

File No. 10/120/2016-NCLT
राष्ट्रीय 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: 02nd September 2016

Office Memorandum

Subject:- Engagement of retired officers and employees purely on contractual assignment for the posts of Deputy Registrars, Assistant Registrars, Court Officers, Private Secretary and Stenographer.

Applications are invited from retired officers, who have worked in various capacities like Registrar, Dy. Registrar, Asstt. Registrar in any court or Tribunal or the persons who have retired as a Judge of any court for the posts of Dy Registrar, Asstt. Registrar, Court Officer and retired officers, who have worked in various capacities like PPS, Private Secretary, Personal Assistant and Steno in Central/State Government, PSU, any court or Tribunal on contract basis in National Company Law Tribunal as under:

S.No.	Name of the Post	Location & Tentative No. of posts
1.	Deputy Registrar	1 post at Ahmedabad, Bengaluru, Kolkata & Mumbai.
2.	Assistant Registrar	1 post at Delhi, Allahabad, Chennai, & Mumbai,
3.	Court Officer	2 posts at Delhi one post each at Allahabad & Ahmedabad.
4.	Private Secretary	4 posts at Mumbai, 2 posts each at Ahmadabad, Allahabad one each at Delhi, Bengaluru, Chennai & Hyderabad.
5.	Steno	5 posts at Delhi 4 post at Mumbai, 2 post each at Ahmadabad, Allahabad, Chandigarh & Hyderabad, 01 post each at Bengaluru & Guahati.

The terms and conditions of the contract shall be as under:-

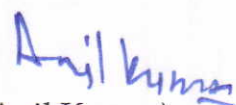
- 1. Period of contract:** The period of contract initially will be for six months, extendable upto one year depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. The contractual assignment shall not confer any right or claim to any regularization or continuance of service.

2. **Remuneration:** The remuneration for the posts shall be as under:

S.No.	Name of the Post	Remuneration
3.	Deputy Registrar	Rs. 60,000/-
4.	Assistant Registrar	Rs. 55,000/-
3.	Court Officer	Rs. 45,000/-
4.	Private Secretary	Rs. 42,000/-
5.	Steno	Rs. 40,000/-

3. The retired officers and employees engaged on contractual assignment shall not be entitled for HRA, DA and residential accommodation.
4. **Age limit:** The maximum age limit for the applicants is 62 years as on 1st July, 2016.
5. **Leave:** They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.
6. Their working days and working hours shall be same as are applicable in case of other serving officer and employees of the Tribunal.
7. They will have the option to give up their assignment by giving one month's advance written notice.
8. **Last date for submission of application:** The interested retired officers and employees belonging to above categories and who are willing to serve in the NCLT shall submit their applications by within 45 days from the date of publishing the advertisement in the Employment News to the undersigned (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). Applications received after due date will not be considered.

This may be given wide publicity.



(Anil Kumar)

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

To

1. All NCLT, Benches.
2. Registrar of Supreme Court of India, New Delhi.
3. Registrars/Registrar Generals of all High Courts.
4. Secretaries to Government of India, All Ministries/Departments of the Government of India.
5. All Chief Secretaries to the State Governments/Union Territories.

6. Director General of Corporate Affairs, New Delhi.
7. Shri Navneet Chouhan, Director, Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
8. All RDs, ROC-cum-OLs/ROCs/OLs, Ministry of Corporate Affairs.
9. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
10. Secretary, Competition Commission of India, MCA, New Delhi.
11. Registrar, Competition Appellate Tribunal, New Delhi.
12. E-governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
13. NCLT, web site
14. Guard File.

**FORMAT OF APPLICATION FOR THE POST OF ASSISTANT REGISTRAR,
DEPUTY REGISTRAR, COURT OFFICER, PRIVATE SECRETARY AND
STENOGRAPHER IN NATIONAL COMPANY LAW TRIBUNAL ON
CONTRACT BASIS**

1.	Name in Full (IN BLOCK LETTERS)		Attested copy of passport size photograph to be pasted			
2.	Post applied for and place of the post applied for (separate application is to be sent for different post):					
3.	Date of Birth (valid documentary proof to be enclosed)					
4.	Father's Name					
5.	Correspondence Address (Including Telephone Number/ Fax Number/ Email Id.) (Email Id. is mandatory)					
6.	Permanent Address (Including Telephone/Fax Number)					
7.	Present occupation, if any					
8.	Educational Qualifications in the reverse chronological order: (Attested copies of Degree/Diploma to be attached)					
	Name of University/ Equivalent Institution	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction	Subject/ Specialisation