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**NATIONAL COMPANY LAW TRIBUNAL  
CHANDIGARH BENCH  
CORPORATE BHAWAN, PLOT NO.4-B  
GROUND FLOOR, SECTOR- 27-B, MADHYA MARG  
CHANDIGARH-160019  
Phone no.: 0172-2639422  
Email id:[registrar-chd@nclt.gov.in](mailto:registrar-chd@nclt.gov.in)**

No. NCLT/CHD/Advt./2022 | 1144

Dated: 22.02.2022

### OFFICE MEMORANDUM

**Subject:- Engagement of Law Research Associate (LRA)/ Private Secretary (PS)/ Stenographer purely on contractual assignment in the National Company Law Tribunal Chandigarh Bench, Chandigarh.**

Applications are invited for engagement to the following positions purely on contractual assignment in National Company Law Tribunal, Chandigarh.

- 1) Law Research Associate (LRA)
- 2) Private Secretary
- 3) Stenographer

### EDUCATIONAL QUALIFICATION & EXPERIENCE:

#### 1) Law Research Associate (LRA):-

- i) Law Graduates fresh or experienced who have passed final year L.L.B examination with a minimum aggregate of 55% marks from a recognized university.
- ii) The candidate must be enrolled with any Bar Council.
- iii) The age of the candidate shall not be above 30 years as on the last date of receipt of applications, i.e. on **23.03.2022**.
- iv) The candidate must have knowledge of computer operation including retrieval of desired information from various search engines/processors such as Manupatra, SSC online, etc.
- v) The preference will be given to the candidate who has presented or is in the process of publishing a Research Paper on the topics of Corporate Laws, Insolvency & Bankruptcy Code, and laws governing economic justice.
- vi) **Duties and functions:-** Law Research Associate Shall function as Research Associate attached to Hon'ble Members of NCLT for the purpose of identification, selection, collection of the material relevant for pronouncement to specific proceedings, sitting in Court during the hearing of matters by the Tribunal and noting down the arguments, preparing synopsis of the matters listed before the Tribunal, assisting in the

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preparation of draft orders/judgments if asked for. They shall also be responsible for the development, storage, and speedy retrieval of such material as per requirement and bunching of similar matters.

- vii) **Character:-**The candidate should have absolute integrity, honesty, and good moral character for which he/she will submit a certificate of two responsible persons at the time of joining in the Bench. He/ She should not be involved in any criminal case whether convicted or in which criminal trial is pending.

**2) Private Secretary/ Stenographer:-**

- i) Graduate in any discipline from a recognized University.
- ii) Having a speed in English shorthand @ 100 wpm (7 minutes dictation to be transcribed in 50 minutes on the computer).
- iii) **Age limits:-**As on last date 23.3.2022 40 years for Private Secretary and 35 Years for Stenographer.

**3). The terms and conditions of the contractual assignment shall be as under:-**

- i. The period of the contract initially will be for One Year. Further extendable depending upon the requirement. Engagement on a contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. However, the candidates engaged in contractual assignments 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. The remuneration shall be as:-
  - Law Research Associate:-Rs. 40,000/- per month
  - Private Secretary:-Rs. 50,000/- per month
  - Stenographer: - Rs.45,000/- per month.
- iv. The candidates engaged in contractual assignment shall not be entitled to HRA, DA, residential accommodation, or any other allowance, except the consolidated remuneration as detailed above.
- v. The candidates engaged in contractual assignment will not be entitled to any kind of leave except casual leave on a 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 the same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement of the Member to whom they are attached, 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 the Chamber and perform other work as may be assigned to him/her.
- vii. The interested eligible candidates who are willing to serve in the NCLT Bench may be submitted their application in the attached prescribed format to the following address:-



The Designated Registrar,  
National Company Law Tribunal,  
Chandigarh Bench,  
Corporate Bhawan, Plot No.4-B,  
Ground Floor, Sector- 27-B, Madhya Marg,  
Chandigarh-160019.  
**Email id: [registrar-chd@nclt.gov.in](mailto:registrar-chd@nclt.gov.in)**

