

**NATIONAL COMPANY LAW TRIBUNAL
KOLKATA BENCH**

5, Esplanade Row (West)

Kolkata – 700 001

Dated : 28th February , 2022

OFFICE MEMORANDUM

Subject : Engagement of Private Secretary and Stenographer purely on contractual assignment in the National Company Law Tribunal, Kolkata Bench.

Applications are invited for engagement to the following positions purely on contractual assignment in National Company Law tribunal (NCLT) for filling up existing/future vacancies in Kolkata :

1. Private Secretary and Stenographer from candidates fulfilling the qualifications mentioned below :
 - a) Graduate in any discipline from a recognised University, and
 - b) Having speed in English Shorthand @ 100 w.p.m.
2. For Private Secretary and Stenographer, even the young candidates meeting the above qualifications can apply. However, preference will be given to retired government employees.
3. The maximum age limit for engagement of retired government officers/officials shall be 62 years.
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. Engagement on contractual basis will be subject to satisfactory performance and it 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's advance written notice.
 - (ii) The contractual assignment shall not confer any right or claim to any regularization or continuance in service.
 - (iii) Consolidated remuneration per month for the posts shall be as under :-

Sl. No	Name of the Post	Remuneration (per month)
1	Private Secretary	Rs. 50,000/-
2	Stenographer	Rs. 45,000/-

- (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. They will not leave the station without prior permission of the Competent Authority.
- (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, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration. The Private Secretary and Stenographer will also be required to take dictation in Court as well as in Chamber and perform other work as may be assigned to him/her.
5. The interested eligible candidates who are willing to serve in the NCLT, Kolkata Bench may submit their applications on the attached prescribed format to the following address :-
- The Joint Registrar
National Company Law Tribunal
5, Esplanade Row (West), Kolkata : 700 001**
6. **Last date for receipt of applications is 31.03.2022.** Applications received after last date, incomplete, unsigned and not in the prescribed format will not be considered.
7. In case large number of applications are received for the posts of Private Secretary and Stenographer, only the shortlisted candidates will be called for skill test in English Shorthand and interview.
8. No TA/DA will be admissible for appearing in the Skill test or interview.
9. No supporting documents need to be attached with the application at this stage. The candidates who are called for interview will be required to submit at that stage self-attested copies of certificates and testimonials in support of date of birth, educational qualifications, experience, retirement etc. and show the originals thereof for verification.
10. 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.



(Dr. Bibhas Ganguly)
Joint Registrar
NCLT, Kolkata Bench

Email : registrar-kol@nclt.gov.in ; Tel : 033-22486330

FORMAT OF APPLICATION FOR ENGAGEMENT AS **PRIVATE SECRETARY/ STENOGRAPHER**
PURELY ON **CONTRACTUAL ASSIGNMENT** IN NATIONAL COMPANY LAW TRIBUNAL,
KOLKATA BENCH

[Last date for receipt of applications: 31.03.2022]

Paste here **self-attested** recent coloured passport size photograph

1.	Post applied for [separate application be submitted for each post, if applied for more than one post]	
2.	Location/Bench for which applied	
3.	Name in Full (IN CAPITAL LETTERS)	
4.	Father's Name	
5.	Date of Birth	
6.	Date of Retirement (if applicable)	
7.	Post and the office/department from which retired (if applicable)	
8.	PPO No. (if any)	
9.	Marital Status [Married/Unmarried]	
10.	Whether SC/ST/OBC/PWD etc. If yes, state	
11.	Correspondence Address	
12.	Permanent Address	
13.	Telephone/Mobile Number Email ID (Mobile number and Email Id are mandatory)	
14.	Present Occupation, if any	

15.	Speed in English Shorthand (in w.p.m)					
Educational Qualification						
16.	Degree	Name of Board/ University	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any	Subject(s)/ Specialization
Details of employment, if any [till retirement in case of retired government servant]						
17.	Name and address of the employer	Designation of the post held	Scale of pay with grade pay, if any/remuneration drawn	Period of Service		Nature of duty /experience
				From	To	
18.	Details of penalties, if any, imposed during the service					

[Note: No supporting documents need to be attached with the application at this stage]

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place:

Signature

Date:

Name : _____