

File No. 10/57/2017-NCLT
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 2nd June, 2017.

OFFICE MEMORANDUM

Subject: Engagement of retired officers/officials purely on contractual assignment as Deputy Registrar, Assistant Registrar, Court Officer and Private Secretary in National Company Law Tribunal.

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Applications are invited from retired officers/officials for engagement purely on contractual assignment as Deputy Registrar, Assistant Registrar, Court Officer and Private Secretary in National Company Law Tribunal (NCLT). The maximum age limit for the applicants is 62 years as on 1st June, 2017. Preference will be given to persons having prior experience in court/tribunal. In case of deserving candidates, age relaxation could be considered.

2. The tentative vacancies are as under:-

Sl. No.	Name of the Post	Tentative No. of vacancies and Location
1.	Deputy Registrar	01 post each at Ahmedabad and Hyderabad.
2.	Assistant Registrar	01 post each at Allahabad and Kolkata.
3.	Court Officer	2 posts at Delhi and 01 post each at Ahmedabad, Allahabad, Guwahati and Hyderabad.
4.	Private Secretary	02 posts each at Delhi, Chennai and Mumbai and 01 post each at Allahabad and Hyderabad.

[Note: For the post of Private Secretary, the candidate should have speed of 100 w.p.m. in English Shorthand]

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

- (i) The period of contract initially will be up to 30th November 2017, extendable for another term of six months depending upon the requirement. 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. However, the candidates engaged on contractual assignment 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) Consolidated remuneration per month for the posts shall be as under:-

Sl. No.	Name of the Post	Remuneration (per month)
1.	Deputy Registrar	Rs.60,000/-
2.	Assistant Registrar	Rs.55,000/-
3.	Court Officer	Rs.45,000/-
4.	Private Secretary	Rs.42,000/-

- (iv) The candidates engaged on contractual assignment shall not be entitled for HRA, DA, residential accommodation or any other allowance.
- (v) The candidates engaged on contractual assignment will not be entitled to any kind of regular leave except casual leave on pro-rata basis.
- (vi) 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, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.

4. The interested eligible candidates who are willing to serve in the NCLT may submit their applications on the attached prescribed format to the following address:-

Shri Anil Kumar,
Under Secretary to the Govt. of India,
National Company Law Tribunal,
Room No. 614, Block No. 3, C.G.O. Complex,
Lodhi Road, New Delhi – 110 003.

- 5. Last date for receipt of applications is **15.06.2017**. Applications received after due date will not be considered.
- 6. No TA/DA will be admissible for appearing in the interview.
- 7. No supporting documents need be attached with the application at this stage. The candidates who are called for interview will be required to submit self-attested copies of certificates and testimonials in support of date of birth, educational qualifications, experience, retirement, etc., and show the originals thereof for verification
- 8. The candidature will be liable to be rejected at any stage if the information furnished in the application form is found incorrect on subsequent verification, and if engaged, the contractual assignment will be liable to be terminated forthwith.



(Anil Kumar)
Under Secretary to the Govt. of India
Tele No. 011-24363667

FORMAT OF APPLICATION FOR ENGAGEMENT OF RETIRED OFFICERS/OFFICIALS AS
DEPUTY REGISTRAR/ASSISTANT REGISTRAR/COURT OFFICER/PRIVATE SECRETARY
PURELY ON CONTRACTAL ASSIGNMENT IN NATIONAL COMPANY LAW TRIBUNAL

						Paste here self-attested recent coloured passport size photograph.
1.	Post applied for [separate application be submitted for each post]					
2.	Location for which applied [separate application be submitted for each location]					
3.	Name in Full (IN BLOCK LETTERS)					
4.	Date of Birth					
5.	Date of Retirement					
6.	PPO No. (if any)					
7.	Father's Name					
8.	Correspondence Address					
9	Permanent Address					
10	Telephone/Mobile Number/ Fax Number/ Email Id. (Telephone/mobile number and Email Id. are mandatory)					
11	Present occupation, if any.					
12	Educational Qualifications:					
	Name of Board/ University	Degree	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject(s)/ Specialization.

13	Details of employment till retirement:				
	Name and address of the employer	Designation of the post held.	Scale of pay with grade pay, if any.	Period of service	
From				To	

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

Place:-
Date:-

(Signature)
Name: _____