

F.No. 21/01/2021-CS.I(Coord)  
MINISTRY OF PERSONNEL, PG & PENSION  
Department of Personnel & Training  
(CS-I Division)

2nd Floor, 'A' Wing, Lok Nayak Bhavan,  
Khan Market, New Delhi 110003


Dated : 11 March 2022

**OFFICE MEMORANDUM**

**Subject:** Vacancy Circular for the post of **Joint Registrar and other posts** in the **National Company Law Appellate Tribunal** on deputation basis.

The undersigned is directed to circulate the vacancy circular No.2/1/2022-Estt/NCLAT dated 21 February 2022 from the **National Company Law Appellate Tribunal** on the subject mentioned above for information of all including the eligible retired/serving CSS officers in terms of OM No.2/2/2010-CS.I(U) dated 18th August 2010. The last date of receipt of application by the concerned Ministry/Department is 30 April 2022.

2. It may be noted that Cadre Clearance from CS.I Division will be required for officers of the level of US and above of CSS, applying for deputation.
3. For any further clarifications, the applicants may please contact the Ministry/Department concerned advertising the vacancies.



(R. Chakrapani)

Under Secretary to the Govt of India

Tel: 24629412

To

**All Ministries/Departments (through DOPT website)**

Dated : 21<sup>st</sup> February, 2022

VACANCY CIRCULAR

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

The National Company Law Appellate Tribunal invites applications for filling up of the following posts on deputation basis: -

Sl. No.	Name of the Post	No. of Posts	Pay Scale (as per 7 <sup>th</sup> CPC Pay Matrix)
1.	Joint Registrar	1	Level 13 (₹ 1,23,100-2,15,900)
2.	Deputy Registrar	1	Level 12 (₹ 78,800-2,09,200)
3.	Principal Private Secretary	1	Level 11 (₹ 67,700-2,08,700)
4.	Programmer	1	Level 9 (₹ 53,100-1,67,800)
5.	Court Officer	3	Level 8 (₹ 47,600-1,51,100)
6.	Administrative Officer	2	Level 8 (₹ 47,600-1,51,100)
7.	Senior Legal Assistant	2	Level 7 (₹ 44,900-1,42,400)

2. **Qualifications and eligibility criteria:** As per Annexure-I (also available on the Tribunal's website [www.nclat.nic.in](http://www.nclat.nic.in)).

3. **Period of appointment:** Initial period of appointment on deputation shall be one year which can be extended further subject to satisfactory performance.

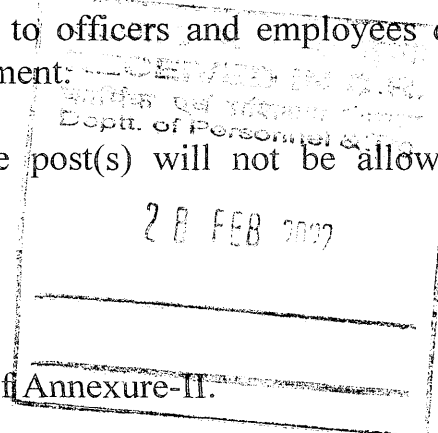
4. **Other conditions of service while on deputation:** The terms and conditions of service while on deputation shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government:

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

6. **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.

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

8. The application in the prescribed proforma (Annexure-II), complete in all respects may be sent 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” through proper channel along with all the necessary documents on or before 30<sup>th</sup> April, 2022. The applications received after the closing date of receipt of applications or received without any of the necessary documents as mentioned in this vacancy circular or incomplete in any respect or received without proper channel are liable to be rejected.

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

(Peeush Pandey)  
Registrar

Distribution (It is requested that wide publicity may be given to the vacancy circular in their Ministry/Department/Office and in their attached/ subordinate offices, autonomous bodies etc. by uploading the vacancy circular on their respective websites) :-

1. All Ministries/Departments of the Government of India (as per list).
2. Shri Riazul Haque, Under Secretary, Ministry of Corporate Affairs, 5<sup>th</sup> Floor, ‘A’ Wing, Shastri Bhawan, New Delhi.
3. The Secretary General, Supreme Court of India, New Delhi.
4. The Registrar General, All the High Courts in India (as per list).
5. The Chief Secretaries of State Governments and Administrators of Union Territories (as per list).

