

No.A-12023/03/2016-Ad.IV  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
New Delhi-110001  
Dated the 1<sup>st</sup> February, 2016

**Office Memorandum**

**Sub: Filling up of various posts in the National Company Law Appellate Tribunal (NCLAT).**

Applications are invited to fill up, on deputation basis, the following posts in the National Company Law Appellate Tribunal (NCLAT) to be constituted under Section 410 of the Companies Act, 2013:-

S.No.	Posts	Tentative no. of Posts	Pay Band & Grade Pay
1.	Deputy Registrar	1	PB 3 15,600-39,100 +6600
2.	Court Officer	2	PB 2 9,300-34,800 +4800
3.	Private Secretary	7	PB 2 9,300-34,800 +4600
4.	Accounts Officer	1	PB 2 9,300-34,800 +4600
5.	Senior Accountant	1	PB 2 9,300-34,800 +4200
6.	Assistant	1	PB 2 9,300-34,800 +4200
7.	Cashier	1	PB 1 5,200-20,200 +2400
8.	Record Assistant	1	PB 1 5,200-20,200 +2400
9.	UDC	1	PB 1 5,200-20,200 +2400

2. Vacancy position as indicated above is tentative. The selected candidates will be required to serve in NCLAT at Delhi. Candidates applying for more than one posts are required to submit separate applications for each post.

3. The details of the posts, along with eligibility criteria, educational qualification/experience etc. required for each category of posts are given in the enclosed **Annexure I**.

4. The period of appointment, on deputation, will be for a period of 3 years and will be governed by the terms and conditions prescribed by the Department of Personnel and Training, Government of India, in this regard as amended from time to time.

5. Maximum age limit for appointment on deputation is 56 years.
6. Application in duplicate, in the prescribed proforma (Annexure II) complete in all respect may be sent to Shri. Navneet Chouhan, Director, Ministry of Corporate Affairs, Room No. 530, 5<sup>th</sup> Floor, "A' Wing, Shastri Bhawan, New Delhi *through proper channel* by 18<sup>th</sup> March, 2016.
7. For Application format, eligibility conditions, requisite qualifications and other details log on to Ministry's website [www.mca.gov.in](http://www.mca.gov.in) or the Company Law Board's website [www.clb.gov.in](http://www.clb.gov.in) or DoP&T's website [www.persmin.nic.in](http://www.persmin.nic.in).
8. This may be given wide publicity.

Enclosed: ( Pages)



(Ashutosh Anand)

Under Secretary to the Govt. of India

Tele. No. 23389782

To

1. Registrar of Supreme Court of India, New Delhi.
2. Registrars/Registrar Generals of all High Courts.
3. Secretaries to Government of India, All Ministries/Departments of the Government of India.
4. All Chief Secretaries to the State Governments/Union Territories.
5. Director General of Corporate Affairs, New Delhi.
6. All RDs/RoC-cum-OLs/RoCs/OLs, Ministry of Corporate Affairs.
7. Secretary, Company Law Board, Paryavaran Bhawan, New Delhi with the request to upload the vacancy circular on CLB's website.
8. Director, Serious Fraud Investigation Office, Paryavaran Bhawan, New Delhi.
9. Secretary, Competition Commission of India, MCA, New Delhi.
10. Registrar, Competition Commission Appellate Tribunal, New Delhi.
11. All officers of Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
12. E governance Cell, Ministry of Corporate Affairs with the request to upload the vacancy circular on the website of the Ministry.
13. Technical Director, NIC, DoPT, Room No. 11/A, North Block, New Delhi for posting on the DoP&T's website {reference DoP&T's OM no. 28/1/2007-EO(SM.II) dated 23.02.2010}
14. Guard File.

## DETAILS OF POSTS IN NCLAT TO BE FILLED ON DEPUTATION BASIS

S.No.	Name of Posts	No. of Posts	Pay Band	Grade Pay	Eligibility
1.	Deputy Registrar	1	PB 3 15,600-39,100	Rs. 6600	Officers working under Central Government /State Government or Court or Tribunal or statutory organisations, possessing degree in Law from a recognised University; and holding: (i) analogous posts on regular basis; or  (ii) a post in pay band-3, ₹ 15600-39100/- plus grade pay of ₹ 5400/-with five years' regular service in the grade.  <b>Desirable:</b>  Having experience in Administrative or Establishment or Court matters.
2.	Court Officer	2	PB 2 9,300-34,800	Rs. 4800	Officers working under Central Government /State Government or Court

