

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

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

OFFICE MEMORANDUM

Subject: Engagement of stenographers purely on contractual assignment in the National Company Law Tribunal (NCLT).

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Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Stenographers in National Company Law Tribunal (NCLT) purely on contractual assignment for a period of one year:

- (i) Graduate in any discipline from a recognised University, and
- (ii) having speed in English Shorthand @ 100 wpm [7 minutes dictation to be transcribed in 50 minutes on computer].

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

S. No.	Location	No of vacancy(ies)
1.	NCLT, New Delhi Bench	04
2.	NCLT, Ahmedabad Bench	02
3.	NCLT, Allahabad Bench	03
4.	NCLT, Bengaluru Bench	01
5.	NCLT, Chandigarh Bench	02
6.	NCLT, Chennai Bench	02
7.	NCLT, Guwahati Bench	01
8.	NCLT, Hyderabad Bench	03
9.	NCLT, Kolkata Bench	02
10.	NCLT, Mumbai Bench	01
	Total:	21

[Note: separate application be submitted for each location]

3. Preference will be given to the retired government employees. The terms and conditions of the contractual assignment shall be as under:-

- (i) The period of contract initially will be for one year, further extendable by 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. 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 Stenographers will be Rs.45,000/- 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 within 15 days from the date of publication of the notice in the Employment News, to the following address:-

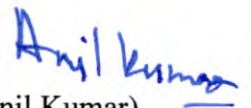
Shri Anil Kumar,
Under Secretary to the Govt. of India,
National Company Law Tribunal,
Room No. 614, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

5. Applications received after due date will not be considered and summarily rejected.

6. The candidates who are declared qualified in the skill test in English Shorthand will be called for interview. No TA/DA will be admissible for appearing in the skill test 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, 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 THE POST OF STENOGRAPHER IN NATIONAL
COMPANY LAW TRIBUNAL PURELY ON CONTRACTUAL BASIS**

					Paste here self-attested recent coloured passport size photograph.	
1.	Location for which applied					
2.	Name in Full (IN BLOCK LETTERS)					
3.	Date of Birth					
4.	Father's Name					
5.	Correspondence Address					
6.	Permanent Address					
7.	Telephone/Mobile Number/ Fax Number/ Email Id. (Telephone/mobile number and Email Id. are mandatory)					
8.	Present occupation, if any.					
9.	Educational Qualifications (in the reverse chronological order):					
	Name of Board/ University	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject/ Specialization.
10.	Speed in English Shorthand (in w.p.m.)					

11	Details of employment, if any:					
	Name and address of the employer	Designation of the post held.	Scale of pay including present pay.	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: _____