



**NATIONAL COMPANY LAW TRIBUNAL, BENGALURU BENCH  
CORPORATE BHAVAN, 12<sup>TH</sup> FLOOR,  
RAHEJA TOWERS, M G ROAD, BENGALURU 560 001.**

No. NCLTB/ADVT /2018

Dated: 28.06.2018

**OFFICE MEMORANDUM**

**Subject : Engagement of Private Secretary purely on contractual assignment in the National Company Law Tribunal (NCLT) Bengaluru Bench.**

1 Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Private Secretary in National Company Law Tribunal (NCLT), Bengaluru Bench purely on contractual assignment initially for a period of one year.:-

- i. Graduate in any discipline from a recognized University, and
- ii. Having speed in English Shorthand @100wpm

2 The maximum age limit for the applicant is 62 years old as on 1<sup>st</sup> July, 2018. Preference will be given to the retired government employees/officers/Officials retired from Hon'ble High Courts/Subordinate Courts/Tribunals/ Government Departments. The vacancy for above said post in NCLT, Bengaluru Bench is 01 No..

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

- i) The period of contract initially for a period of one year, extendable 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) The remuneration for the Private secretary will be Rs.42,000/- per month.
- 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 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 of the Member to whom they are attached, 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 Bengaluru Bench may submit their applications on the attached prescribed format to the following address :-,

The Assistant Registrar  
National Company Law Tribunal Bengaluru Bench  
12<sup>th</sup> Floor, East Wing Raheja Towers  
M.G.Road, Banglore-560 001.

5 Last date for receipt of application is 20.07.2018. Applications received after the last date, incomplete, unsigned and not on prescribed format, will not be considered.

6 The candidates who are declared qualified in the skill test in English Short hand will be called for interview. No TA/DA will be admissible for appearing in the skill test or interview.

7 No supporting documents need be attached with the application at this stage. However, the candidates who are called for interview will be required to submit self-attested copies of certificates and testimonials in support of the date of birth, educational qualifications, experience, 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 appointed, services will be liable to be terminated forthwith.

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*C.N. Saraswathi*  
(C.N.SARASWATHI)  
ASSISTANT REGISTRAR  
NATIONAL COMPANY LAW TRIBUNAL  
BENGALURU BENCH.  
TELEPHONE NO.080 25585827

**FORMAT OF APPLICATION FOR ENGAGEMENT OF OFFICERS/OFFICIALS  
RETIRED FROM GOVERNMENT BODIES AS PRIVATE SECRETARY PURELY ON  
CONTRACT BASIS IN THE NATIONAL COMPANY LAW TRIBUNAL BENGALURU  
BENCH**

		Paste here self-attested recent coloured passport size				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Date of Retirement					
4	PPO No.(If any)					
5	Father's Name					
6	Correspondence Address					
7	Permanent Address					
8	Telephone/Mobile Number/Fax Number/email Id.(Telephone/mobile number and email Id are mandatory)					
9	Present occupation, If any,					
10.	Educational Qualifications :					
11	Name of Board/University	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction, if any	Subject(s)/Specialization.
12						
	Speed in English Shorthand (in w.p.m)					

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		Nature of duty /experience
				From	To	

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

Place :

Date :

(Signature)

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