

No. 10/98/2017-NCLT (Steno Delhi)  
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block-3, CGO Complex,  
Lodhi Road, New Delhi- 110003  
Dated, the 24<sup>th</sup> April, 2020

OFFICE MEMORANDUM

Subject: Engagement of Stenographer purely on contractual assignment in National Company Law Tribunal (NCLT) at Delhi.

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Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Stenographer in National Company Law Tribunal (NCLT) at Delhi purely on contractual assignment initially for a period of one year or till further orders, whichever is earlier, for filling up the existing/future vacancies:-

- (i) Graduate in any discipline from a recognised University, and
  - (ii) Having speed in English Shorthand @ 100 wpm.
2. Preference will be given to the retired government employees.
  3. The terms and conditions of the contractual assignment shall be as under:-
    - (i) The period of contract initially will be for one year, or till further orders, whichever is earlier, further extendable depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal at any time without assigning any reason whatsoever. 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) Consolidated remuneration per month will be Rs.45,000/-.
    - (iv) The candidates engaged on contractual assignment shall not be entitled to HRA, DA, residential accommodation or any other allowance.
    - (v) The candidates engaged on contractual assignment will not be entitled to any kind of regular leave except casual leave on pro-rata basis. They will not leave headquarters without seeking permission of the Competent Authority.
    - (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. They will also be required to take dictation in court as well as in Chamber and perform other work as may be assigned to them.

4. The interested eligible candidates who are willing to serve in the NCLT at Delhi may submit their applications on the attached prescribed format to the following address:-

The Assistant Registrar,  
National Company Law Tribunal,  
6<sup>th</sup> Floor, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.

5. Last date for receipt of applications is 20.05.2020. Applications received after the last date, incomplete, unsigned and not on the prescribed format, will not be considered and will be summarily rejected.

6. In case large number of applications are received, only the shortlisted candidates will be called for skill test in English Shorthand. The candidates who are declared qualified in the skill test in English Shorthand 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 date of birth, educational qualifications, experience, retirement, 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.

  
(P.C. JAIN)

Deputy Registrar, NCLT

Email: [admn@nclt.gov.in](mailto:admn@nclt.gov.in); Tel: 011-24363842

**FORMAT OF APPLICATION FOR ENGAGEMENT AS STENOGRAPHER PURELY ON  
CONTRACTUAL ASSIGNMENT IN NATIONAL COMPANY LAW TRIBUNAL AT DELHI**  
[Last date for receipt of applications: 20.05.2020]

		Paste here self- attested recent coloured passport size photograph.
1.	Name in Full (IN CAPITAL LETTERS)	
2.	Father's Name	
3.	Marital Status (Married/Unmarried)	
4.	Date of Birth	
5.	Date of Retirement [in case of retired government employees]	
6.	Post and the office/ department from which retired [in case of retired government employees]	
7.	PPO No. if any [in case of retired government employees]	
8.	Correspondence Address	
9.	Permanent Address	
10.	Telephone/ Mobile Number and Email Id. [Telephone/mobile number and Email Id. are mandatory]	
11.	Present occupation, if any.	

12.	Speed in English Shorthand (in w.p.m.)					
13.	Educational Qualifications:					
	Examination / degree passed	Name of Board/ University	Year of Passing	Percentage of Marks Obtained	Academic Distinction, if any.	Subject(s)/ Specialization.
14.	Details of employment, if any:					
	Name and address of the employer	Designation of the post held.	Scale of pay with grade pay, if any / Remuneration.	Period of service		Nature of duty/ experience.
				From	To	
15.	Details of penalties, if any, imposed during the service [in case of retired government employees]					

[Note: No supporting documents need be attached with the application at this stage]

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

Place:-

Date:-

(Signature)

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