



National Company Law Tribunal

Block No.3, 6th floor, C.G.O. Complex, Lodhi Road, New Delhi-110003

File No. 04/02/2021-NCLT

Date: - 22.07.2021

OFFICE MEMORANDUM

Subject:- Filling up the posts of **Private Secretary** on **deputation basis**, in different National Company Law Tribunal (NCLT) Benches.

Applications are invited for filling up the following posts of Private Secretary, on deputation basis, in different National Company Law Tribunal (NCLT) Benches. The bench-wise tentative vacancies of Private Secretary, are as under:-

Sl. No	Bench	No. of Posts	Level in Pay Matrix as per Seventh Central Pay Commission
1.	New Delhi	3	Level-8 (Rs. 47600 - 151100)
2.	Mumbai	3	
3.	Chennai	2	
4.	Ahmedabad	2	
5.	Hyderabad	1	
6.	Chandigarh	1	
7.	Jaipur	1	
8.	Kochi	1	
Total		14	

2. The details of the posts, along with eligibility criteria, educational qualification/experience etc. required for each category of post are given in the enclosed **Annexure-I**. The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020, may kindly be seen at NCLT website, i.e., <https://nclt.gov.in> under the link Public Notices.

3. The period of appointment on deputation will be initially for a period of three years or till further orders, whichever is earlier. Other terms and conditions of service shall be governed by O.M. No. 6/8/2009-Estt.(Pay II) dated 17th June, 2010 of Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Govt. of India, as amended from time to time.

4. The officers and staff joining/already joined in NCLT on deputation, and already availing GPRA facility in their parent body, have been allowed to continue the benefit of GPRA on joining NCLT. However, the officers and staff not already availing GPRA in their

parent body will not be eligible to apply for General Pool Residential Accommodation on joining NCLT on deputation.

5. Maximum age limit for appointment on deputation to the above posts is 56 years as on the closing date of receipt of applications.
6. Those who applied in response to advertisement dated 17.08.2020 need not apply.
7. Last date for receipt of applications is **30.09.2021**.
8. Application in the prescribed proforma (**Annexure-II**) complete in all respect along with the certificate attached to the application from the employer/head of office/forwarding authority and certified copies of ACRs/APARs for the last five years, may be sent to the following address:-

The Secretary,
National Company Law Tribunal,
6th Floor, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi - 110 003.



(Dr. Uttam Kumar Pahari)
Joint Registrar, NCLT, New Delhi
Email: admn@nclt.gov.in; Tel: 011-24363667

DETAILS OF POSTS ALONG WITH ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATION / EXPERIENCE ETC. REQUIRED.

Sl. No.	Name of Post	Tentative No. of Post (s)	Level in pay matrix	Eligibility criteria, educational qualification / experience etc. required for appointment on deputation.
1	Private Secretary	14	Level-8 (Rs. 47600 - 151100)	<p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English). Transcription on computers fifty five words per minute;-</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-7 in pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade; or</p> <p>(iii) a post in Level-6 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p> <p>Note 4: For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01st 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>

APPLICATION FOR THE POST OF PRIVATE SECRETARY ON DEPUTATION BASIS
IN NATIONAL COMPANY LAW TRIBUNAL

Paste here self
attested passport size
coloured photograph

1.	Post Applied For	:	PRIVATE SECRETARY
2.	Preference for Bench (only one bench may be opted)	:	
3.	Name (IN BLOCK LETTERS)	:	
4.	Date of Birth	:	
5.	Date of retirement	:	
6.	Service to which you belong	:	
7.	Whether SC/ST	:	
8.	Office Address	:	
	Telephone No.	:	
	Fax No.	:	
9.	Correspondence Address	:	
	Telephone No.	:	
	Mobile No. (mandatory)	:	
	Email id (mandatory)	:	
10.	Permanent Address	:	
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:	

12. 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)		
13 Details of employment (in Chronological order).								
	Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Level in Pay Matrix/ Pay Band and Grade Pay	Nature of duties
				From	To			
Applicant not holding the post in the Pay Matrix/Pay Band/Grade Pay pertaining to the Central Government should clearly mention his/her Pay-Scale /Pay Band/Grade Pay and the equivalent Pay Matrix/Pay Band/Grade Pay as per the Central Government.								
14.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary			:				
15.	In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization :			:				

16.	Details of training undergone	:	
17.	Details of proficiency in computer	:	
18.	Any other information, applicant wants to furnish	:	
19.	Please state briefly how you find yourself best suitable for the post applied for:		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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 services attached to the post.

Place:

Date:

Signature of the Candidate _____

Address:

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.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

.....

Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.