



National Company Law Tribunal

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

File No. 10/65/2021-NCLT/2800

Date: - 28.09.2022

OFFICE MEMORANDIUM

Subject: - Engagement of Law Research Associates in National Company Law Tribunal purely on contractual assignment.

Applications are invited for engagement of **Law Research Associates (LRA) purely on contractual assignment** in New Delhi and Mumbai Benches of National Company Law Tribunal (NCLT) for filling up existing/future vacancies for a period of one year.

2. The essential qualifications for this position are:

- (a) Law Graduates fresh or experienced who have passed final year L.L.B examination with a minimum aggregate of 50% marks from a recognized university;
- (b) The candidate must be enrolled with any Bar Council (**AIBE Certificate is must**);
- (c) The age of the candidate shall not be above 30 years as on last date of receipt of applications, i.e., **on 31.10.2022**;
- (d) The candidate must have edge of computer operation including retrieval of desired information from various search engines/ processors such as Manupatra, SCC Online etc.

Law Research Associates working in different Benches of NCLT may apply subject to fulfilment of all essential qualifications.

3. **Remuneration:** - A consolidated remuneration of Rs.40,000/- per month will be paid to the Law Research Associates. He/she will not be entitled to any DA/HRA/residential accommodation or any other allowance.

4. **Duties and Functions:** - Law Research Associate shall function as Research Associate attached to Hon'ble President/ Members of NCLT for the purpose of identification, selection, collection and combination of case laws, citation and judicial pronouncements relevant to specific proceedings, sitting in court during hearing of matters by the Tribunal and noting down the arguments, preparing synopsis of the matters listed before the Tribunal, assisting in preparation of draft judgment if asked for. They shall also be responsible of such material as per requirement and bunching of similar matters.

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

6. **Conduct during and after the terms of assignment:** -

- I. He/she shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other or in any manner. He/she will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of terms of assignment unless such disclosure is legally required in discharge of lawful duties.
- II. The Law Research Associate will not accept any other assignment during his/her term engagement as such. He/she shall not practice as an Advocate in any court of Law during the course of assignment as Law Research Associate.
- III. He/she will be required to adhere to the dress code.
- IV. He/she will not leave headquarter without seeking permission from the Hon'ble Member concerned.
- V. He/she maintain punctuality in attending to his/her duties.
- VI. Since this is a full-time engagement, he/she will not enroll him/her in any regular course of any kind during the period of engagement.
- VII. He/she may be posted at any Bench of NCLT and also may be subject to transfer.

7. **Period of Contract:** - The period of contract initially will be for one year, extendable further depending upon the performance and requirement. **The maximum period of engagement as Law Research Associate on contract basis in the NCLT will not exceed three years.** Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal, without assigning any reason whatsoever at any time. The short-term contractual assignment shall not confer any right or claim to any regularization or continuance of service. They will have the option to give up their assignment by giving three months' advance written notice.

8. They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.

9. 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 of the member to whom, they are attached, they will be liable on work beyond office hours and even on Saturday, Sundays and other holidays without payment of any extra remuneration.


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10. **Last date for submission of application:** - The interested candidate who are willing to serve in the NCLT may submit their applications as per the enclosed format along with the proof of essential qualifications in the following manner:

- (i) Candidates who are working as Law Research Associates in various NCLT Benches have to apply through their Office;
- (ii) Open market candidates may submit the applications by post to the following address:

All applications have to be submitted by post.

**Secretary,
National Company Law Tribunal,
Room No. 609, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi - 110 003.**


Note 1: No email application would be entertained and the same would not be taken into consideration.

Note 2: No hand delivery of applications in NCLT New Delhi would be taken.

11. Last date for receipt of applications is 31.10.2022. Applications received after due date, incomplete, unsigned and not on the prescribed format will not be considered and summarily rejected.

12. In case applications are very large, short-listing may be done on the basis of qualifications, experience and other parameters. Selection would be based on interview which would be designed to assess the knowledge and skill in Companies Act 2013 and Insolvency & bankruptcy Code 2016. Candidates would also be subjected to tests to evaluate their research skills on legal research.

13. No TA/DA will be admissible for appearing in the interview. The NCLT reserves the right to call only shortlisted candidates in the interview or change the selection criteria.


(Anupam Lahiri)
Secretary, NCLT

APPLICATION FOR ENGAGEMENT AS LAW RESEARCH ASSOCIATE IN NATIONAL COMPANY LAW TRIBUNAL PURELY ON CONTRACTUAL ASSIGNMENT

(Last date of receipt of applications: 31.10.2022)

Paste here self
attested passport
size colored
photograph

1.	Post Applied For	:	LAW RESEARCH ASSOCIATE
2.	Bench for which applied	:	
3.	Name (IN BLOCK LETTERS)	:	
4.	Fathers Name	:	
5.	Date of Birth (Attach self-attested copy to proof)	:	
6.	Marital Status (Married/ Unmarried)	:	
7.	Whether enrolled with any Bar council (Attach self-attested copy of enrolment certificate) <i>Applicable would be rejected if not given enrolment certificate</i>	:	
8.	Correspondence Address	:	
	Telephone No.	:	
	Mobile No. (Mandatory)	:	
	Email ID (Mandatory)	:	
9.	Permanent Address	:	

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10.	Present occupation, If any	:				
11.	Knowledge of computer operation	:				
12. Educational Qualifications						
	Name of Board/ University	Exam passed	Year of Passing	Percentage of Marks obtained (If grade system is followed by the University, % of marks after conversion be mentioned along with copy of method of conversion	Academic Distinction if any	Subject(s)/ Specialization
13. Details of previous and present engagement in chronological order (attach proof of the same)						
	Name and address of the employer		Period of Service		Nature of duty/ experience	
14.	Time required for joining the post	:				

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

Place:
Date:

Signature _____
Name:- _____

Handwritten signature