

**F No:- 10/66/2017-NCLT**  
**National Company Law Tribunal**

Block No. 3, 6<sup>th</sup> Floor  
CGO Complex, Lodhi Road  
New Delhi -110003  
Date: 21/05/2024

To

All the Officers/ Staff in NCLT and other stakeholders


**Sub: Amendment to NCLT Recruitment Rules for the posts of Stenographer Gr.II, Stenographer Gr.III and Lower Division Clerk-reg.**

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Sir/Madam,

The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020 were notified by Ministry of Corporate Affairs vide G.S.R. 41(E) dated 21st January, 2020.

2. In this regard, it is stated that NCLT Recruitment Rules for the posts of Stenographer Gr.II, Stenographer Gr.III and Lower Division Clerk are proposed to be amended.
3. DoP&T, vide its O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, has mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their Subordinate and Attached Offices, the proposed amendments/revision in the Recruitment Rules would have to be put on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.
4. In view of the above, all the stakeholders are requested to send their comments on the draft amendments for the said posts (enclosed) via e-mail at [secretary@nclt.gov.in](mailto:secretary@nclt.gov.in) within 30 days from the date of issue of this letter.

  
Naveen Kumar Kashyap  
(Secretary-in-Charge)

NCLT

Stenographer Grade-II / Personal Assistant :

Column No. of the Schedule	Provisions in existing rules	Revised provisions proposed
(1)	(2)	(3)
Column 7	<p>(i) 12<sup>th</sup> Class pass or equivalent from a recognized Board</p> <p>(ii) Skill Test Norms:                      Dictation: 10 minutes @ 100 w.p.m. (English)                      Transcription:                      50 w.p.m. on computer.</p>	<p>(i) 12<sup>th</sup> Class pass or equivalent from a recognized Board</p> <p>(ii) Skill Test Norms:                      Dictation: 10 minutes @ 100 w.p.m. (English)                      Transcription time:  <u>40 minutes</u> on computer.</p>
Column 11	<p>Promotion:                      (i) Stenographer Grade-III with ten years' regular service in Level-4 in pay matrix of Seventh Central Pay Commission.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service</p>	<p>Promotion:                      (i) No Change</p> <p>Note 1: No Change</p> <p>Note 2: No Change</p>

<p>rendered on a regular basis by an officer prior to 1st 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 Seventh Central Pay Commission.</p> <p><b>Deputation / Absorption:</b> Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 100 W.P.M. (English).</p> <p>Transcription 50 W.P.M. on computer</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) a post in level – 5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade.</p> <p>(iii) a post in level – 4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade.</p> <p>Note 1: The departmental officer in the feeder grade who are in direct line of promotion shall not be eligible for consideration for</p>	<p><b>Deputation / Absorption:</b> Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 100 W.P.M. (English).</p> <p>Transcription time: <u>40 minutes on computer</u></p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) a post in level – 5 in pay matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade.</p> <p>(iii) a post in level – 4 in pay matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade.</p> <p>Note 1: No Change</p>
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	<p>appointment on deputation. Similarly, deputationist 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 application.</p> <p>Note 4: For purposes of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2016 or the date from which the revised 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>	<p>Note 2: No Change</p> <p>Note 3: No Change</p> <p>Note 4: No Change</p>
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Stenographer Gr.III

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed
(1)	(2)	(3)
Column 6	<p>Between 18 and 25 years of age.</p> <p>Note 1: Relaxable for Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.</p>	<p>Between 18 and <u>27 years</u> of age.</p> <p>Note 1: No change</p>

	Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.	Note 2: No change
Column 7	(i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University; and  (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English)  Transcription: 40 w.p.m. on computer.	(i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University; and  (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English)  Transcription time: <u>50 minutes</u> on computer.

Lower Division Clerk:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed
(1)	(2)	(3)
Column 6	Between 18 and 25 years of age.  Note1: Relaxable for Government Servant upto five years in accordance with the instructions issued by the Central Government.  Note 2: The crucial date for determining the age limit	Between 18 and <u>27 years</u> of age  Note 1: No Change  Note 2: No Change

shall be the closing date for receipt of applications except for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Union Territory of Ladakh, Lahual & Spiti Division and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.	
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