

No. 10/66/2017-NCLT/2298  
Govt of India  
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
**Dated:** 19/10/2023

**Notification**

**Subject: Filling up the posts of Private Secretary in various benches of National Company Law Tribunal on deputation basis.**

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Applications are invited for filling up the 26 posts of Private Secretary (Level-8 (Rs 47600-151100) of 7<sup>th</sup> CPC) in various benches of National Company Law Tribunal (NCLT) for filling up existing/future vacancies as detailed below;

Sr No	Bench
1.	Ahmedabad
2.	Allahabad
3.	Amravati
4.	Bengaluru
5.	Chandigarh
6.	Chennai
7.	Cuttack
8.	Hyderabad
9.	Indore
10.	Jaipur
11.	Kochi
12.	Kolkata
13.	Mumbai
14.	New Delhi

2. Vacancy position is tentative and may increase or decrease. The candidate may give upto 2 choices in the order of preference for their place of posting. Nevertheless, the decision regarding the place of posting will be taken by the competent authority based on the work requirement.

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 'Career'.

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 officers and staff joining/already joined in NCLT on deputation, and already availing GPRA facility in their parent body, have been allowed to continue the benefit of

*Abhishek*  
19/10/23

GPRA on joining NCLT. However, the officers and staff not already availing GPRA in their parent body will not be eligible to apply for General Pool Residential Accommodation on joining NCLT on deputation.

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

7. Last date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar.

8. Willing and eligible officers may submit their applications, duly filled separately for each post (if applying for more than one post) in the prescribed proforma through proper channel only.

9. 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 Secretary, NCLT  
National Company Law Tribunal,  
6<sup>th</sup> Floor, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.**



**(Anupam Lahiri)**

Secretary, NCLT, New Delhi

Tel: 011-24361685

Email: [admn@nclt.gov.in](mailto:admn@nclt.gov.in);

## Details of eligibility Conditions for the posts of Private Secretary

Post	Eligibility Conditions
Private Secretary	<p>Officers working under Central or State Governments or Union Territories or Courts or Tribunals possessing skill norms i.e. dictation @ 110WPM (English)</p> <p>Transcription on computers fifty five word per minute;-</p> <p>(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>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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><b>Note 4:</b> For purposes of appointment on deputation/ absorption 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>