- viii. In case large numbers of applications are received for the posts of Private Secretary and Stenographer shortlisted shortlist candidates will be called for skill test in English Shorthand and Interview.
- ix. No TA/DA will be admissible for appearing in the skill test or interview.
- x. 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, etc., and show the originals thereof for verification.
- xi. The candidature will be liable to be rejected at any stage if the information furnished in the application form is found incorrect/false or/on subsequent verification appropriate legal action shall be taken against such candidates and if engaged, the contractual assignment will be liable to be terminated forthwith.
- xii. The last date for receipt of the application is **23.03.2022**. **The Applications should be neatly typed and signed in the attached format.** Applications received after the due date will not be considered and summarily rejected. The candidates who are declared qualified/eligible in the skill test (dictation and typing) in English Shorthand only will be called for an interview on the same day.

  
(Kartikeya Verma)  
Designated Registrar

**Enclosed Application form.**  
**Copy to:**

1. The Ld. Secretary, Principal Bench, NCLT, New Delhi with a request to kindly upload the same on the NCLT website immediately.

**FORMAT OF APPLICATION FOR THE POST OF LAW RESEARCH ASSOCIATE IN NATIONAL COMPANY LAW TRIBUNAL CHANDIGARH BENCH PURELY ON CONTRACT BASIS**

		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                 Paste here self-attested recent coloured passport size             </div>				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Father's Name					
4	Correspondence Address					
5	Permanent Address					
6	Telephone/Mobile Number Fax Number/ email Id.(Telephone/mobile number and email Id are mandatory)					
7	Present occupation. If any.					
8	Education Qualifications:					
	Name of Board/University	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction. if any	Subject(s)/Specialization
9	Speed in English Shorthand (in w p.m)					

10	Details of past employment, if any					
	Name and address of the employer	Designation of the post held	Scale of pay with grade pay, if any	Period of service		Nature of duty/experience
				From	To	
11	Details of Research Work					
	Ph.D, if any					
	Topic		Year	University/Institution	Guide/Supervisor	
	Research Paper, If any					
	Topic		Year	Publisher		
	Research Work, If any					
Organsiation/Firm		Topic/Subject	Findings			

It is certified that the information furnished above is correct and true to the best of my knowledge and that nothing material has been concealed.

Place:

Date:

(Signature)

Name: \_\_\_\_\_

**FORMAT OF APPLICATION FOR THE POST OF PRIVATE SECRETARY IN NATIONAL COMPANY LAW TRIBUNAL CHANDIGARH BENCH PURELY ON CONTRACT BASIS**

		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                 Paste here self-attested recent coloured passport size             </div>				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Father's Name					
4	Correspondence Address					
5	Permanent Address					
6	Telephone/Mobile Number Fax Number/ email Id.(Telephone/mobile number and email Id are mandatory)					
7	Present occupation. If any.					
8	Education Qualifications:					
	Name of Board/University	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction. if any	Subject(s)/Specialization

9	Speed in English Shorthand (in w p.m)					
10	Details of past employment, if any					
	Name and address of the employer	Designation of the post held	Scale of pay with grade pay, if any	Period of service		Nature of duty/ experience
				From	To	

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

Place:

Date:

(Signature)

Name: \_\_\_\_\_

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN NATIONAL COMPANY LAW TRIBUNAL CHANDIGARH BENCH PURELY ON CONTRACT BASIS**

		Paste here self-attested recent coloured passport size				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Father's Name					
4	Correspondence Address					
5	Permanent Address					
6	Telephone/Mobile Number Fax Number/ email Id.(Telephone/mobile number and email Id are mandatory)					
7	Present occupation. If any.					
8	Education Qualifications:					
	Name of Board/University	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction. if any	Subject(s)/Specialization



9	Speed in English Shorthand (in w p.m)					
10	Details of past employment, if any					
	Name and address of the employer	Designation of the post held	Scale of pay with grade pay, if any	Period of service		Nature of duty/ experience
				From	To	

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

Place:

Date:

(Signature)

Name: \_\_\_\_\_