

No. 10/58/2016-NCLT (Pt-II)  
NATIONAL COMPANY LAW TRIBUNAL

6th Floor, Block No. 3,  
C.G.O. Complex, Lodhi Road,  
New Delhi-110 003.  
Dated, the 14<sup>th</sup> September, 2018

**OFFICE MEMORANDUM**

Subject: Engagement of Law Research Associates in National Company Law Tribunal (NCLT) purely on contractual assignment.

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Applications are invited from Indian nationals to work as Law Research Associate in NCLT purely on contractual assignment possessing the following essential qualifications:-

- (i) Law Graduates (fresh or experienced) who have passed final year L.L.B examination with a minimum aggregate of 50% marks from a recognized university.
- (ii) The candidate should be enrolled with any Bar Council.
- (iii) The age of the candidate shall not be above 30 years as on last date of receipt of applications.
- (iv) The candidate must have knowledge of computer operation including retrieval of desired information from various search engines/ processors such as Manupatra, SCC Online, etc.
- (v) He/she will be required to adhere to the dress code.

2. Selection will be made for filling up the existing and future vacancies in NCLT Benches at the following locations:

Sl. No	Locations
1	Delhi
2	Ahmedabad
3	Allahabad
4	Bengaluru
5	Chandigarh
6	Chennai
7	Cuttack
8	Guwahati
9	Hyderabad
10	Jaipur
11	Kochi
12	Kolkata
13	Mumbai

3. Remuneration: A consolidated remuneration of Rs.30,000/- per month will be paid to the Law Research Associate. He/she will not be entitled to any DA/HRA/residential accommodation or any other allowance.

4. Duties and functions: Law Research Associate shall function as Research Associate attached to Hon'ble President/Members of NCLT for the purpose of identification, selection, collection and combination of case laws, citation and judicial pronouncements relevant to specific proceedings, sitting in court during hearing of matters by the Tribunal and noting down the arguments, preparing synopsis of the matters listed before the Tribunal, assisting in preparation of draft judgment if asked for. They shall also be responsible for development, storage and speedy retrieval of such material as per requirement and bunching of similar matters.



5. Character: The candidate should have absolute integrity, honesty and good moral character for which he/she will submit certificate of two responsible persons at the time of joining in the respective Bench. He/she should not be involved in any criminal case whether convicted or in which criminal trial is pending.

6. Conduct during and after the terms of assignment:

- (i) He/she shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other or in any manner. He/She will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of terms of assignment unless such disclosure is legally required in discharge of lawful duties.
- (ii) The Law Research Associate will not accept any other assignment during his/her term of engagement as such. He/she shall not practice as an Advocate in any court of Law during the course of assignment as Law Research Associate.
- (iii) He/she will not leave headquarter without seeking permission from the Hon'ble Member concerned.
- (iv) He/she shall maintain punctuality in attending to his/her duties.
- (v) Since this is a full time engagement, he/she will not enroll him/her in any regular course of any kind during the period of engagement.

7. Period of contract: The period of contract initially will be for one year, extendable further depending upon the performance and requirement. The maximum period of engagement as Law Research Associate on contract basis in the NCLT will not exceed three years. 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. The short term contractual assignment shall not confer any right or claim to any regularization or continuance of service.

8. They will not be entitled to any kind of regular leave except casual leave on pro-rata basis.

9. They will have the option to give up their assignment by giving one month's advance written notice. However, the President, NCLT will have the power to waive the notice period.

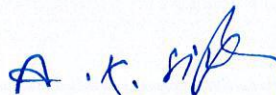
10. Their working days and working hours shall be same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement of the Member to whom they are attached, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.

11. The interested candidates who are willing to serve in the NCLT may submit their applications on the enclosed format at the following address along with self-attested copies of requisite certificates:-

The Under Secretary,  
National Company Law Tribunal,  
6th Floor, Block No. 3, C.G.O. Complex,  
Lodhi Road, New Delhi – 110 003.

12. Last date for receipt of applications is **15.10.2018**. Applications received after last date, incomplete, unsigned and not on the prescribed format will not be considered.

13. No TA/DA will be admissible for appearing in the interview. The NCLT reserves the right to call only shortlisted candidates in the interview or change the selection criteria.

  
(Akhilesh Kumar Singh)  
Under Secretary, NCLT

Email: [admn@nclt.gov.in](mailto:admn@nclt.gov.in); Tel: 011-24363843



[Format]

**APPLICATION FOR ENGAGEMENT AS LAW RESERCH ASSOCIATE IN NATIONAL  
COMPANY LAW TRIBUNAL PURELY ON CONTRACTUAL ASSIGNMENT**

[Last date for receipt of applications: **15.10.2018**]

Paste here self-  
attested recent  
coloured passport  
size photograph.

1.	Name in Full (IN BLOCK LETTERS)	
2.	Bench(es)/location(s) for which application has been made [mention not more than 03 benches/locations in order of priority]	(i) (ii) (iii)
3.	Date of Birth (Attach self-attested copy of proof)	
4.	Father's Name	
5.	Whether enrolled with any Bar Council. If yes, mention enrolment number and attach self-attested copy of enrolment certificate.	
6.	Correspondence Address	
	Telephone No.	
	Mobile No. ( <b>mandatory</b> )	
	Email ID ( <b>mandatory</b> )	
7.	Permanent Address	
8.	Present occupation, if any.	
9.	Knowledge of computer operation	



10	Educational Qualifications from Matric onwards. (Attach self-attested copies of certificates/degree)					
	Name of University	Exam Passed	Year of passing	Percentage of Marks obtained [if grade system is followed by the University, % of marks after conversion be mentioned along with copy of method of conversion]	Academic Distinction	Subject/specialization
11.	Details of previous and present engagements in chronological order [attach proof of the same]					
	Name and address of employer		Period of service		Nature of duty/experience	
			From	To		
12.	Time required for joining the post					

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

Place:

Date:

(Signature)  
Name: \_\_\_\_\_