location for which applied [separate application be submitted for each location]					
2.	Name in Full (IN BLOCK LETTERS)					
3.	Date of Birth					
4.	Date of Retirement					
5.	PPO No. (if any)					
6.	Father's Name					
7.	Correspondence Address					
8.	Permanent Address					
9.	Telephone/Mobile Number/ Fax Number/ Email Id. (Telephone/mobile number and Email Id. are mandatory)					
10	Present occupation, if any.					
11	Educational Qualifications:					
	Name of Board/ University	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject(s)/ Specialization.
13	Speed in English Shorthand (in w.p.m.)					

14	Details of employment till retirement:				
Name and address of the employer	Designation of the post held.	Scale of pay with grade pay, if any.	Period of service		Nature of duty/ experience.
			From	To	

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

Place:-

Date:-

(Signature)
Name: _____