

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.

--00--

Applications are invited for filling up the 26 posts of Private Secretary (Level-8 (Rs 47600-151100) of 7th 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 17th 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,
6th 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;

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>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/ 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> |

ANNEXURE – II

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

Paste here self
attested passport size
coloured photograph

| | | | | | | |
|-----|--|---|--------------------|--------------------------|----------|--|
| 1. | Post Applied For | : | | | | |
| 2. | Name of the Bench applied for (Maximum 2 choices may be indicated in the order of preference | : | 1. 2. | | | |
| 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 | : | | | | |
| 12. | Educational Qualifications (Matric onwards) | | | | | |
| | Exam Passed | Name of University/ Institute/ Board | Year of Passing | Duration of Course | Subjects | Percentage of Marks (Mention Distinction, if any) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| 13 | Details of employment (in Chronological order). | | | | | | | |
|-----|--|--------------------|-----------|--------|----|---|--|------------------|
| | Sl. No | Name of the office | Post held | Period | | Nature of appointment (Regular/ Ad-hoc/ Deputation) | Level in Pay Matrix/Pay band and Grade Pay | Nature of duties |
| | | | | From | To | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 14. | Nature of present employment i.e. Permanent/Ad-hoc/ Temporary | | | | : | | | |
| 15. | In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization : | | | | : | | | |
| 16. | Details of training undergone | | | | : | | | |
| 17. | Details of proficiency in computer | | | | : | | | |
| 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:

.....

Signature :

Name :

Designation :

Tel. No.

(Office Seal)

List of enclosures:

- 1.
- 2.