

No. 10/121/2016-NCLT (Pt-III)/
Govt of India
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 25th February, 2022

Notification

Subject: Filling up the posts of Record Assistant and Upper Division Clerk (UDC) in National Company Law Tribunal Benches on deputation basis.

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Applications are invited for filling up the posts of **Upper Division Clerk (UDC)** and **Record Assistant in Pay level 4 (Rs 25500-81100)** in National Company Law Tribunal (NCLT) for filling up existing/future vacancies in its benches as detailed below;

S/N	Bench	UDC	Record Assistant
1	Ahmedabad		1
2	Allahabad	1	1
3	Amravati		1
4	Bengaluru	1	1
5	Chandigarh	1	1
6	Chennai		1
7	Cuttack		1
8	Guwahati	1	1
9	Hyderabad		1
10	Indore		1
11	Jaipur	1	1
12	Kochi	1	1
13	Kolkata		1
14	Mumbai		2
15	New Delhi		2
	Total	6	17

2. The pay level of the above posts is **Pay level 4 (Rs 25500-81100)**.
3. Vacancy position is tentative and may increase or decrease. The selected candidates will be required to serve in NCLT benches for which he/she is selected.
4. Candidates applying for more than one post are required to submit separate applications for each post.
5. The details of the the post, along with eligibility criteria, education qualification/experience. etc required for the posts are given in the enclosed **Annex-1**.
4. The period of appointment will be initially for a period of three years and will be governed by terms and conditions prescribed by the Department Personnel and Training (DOPT), Government of India OM No 6/8/2009-Estt (Pay-II) dated 17 June 2010 as amended from time to time.
5. Maximum age limit for appointment on deputation is 56 years as on closing date of receipt of applications

6. Application in the prescribed proforma (**Annex-II**) complete in all respect along with certificates of educational qualifications (self-attested copies), certificates attached to the application from the employer/head of office/forwarding authority/Cadre Controlling Authority, vigilance clearance and certified copies of ACRs/APARs for the last five years may be sent to the following address;

**Secretary
National Company Law Tribunal
6th Floor, Block-03
CGO Complex, Lodhi Road
New Delhi 110003**

7. Last date for receipt of applications through proper channel is 60 days from the publication of the notice in Employment News. The applications received after the last date will not be considered.
8. Applications which are incomplete, not submitted with cadre clearance, vigilance clearance, submitted after due date, not routed through competent authority, unsigned and are not on the prescribed format will not be considered.
9. Candidates may be called for an interview before selection. No TA/DA will be admissible for appearing in the interview.
10. The officers/officials already availing govt accommodation in their parent body will be allowed to continue the benefit of the facility on joining NCLT on deputation. However officers/officials not availing govt accommodation will not be eligible for unavailing govt accommodation on joining NCLT on deputation.
11. The applications must be sent to the above address with the supercription, “ **Application for post the post of UDC/Record Assistant in NCLT on Deputation Basis**”.



(Anupam Lahiri)

**National Company Law Tribunal
Phone 011243-61685**

Cadre	Pay level	Eligibility Criteria for Deputation
Record Assistant	Level 4 (Rs 25500-81100)	<p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organizations;</p> <p>(i) holding analogous posts on regular basis;</p> <p>or</p> <p>(ii) holding a post in level -2 in pay matrix of Seventh Central Pay Commission with eight 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</p> <p>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 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>
UDC	Level 4 (Rs 25500-81100)	<p>Deputation:</p> <p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organisations;</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) holding a post in level-2 in pay matrix of Seventh Central Pay Commission with eight 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.</p> <p>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:</p> <p>For purposes of appointment on deputation 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>

ANNEXURE – II

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

Paste here self
attested passport size
coloured photograph

1.	Post Applied For [separate application be submitted for each post]	:	
2.	Preference for 3 locations in order of priority [please refer to vacancy circular]	:	(i) (ii) (iii)
3.	Name (IN BLOCK LETTERS)	:	
4.	Date of Birth	:	
5.	Date of retirement under Central Government Rules	:	
6.	Service to which you belong	:	
7.	Whether SC/ST	:	
8.	Office Address	:	
	Telephone No.	:	
	Fax No.	:	
9.	Correspondence Address	:	
	Telephone No.	:	
	Mobile No.	:	
	Email id (mandatory)	:	
10.	Permanent Address	:	
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:	

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18.	Any other information, applicant wants to furnish	:	
19.	Please state briefly how you find yourself best suitable for the post applied for:		

Applicants not holding the post in the Level in Pay Matrix/Pay Band/Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale viz-a-viz the Central Government's pay scales.

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:

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Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.