

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

6<sup>th</sup> Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
Dated, the 17<sup>th</sup> August, 2020

OFFICE MEMORANDUM

Subject:- Filling up the posts of Joint Registrar, Deputy Registrar, Assistant Registrar, Programmer, Court Officer, Private Secretary, Senior Legal Assistant, Assistant Library Information Officer, Assistant, Stenographer Grade-II/ Personal Assistant, Stenographer Grade-III, Cashier, Record Assistant and UDC on **deputation basis** in National Company Law Tribunal (NCLT) Benches at 15 locations all over India.

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Applications are invited for filling up the following posts on deputation basis in the National Company Law Tribunal (NCLT) Benches at New Delhi, Ahmedabad, Allahabad, Amaravati (presently at Hyderabad), Bengaluru, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Indore (presently at Ahmedabad), Jaipur, Kochi, Kolkata and Mumbai. The details of the posts are as under:

Sl. No	Post	No. of Posts	Level in Pay Matrix as per Seventh Central Pay Commission
1.	Joint Registrar	07	Level 13 (Rs. 123100-215900)
2.	Deputy Registrar	11	Level 12 (Rs. 78800- 209200)
3.	Assistant Registrar	12	Level 11 (Rs. 67700- 208700)
4.	Programmer	01	Level 9 (Rs. 53100- 167800)
5.	Court Officer	21	Level 8 (Rs. 47600 – 151100)
6.	Private Secretary	27	Level 8 (Rs. 47600 – 151100)
7.	Senior Legal Assistant	24	Level 7 (Rs. 44900 – 142400)
8.	Assistant Library Information Officer	10	Level 7 (Rs. 44900 – 142400)
9.	Assistant	16	Level 6 (Rs. 35400 – 112400)
10.	Stenographer Grade-II/ Personal Assistant	07	Level 6 (Rs. 35400 – 112400)
11.	Stenographer Grade-III	15	Level 4 (Rs. 25500 – 81100)
12.	Cashier [at New Delhi only]	01	Level 4 (Rs. 25500 – 81100)
13.	Record Assistant	08	Level 4 (Rs. 25500 – 81100)
14.	U.D.C.	07	Level 4 (Rs. 25500 – 81100)

2. Vacancy position is tentative and may increase or decrease. The selected candidate will be required to serve at NCLT Bench for which he/she is selected. At present NCLT Benches are established at New Delhi, Ahmedabad, Allahabad, Amaravati (presently at Hyderabad), Bengaluru, Chandigarh, Chennai, Cuttack, Guwahati, Hyderabad, Indore (presently at Ahmedabad), Jaipur, Kochi, Kolkata and Mumbai. Candidates applying for more than one post are required to submit separate application for each post.

3. The details of the posts, along with eligibility criteria, educational qualification/ experience etc. required for each category of post are given in the enclosed **Annexure-I**. The National Company Law Tribunal (Recruitment, Salary and other Terms and Conditions of Service of Officers and other Employees) Rules, 2020 may kindly be seen at NCLT website, i.e., <https://nclt.gov.in> under the link Public Notices.

4. The period of appointment on deputation will be initially for a period of three years or till further orders, whichever is earlier. Other terms and conditions of service shall be governed by O.M. No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010 of Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Govt. of India as amended from time to time.

5. The candidates appointed on deputation will be eligible for government accommodation in General Pool.

6. Maximum age limit for appointment on deputation for the above posts is 56 years as on the closing date of receipt of applications.

7. Application in the prescribed proforma (**Annexure-II**) complete in all respect along with the certificate attached to the application from the employer/head of office/forwarding authority and certified copies of ACRs/APARs for the last five years may be sent to the following address:-

The Assistant Registrar (Admin),  
National Company Law Tribunal,  
6<sup>th</sup> Floor, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.

8. Last date for receipt of applications is **19.10.2020**. The applications received after the last date will not be considered.

( Nasreen B. Siddiqui)  
Assistant Registrar, NCLT, New Delhi  
Email: [adm@nclt.gov.in](mailto:adm@nclt.gov.in); Tel: 011-24363677