Copy to:

1. Computer Cell, NCLAT – for uploading on the website of the NCLAT.
2. Notice Boards.

ANNEXURE—I

**ELIGIBILITY CRITERIA FOR THE POSTS PROPOSED TO BE FILLED ON DEPUTATION BASIS IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL.**

Sl. No.	Name of the Post	No. of posts	Eligibility Criteria
1.	Joint Registrar	1	<p>Officers of the Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations or State/Higher Judicial Service:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) a post in level-12 in pay matrix of Seventh Central Pay Commission with five years regular service, or  (iii) a post in level-11 in pay matrix of Seventh Central Pay Commission with ten years regular service.</p> <p>(b) (i) degree in law from a recognized University; and  (ii) experience in personnel and administrative 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 five 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>

2.	Deputy Registrar	1	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations possessing degree in law from a recognised University:</p> <p>(a) (i) holding analogous post on regular basis; or (ii) a post in level -11 as per pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade,</p> <p>(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>
3.	Principal Private Secretary	1	<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 (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 in pay matrix of Seventh Central Pay Commission with six years' service in that grade; or (iv) a post in level-7 in pay matrix of Seventh Central Pay Commission with seven years' regular</p>

			<p>service in the grade,</p> <p>(v) a post in level-6 in pay matrix of Seventh Central Pay Commission with ten years regular service in the grade</p> <p>(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 five 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>
4.	Programmer	1	<p>Officers working under Central Government or State Governments or Union Territories or Courts or Tribunals or statutory organisations possessing degree in Bachelor of Engineering or Bachelor of Technology in Computer Science or Information Technology or Master of Computer Applications or equivalent degree from a recognized institute:</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) a post in level-8 in the pay matrix of Seventh Central Pay Commission or equivalent with two years' regular service in the grade.</p> <p>(iii) a post in level-7 in the pay matrix of Seventh Central Pay Commission or equivalent with three years' regular service in the grade.</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</p>

			<p>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 three 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>
5.	Court Officer	3	<p>Officers working under Central or State Governments or Courts or Tribunals possessing preferably a degree in law from a recognised university:</p> <p>(a)(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,  (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 five 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>
6.	Administrative Officer	2	<p>Officers working under Central Government or State Governments or Courts or Tribunals possessing preferably a degree in Law from a recognised University:</p> <p>(a) (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>(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 five 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>
7.	Senior Legal Assistant	2	<p>Officers working in Central Government or State Governments or Union Territories or Courts or</p>



		<p>Tribunals possessing degree in law from a recognised university:</p> <ul style="list-style-type: none"><li>(i) holding analogous post on regular basis; or</li><li>(ii) a post in level-6 in pay matrix of Seventh Central Pay Commission or equivalent with five years' regular service in the grade; or</li><li>(iii) a post in level-5 in pay matrix of Seventh Central Pay Commission or equivalent with eight years' regular service in the grade;</li></ul> <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 three 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>
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**PROFORMA FOR APPLICATION FOR THE POSTS IN THE NATIONAL COMPANY LAW APPELLATE TRIBUNAL ON DEPUTATION BASIS**

Post applied for \_\_\_\_\_

\_\_\_\_\_

Affix your recent  
passport size  
photograph here

1	Name in full (IN BLOCK LETTERS)				
2	Date of Birth				
3	(i) Date of entry into service				
	(ii) Date of superannuation				
4	Service to which you belong				
5	Office address with Telephone & Fax numbers				
6	Correspondence address				
	Mobile No. (mandatory)				
	Email id (mandatory)				
7	Permanent address				
8	Educational and Professional Qualifications (in ascending order starting from Matriculation/High School onwards)				
Sl. No.	Examination passed	Board / University	Year of passing	Duration of Course	Percentage of marks
	(self-attested photocopies of certificates enclosed)				

9						Details of employment in chronological order					
Name of Office		Post held on regular basis		From		To		Level in Pay Matrix/ Pay Band and Grade Pay / Scale of pay of the post held on regular basis #		Nature of duties	
		(self-attested photocopies of documents for the last ten years enclosed)									
10		Nature of present employment i.e. Permanent / ad-hoc / temporary									
11		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/organization d) Name of the post and pay of the post held in substantive capacity in the parent organization									
12		If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.									
		Details of training undergone									
		Details of proficiency in computer									
13		Whether belongs to SC/ST/OBC (attested copy of the relevant certificate to be attached).									
14		Additional information, if any, relevant to the post you applied for in support of your suitability for the post.									

# Applicants not holding the post in the Level in Pay Matrix/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale vis-à-vis the Central Government pay scales.

It is 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 applicant

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

**Certificate to be furnished by the Employer/  
Head of Office/Forwarding Authority:**

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

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last ten years and Records of Suspension during the last ten years in respect of the applicant are enclosed.
4. Photocopies of the APARs/ACRs 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.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for and in the event of his/her selection for deputation in the NCLAT, he/she will be relieved of his/her duties.

Place:

Date:

.....

Signature  
Name  
Designation  
Tel. No.  
(Office Seal)