					<p>or Tribunal or statutory organisations holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in pay band-2, ₹ 9300-34800/- plus grade pay of ₹ 4200/- with two years' regular service in the grade and having a Degree in Law from a recognised University; and experience in administrative/ establishment/court matters.</p>
3.	Private Secretary	7	PB 2 9,300-34,800	Rs. 4600	<p>Officers working under Central Government /State Government or Court or Tribunal or statutory organisations holding:</p> <p>(i) analogous posts on regular basis; or</p> <p>(ii) a post in pay band-2, ₹ 9300-34800/- plus grade pay of ₹ 4200/- with five years' regular service in the grade.</p>
4.	Accounts Officer	1	PB 2 9,300-34,800	Rs. 4600	<p>Officers working under Central Government /State Government or Court or Tribunal or statutory organisations holding:</p> <p>(i) analogous posts on regular basis; or</p>

					<p>(ii) holding a post in pay band-2, ₹ 9300-34800/- plus grade pay of ₹ 4200/-with five years' regular service in the grade and having experience of Govt. accounts, cash and budget matters.</p> <p>Desirable:</p> <p>Passed in Subordinate Accounts Services or equivalent examination of any organised accounts department.</p>
5.	Senior Accountant	1	PB 2 9,300-34,800	Rs. 4200	<p>Officers working under Central Government /State Government or Court or Tribunal or statutory organisations holding:</p> <p>(A) (i) analogous posts on regular basis; or</p> <p>(ii) a post in pay band-1, ₹ 5200-20200/- plus grade pay of ₹ 2800/-with six years' regular service in the grade; or</p> <p>(iii) holding a post in pay band-1, ₹ 5200-20200/- plus grade pay of ₹ 2400/- with ten years' regular service in the grade; and</p>

					(B) having experience of accounts, cash and budget matters.
6.	Assistant	1	PB 2 9,300-34,800	Rs. 4200	Officers working under Central Government /State Government or Court or Tribunal or statutory organisations holding: (i) analogous posts on regular basis; or  (ii) a post in pay band-1, ₹ 5200- 20200/- plus grade pay of ₹ 2800/-with six years' regular service in the grade; or  (iii) a post in pay band-1, ₹ 5200- 20200/- plus grade pay of ₹ 2400/- with ten years' regular service in the grade.
7.	Cashier	1	PB 1 5,200-20,200	Rs. 2400	Officers working under Central Government /State Government or Court or Tribunal or statutory organisations, and holding: (i) analogous posts on regular basis or;  (ii) holding a post in pay band-1, ₹ 5200-20200/- plus grade pay of ₹ 1900/- with eight years' regular service in the grade and having successfully completed cash and accounts training.

8.	Record Assistant	1	PB 1 5,200- 20,200	Rs. 2400	Officers working under Central Government /State Government or Court or Tribunal or statutory organisations, and holding: (i) analogous posts on regular basis; or  (ii) holding a post in pay band-1, ₹ 5200-20200/- plus grade pay of ₹ 1900/-with eight years' regular service in the grade.
9.	UDC	1	PB 1 5,200- 20,200	Rs. 2400	Officers working under Central Government /State Government or Court or Tribunal or statutory organisations, and holding: (i) analogous posts on regular basis; or  (ii) holding post in pay band-1 ₹ 5200-20200/- plus grade pay of Rs. 1900/- with eight years' regular service in the grade.

Note 1: The departmental officers (wherever applicable) 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 56 years as on the closing date for receipt of applications.

Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.



## ANNEXURE-II

FORMAT OF APPLICATION

Attested copy of passport size photograph to be pasted
--------------------------------------------------------------------

1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For (Separate applications are to be sent for different posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Service to which you belong and present post held	
6.	Whether SC/ST (Attested copy of the relevant certificate to be attached)	
7.	Office Address  i) Telephone No. ii) Fax No.	
8.	Correspondence Address  i) Telephone No. - (Res, Mobile) ii) Fax No. iii) Email Id (Mandatory)	

9.	Permanent Address					
10.	Present Pay with Pay Band and Grade Pay alongwith date of present posting.					
11.	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)	

12.	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):						
	Name of Office/Instt./ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Reg./ Ad-hoc/ Deputation)	Scale of Pay/ Pay Band and Grade Pay#	Nature of Duties
			From	To			
13.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)						
14.	In case the present employment is held on deputation, please state: a) The date of initial appointment. b) Period of appointment with address c) Name of the parent office/organisation.						
15.	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 Pay Band/Grade Pay pertaining to Central Government should indicate the equivalence 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)

Name: \_\_\_\_\_

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the particulars furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Sh. /Smt. -----.
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years." -or -- list of major/minor penalties imposed on him/her last ten years is enclosed.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement

Signature-----

Name and Designation-----

Tel. No.-----

Office Seal

Place :

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.