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F.No.2/4/2024-Estt./NCLAT

**NATIONAL COMPANY LAW APPELLATE TRIBUNAL**  
2<sup>nd</sup> & 3<sup>rd</sup> Floor, Mahanagar Doorsanchar Sadan (MTNL Building), 9, C.G.O. Complex,  
Lodhi Road, New Delhi – 110003. Ph. 24306869. Website: <https://nclat.nic.in>

मुख्य सचिव कार्यालय  
राजस्थान, जयपुर

Dated : 23<sup>rd</sup> October, 2024

4136732/cw  
प्राप्ति संख्या  
दिनांक 29/10/24

**OFFICE MEMORANDUM**

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

Applications are invited to fill up the following posts in the National Company Law Appellate Tribunal (NCLAT) on deputation basis. The details of posts, pay scales, place of posting and number of vacancies are as follows: -

Sl. No.	Name of the Post	Pay Level	Number of Vacancy	
			Principal Bench	Chennai Bench
1.	Assistant Registrar	Level-11 (₹67,700-2,08,700)	--	01
2.	Principal Private Secretary	Level-11 (₹67,700-2,08,700)	01	--
3.	Court Officer	Level-8 (₹47,600-1,51,100)	01	--
4.	Cashier	Level-4 (₹25,500-81,100)	01	--
5.	Staff Car Driver	Level-2 (₹19,900-63,200)	04	01

2. Candidates applying for more than one post or applying for more than one Bench are required to submit separate application for each Post or each Bench.

3. The eligibility criteria, qualifications, experience etc. required for each category of post are given in Annexure-I.

4. The initial period of deputation shall be for one year, which may be extended further subject to satisfactory performance.

5. (1) The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.

(2) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or Department or Organisation.

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

7. The candidates who apply for the above post(s) will not be allowed to withdraw their application(s) subsequently.

8. **Documents required:**

(i) Application as per Annexure-II.

(ii) Certificate by the Employer at the end of Annexure-II.

(iii) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).

(iv) Attested photocopies of the APARs/ACRs for the last five years.

9. The National Company Law Appellate Tribunal reserves the right not to fill up any or all the above posts.

10. The application in the prescribed proforma (Annexure-II), complete in all respects with the superscription "Application for the post of \_\_\_\_\_ in NCLAT on deputation basis" may be sent, through proper channel along with all the necessary documents, to the "Registrar, National Company Law Appellate Tribunal, 3<sup>rd</sup> Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building), 9, C.G.O. Complex, Lodhi Road, New Delhi-110003". The last date of receipt of applications is two months from the date of publication of the advertisement in the Employment News. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

11. The Vacancy Circular along with Annexure I and II can be downloaded from the website of the National Company Law Appellate Tribunal <https://nclat.nic.in>.

  
(Sunit Chandra)  
Registrar

Distribution (It is requested that the vacancy may please be circulated amongst the officers/officials working in your Ministry/Department/Office) :-

1. Secretary General, Hon'ble Supreme Court of India, New Delhi.
2. Registrar Generals of all Hon'ble High Courts in India.
3. Secretary, Ministry of Corporate Affairs, New Delhi.
4. All the Ministries/Departments of Govt. of India.
5. Chief Secretaries/Administrators of all the State Governments/Union Territories.
6. NCLAT website.
7. Notice Boards.

Annexure-I

Name of Post	Qualifications & Eligibility Criteria
Assistant Registrar	<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 or equivalent with seven years' regular service in the Grade,  (b) having experience in administrative or establishment or Court matters.</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 four 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 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>
Principal Private Secretary	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals possessing preferably a degree in law from a recognized university:</p> <p>(a) (i) holding analogous post on regular basis; or</p>

