

File No. 10/02/2023-NCLT
NATIONAL COMPANY LAW TRIBUNAL

CGO Complex, Block-3, 6th Floor
New Delhi- 110003
Date: 19/05/2025

Notification

Subject: Engagement of **Court Officer** in Kolkata Bench of National Company Law Tribunal (NCLT) purely on contractual assignment.

Applications are invited from persons having the qualifications and experience mentioned at Para 1.1 and 1.2 below, for engagement to the posts of Court Officer purely on Contractual assignment in National Company Law Tribunal (NCLT) for filling up existing/future vacancies in Kolkata Bench as detailed below:

| S/ No. | Bench | Tentative Vacancy |
|--------|--------------|-------------------|
| 1 | Kolkata | 01 |
| | Total | 01 |

1.1 Qualifications: Candidate has to be graduate, preferably in Law, from any recognized University;

1.2 Experience: Candidate must have experience in administration and online data management with proficiency in Computer operations, system management and in working in Completely online system.

2. For applying to the posts, the candidate must be minimum of 25 years of age on the date of issue of advertisement. Preference will be given to persons having prior experience in Court/Tribunal and also Candidates with Legal experience.

3. A Consolidated remuneration per month for the posts as on date shall be as under: -

| Sl. No. | Name of the Post | Remuneration (per month) |
|---------|------------------|--------------------------|
| 1. | Court Officers | Rs. 45,000/- |

4. Other terms and conditions of the Contractual assignment shall be as under: -

(i) The period of Contract initially will be for one year or till further orders, whichever is earlier and can be extended up to 3 years' subject to satisfactory performance. Engagement on Contractual basis can be terminated by the Tribunal at any time without assigning any reason whatsoever. However, the Candidates engaged on Contractual assignment will have the option to give up their assignment by giving **one-month** advance written notice.

(ii) The Contractual assignment shall not confer any right or claim to any regularization or continuance in service.

(iii) The Candidates engaged on Contractual assignment shall not be entitled for HRA, DA, residential accommodation or any other allowance.

(iv) The Candidates engaged on Contractual assignment will not be entitled to any kind of regular leave except casual leave on pro-rata basis. They will not leave the station without prior permission of the Competent Authority.

(v) The working days and working hours shall be the same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.

5. Interested eligible candidates who are willing to serve in the NCLT Benches may submit their applications online. The link for making application is:

https://nicforms.nic.in/nicforms_designer/nic_form_selector.php?form_id=enRhYmxlNjgyYWYwZDliZmQ2OTIwMjUwNTE5NzU=

All candidate has to fill up the entries correctly in the Online Form and CV of the candidate with recent passport size photo along with uploading of documents of educational qualification and experience in the online form. The last date for receipt of applications is **19/06/2025 at 17.00 hrs. The Online Form would be disabled at 17.00 hrs. on 19/06/2025.**

Note 1: No application would be entertained either at NCLT HQ or by post or by email. If any application is received through any such mode, the same would not be considered and no action would be taken on the same.

Note 2: The CV should not be more than 2-page long.

Note 3: One candidate can make only one application.

6. If the number of candidates is very large, the Competent Authority may short-list the candidates and only the short-listed candidates may be called for an interview before selection. No TA/DA will be admissible for appearing in the interview. At the time of appearing for interview, the original documents should be brought so that verification may be made.

7. 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 engaged, the contractual assignment will be liable to be terminated forthwith.

Sd/-

Utkarsh Yadav

Secretary in-charge

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