

No. 391-76/2017-STG-III
Government of India
Ministry of Communications
Department of Telecommunications

*419, Sanchar Bhawan, 20, Ashoka Road,
New Delhi – 110001, dated 09.08.2017*

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC/TERM

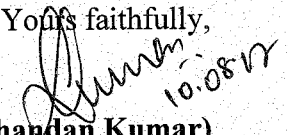
Subject: Filling up various posts on deputation in the National Company Law Tribunal (NCLT).

I am directed to refer to the subject mentioned above and to enclose a copy of OM dated 22nd February, 2017 from National Company Law Tribunal (NCLT) regarding filling up various posts on deputation in NCLT.

2. It is requested that applications of willing ITS' officers complete in all respects as mentioned below, may be forwarded to the undersigned.

- (i) Bio-data of officers duly certified by the administrative authority, maintaining the service book.
- (ii) A certificate that the officer has submitted his/her Annual Property Return for the year 2016 may also be enclosed.
- (iii) Photocopies of the ACRs for the last five years duly certified by an officer not below the rank of SDE/DET or self-attested by the applicant. Without the same, application will not be entertained and will be returned.

Encl.: As above.

Yours faithfully,

(Chandan Kumar)
SO(STG-III)
Tel:011-23036876

Copy to:

✓ Director (IT) with a request to upload the circular on the DoT website.

File No. 10/121/2016-NCLT
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3,
CGO Complex, Lodhi Road,
New Delhi- 110003
Dated: 22nd February, 2017

Office Memorandum

Subject: Filling up of various posts on deputation in the National Company Law Tribunal (NCLT).

Applications are invited for filling up various posts on deputation basis in the National Company Law Tribunal (NCLT). The details of the posts are as under:

Sl. No	Post	Location of Benches and tentative vacancy position in various Benches.	Total Posts	Pay Band & Grade pay (pre revised)
1.	Deputy Registrar	One each at Delhi, Ahmedabad, Allahabad, Bengaluru, Hyderabad, Kolkata, Mumbai.	7	PB 3, Rs.15,600-39,100+6600
2.	Assistant Registrar	One each at Delhi, Chandigarh, Guwahati, Hyderabad.	4	PB 3, Rs.15,600-39,100+5400
3.	Court officer	One each at Delhi, Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Mumbai.	10	PB 2, Rs.9,300-34,800+4800
4.	Private Secretary	Five each at Delhi & Mumbai, Two each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Hyderabad, Kolkata, one each at Guwahati & Chennai.	24	PB 2, Rs.9,300-34,800+4600
5.	Assistant	Two each at Delhi and Mumbai, One each at Ahmedabad, Chandigarh, Kolkata.	7	PB 2, Rs.9,300-34,800+4200
6.	Steno Grade II/ PA	Two at Delhi, one each at Mumbai Chennai, Kolkata	5	PB 2, Rs.9,300-34,800+4200
7.	ALIO	One at Delhi	1	PB 2, Rs.9,300-34,800+4200
8.	Cashier	One at Delhi	1	PB 1, Rs.5,200-20,200+2400
9.	Record Assistant	Two each at Delhi and Mumbai, one each at Chennai & Kolkata	6	PB 1, Rs.5,200-20,200+2400

2. Vacancy position and place of posting as indicated above are tentative. The selected candidates will be required to serve in NCLT Benches established at Delhi, Mumbai, Chennai, Kolkata, Bengaluru, Ahmedabad, Hyderabad, Allahabad, Chandigarh and Guwahati. Candidates applying for more than one post 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 post are given in the enclosed **Annexure-I**.

4. The period of appointment on deputation will be initially for a period of one year, further extendable depending upon the requirement subject to the approval from the Competent Authority 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.

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Mumbai
8/8/17
S/S/GT
9/8/17

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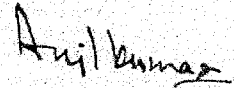
5. The candidates selected for the deputation will be eligible for H.R.A., but as of now are not eligible for accommodation in General Pool.

6. Maximum age limit for appointment on deputation is 56 years.

7. 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 along with certified copies of ACRs/APARs for the last five years may be sent 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.