## ANNEXURE – I

**DETAILS OF POSTS ALONG WITH ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATION / EXPERIENCE ETC. REQUIRED.**

Sl. No.	Name of Post	Tentative No. of Post (s)	Level in pay matrix	Eligibility criteria, educational qualification / experience etc. required for appointment on deputation.
1	Joint Registrar	07	Level 13 (Rs. 123100-215900)	<p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State / Higher Judicial Service:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) a post in Level-12 in Pay Matrix of Seventh Central Pay Commission with five years regular service; or  (iii) a post in Level-11 in Pay Matrix of Seventh Central Pay Commission with ten years regular service.</p> <p>(b) (i) Degree in Law from a recognised University, and  (ii) Experience in personnel and administrative matters.</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. 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 five 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 01<sup>st</sup> 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>
2	Deputy Registrar	11	Level 12 (Rs. 78800-209200)	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations (<i>possessing</i>) a degree in Law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or  (ii) a post in Level 11 as per Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade,</p> <p>(b) Having experience in administrative or establishment or court matters.</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. 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 five 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 01<sup>st</sup> 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>
3	Assistant Registrar	12	Level 11 (Rs. 67700-208700)	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing degree in Law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 9 and 10 as per Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the Grade; or (iii) a post in Level 8 as per Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the Grade, (iv) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission with seven years' regular service in the Grade, (b) Having experience in administrative/ or establishment or Court matters.</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. 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 five 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 01<sup>st</sup> 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>
4	Programmer	01	Level 9 (Rs. 53100-167800)	<p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals or statutory organizations possessing degree in Bachelor in Engineering or Bachelor of Technology in Computer Science or Information Technology or Master of Computer Applications or equivalent degree from a recognized institute:</p> <p>(i) holding analogous post on regular basis; or (ii) a post in Level 8 in the pay matrix of Seventh Central Pay</p>

				<p>Commission or equivalent with two years' regular service in the grade.</p> <p>(iii) a post in Level 7 in the pay matrix of Seventh Central Pay Commission or equivalent with three 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. 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 01<sup>st</sup> 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>
5	Court Officer	21	Level 8 (Rs. 47600 – 151100)	<p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals or possessing preferably a degree in Law from a recognized University–</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade, or (iii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade,</p> <p>(b) having experience in administrative or establishment or court matters.</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. 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 01<sup>st</sup> 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>

6	Private Secretary	27	Level 8 (Rs. 47600 – 151100)	<p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110 WPM (English). Transcription on computers fifty five word per minute:- (i) holding analogous post on regular basis; or (ii) a post in Level 7 in Pay Matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade; or (iii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with six 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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. 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. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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>
7	Senior Legal Assistant	24	Level 7 (Rs. 44900 – 142400)	<p>Officers working in Central or State Governments or Union Territories or Courts or Tribunals possessing degree in law from a recognised University and: (i) holding analogous post on regular basis; or (ii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or (iii) a post in Level 5 in Pay Matrix of Seventh Central Pay Commission or equivalent 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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. 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. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup></p>

				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
8	Assistant Library Information Officer	10	Level 7 (Rs. 44900 – 142400)	<p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals possessing the educational qualifications and experience prescribed for direct recruits under column (7) [i.e. (i) Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute or Bachelor Degree in any discipline from a recognised university with Diploma in Library Science; (ii) Two years professional experience in a library];</p> <p>(i) holding analogous posts on regular basis; or (ii) a post in Level 6 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade; or</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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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. 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. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01<sup>st</sup> 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>
9	Assistant	16	Level 6 (Rs. 35400 – 112400)	<p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in Level 5 in Pay Matrix of Seventh Central Pay Commission or equivalent with six years' regular service in the grade; or (iii) a post in Level 4 in Pay Matrix of Seventh Central Pay Commission or equivalent with ten years' regular service in the grade. (b) having knowledge of computer operation.</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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding</p>

				<p>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 01<sup>st</sup> 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>
10	Stenographer Grade-II/PA	07	Level 6 (Rs. 35400 – 112400)	<p>Officers working as Stenographers or Personal Assistants under Central or State Governments or Union Territories or Courts/ Tribunals possessing skill norms i.e. dictation @ 100 WPM (English). Transcription 50 WPM 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 officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. 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 01<sup>st</sup> 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>
11	Stenographer Grade-III	15	Level 4 (Rs. 25500 – 81100)	<p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals, possessing skill test norms as per column (7) [i.e. (i) 12<sup>th</sup> Class pass or equivalent from a recognised Board or University ; and (ii) Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. (English). Transcription: 40 w.p.m. on computer.];</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade; or</p> <p>(iii) a post in Level 2 in Pay Matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that 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. 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 01<sup>st</sup> 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>
12	Cashier	01	Level 4 (Rs. 25500 – 81100)	<p>Officials working under Central or State Governments or Union Territories or Courts or Tribunals:</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) a post in Level 3 in Pay Matrix of Seventh Central Pay Commission or equivalent with five years' regular service in that grade and having successfully completed cash and accounts training; or</p> <p>(iii) a post in Level 2 in Pay Matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in that Grade and having successfully completed cash and accounts training.</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. 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 01<sup>st</sup> 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>
13	Record Assistant	08	Level 4 (Rs. 25500 – 81100)	<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. 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 01<sup>st</sup> 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>
14	Upper Division Clerk	07	Level 4 (Rs. 25500 – 81100)	<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. 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 01<sup>st</sup> 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>

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