8. There is no last date for receipt of applications. The vacancies are open till they are filled in.



(Anil Kumar)

Under Secretary to the Govt. of India
Tele. No. 011-24363667

DETAILS OF VARIOUS POSTS TO BE FILLED ON DEPUTATION BASIS IN NCLT

Sl. No.	Post	No. of posts	Pay Band Grade Pay	Grade Pay	Eligibility criteria, educational qualification/ experience etc. required.
1	Deputy Registrar	7	Pay Band-3 Rs.15600-39100/- (pre revised)	Rs.6600	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations possessing degree in Law from a recognized university and holding - (i) analogous posts on regular basis, or (ii) a post in Pay Band-3, Rs 15600-39100/- plus grade pay of Rs 5400/- with five years' regular service in the grade, or (iii) a post in Pay Band-2, Rs 9300 - 34800/- plus grade pay of Rs 4800/- with six years' regular service in the grade The candidate should have experience in administrative/ establishment/ court matters.
2.	Assistant Registrar	4	Pay Band-3 Rs.15600-39100/- (pre revised)	Rs.5400	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations possessing degree in Law from a recognized university and holding - (i) analogous posts on regular basis, or (ii) a post in Pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4800/- with two years' regular service in the grade, or (iii) a post in Pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4600/- with three years' regular service in the grade. The candidate should have experience in administrative/ establishment/ court matters.
3.	Court Officer.	10	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4800	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding - (i) analogous posts on regular basis, or (ii) a post in pay band-2, Rs 9300-34800/- plus grade pay of Rs 4600/- with two years' regular service in the grade, or (iii) a post in pay band-2, Rs 9300-34800/- plus grade pay of Rs 4200/- with six years' regular service in the grade. The candidate should have a Degree from a recognized University and experience in administrative/ establishment/ court matters.
4.	Private Secretary	24	Pay Band-2 Rs.9300-34800/-	Rs.4600	Officers working under Central Government/ State Government or Court of Tribunal or statutory organization holding -

			(pre revised)		(i) analogous posts on regular basis, or (ii) a post in pay Band-2, Rs 9300-34800/- plus grade pay of Rs 4200/- with five years' regular service in the grade.
5.	Assistant	07	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4200	Officers working under Central Government/State Government or Court or Tribunal or statutory organization holding (i) analogous posts on regular basis, or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years' service in the grade. or (iii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years' service in the grade.
6.	Stenographer Grade-II/ Personal Assistant	05	Pay Band-2 Rs.9300-34800/- (pre revised)	Rs.4200	Officers working as Stenographers under Central Government/State Government or Court or Tribunal or statutory organization holding - (i) analogous posts on regular basis, or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years' regular service in the grade, or (iii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years' regular service in the grade.
7.	Assistant Library information officer.	01	Pay Band-2 9300-34800/- (pre revised)	Rs.4200	Officers working under Central Government/State Government or Court or Tribunal or statutory organization having a Bachelor's Degree in Library Science and holding - (i) analogous posts on regular basis, or (ii) a post in Pay Band-1, Rs 5200-20200/- plus grade pay of Rs 2800/- with six years' regular service in the grade, or (iii) a post in Pay band-1, Rs 5200-20200/- plus grade pay of Rs 2400/- with ten years' regular service in the grade.
8	Cashier	01	Pay Band-1 Rs.5200-20200/- (pre revised)	Rs.2400	Officers working under Central Government/State Government or Court or Tribunal or statutory organizations and holding - (i) analogous posts on regular basis, or (ii) holding a post in pay band-1, Rs 5200-20200/- plus grade pay of Rs 1900/- with eight years' regular service in the grade, and having successfully completed cash and accounts training.
9.	Record Assistant	06	Pay band-1 Rs.5200-20200/- (pre revised)	Rs.2400	Officers working under central Government/State Government or Court of Tribunal or statutory organizations and holding - (i) analogous posts on regular basis, or

				(ii) holding a post in pay band-1, Rs 5200-20200/- plus grade pay of Rs 1900/- with eight years' regular service in the grade.
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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 fifty six years as on the date of appointment to the post.

Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st 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 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 up gradation.

APPLICATION FOR THE POST OF

IN NCLT ON DEPUTATION BASIS

Paste here
self attested
passport size
coloured
photograph

1.	Post Applied For [separate application be submitted for each post]	:	
2.	Preference for 3 locations in order of priority [please refer to vacancy circular]	:	(i) (ii) (iii)
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.	Pay Band and Grade Pay 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)

12. Details of employment (in Chronological order).							
Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Pay Scale/ 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: c) Name and address the present office / organization: d) Name and address of parent office/ organization :				:		
15.	Details of training undergone				:		
16.	Details of proficiency in computer				:		
17.	Any other information, applicant wants to furnish				:		
18.	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 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.
- 3.
- 4.
- 5.